

# National Maritime Museum Library Acquisition Statement

## 1 Introduction

The Library Acquisition Statement relates to modern books, serials, pamphlets and electronic subscriptions, and includes CD Rom holdings and microfilm holdings. These are known as ‘the working collection’.

The working collection also includes material relevant to the professional functions of the Museum. These ‘tools of the trade’ include general reference texts such as periodicals and professional publications. These are subject to regular weeding to ensure relevance.

The working collection is differentiated from the Permanent Collection (defined as ‘formally accessed objects acquired in accordance with the NMM Collection Development Policy’). The Permanent Collection of the Library includes the rare printed collection (rare books, folios, pamphlets and atlases) that date from prior to 1850, ephemera (including posters), maps and charts, sheet music, and all manuscripts. 1850 is the cut-off date for printed works in the Permanent Collection. The Permanent Collection is subject to the procedures laid down by the NMM’s Collection Development Policy (2012-17). (See [www.rmg.co.uk/sites/default/files/Collection\\_Development\\_Policy\\_2012-2017.pdf](http://www.rmg.co.uk/sites/default/files/Collection_Development_Policy_2012-2017.pdf))

The Library aims to support and enhance the work of the National Maritime Museum (NMM) by delivering accessible research resources to all. The Library provides public access to the NMM’s Library and Archive collections. It provides readers with facilities for research and reference in every aspect of maritime history including the Royal and Merchant Navies, emigration, navigation, exploration, piracy, slavery, shipwrecks, Maritime Greenwich, maritime art, as well as astronomy and horology.

For information on donating items to the Museum and borrowing from the collections see [www.rmg.co.uk/discover/museum-collections/managing/borrow-an-item](http://www.rmg.co.uk/discover/museum-collections/managing/borrow-an-item).

## 2 Aims of the Acquisition Statement

- To provide information on how items are selected and acquired for the Library holdings
- To set out the procedures for withdrawals, transfers and disposals from the Library holdings.

## 3 Selection and acquisition

Modern books, serials and electronic subscriptions are currently acquired by:

- Library staff researching publishers’ catalogues, booklists, online bibliographic databases, and professional press
- Personal recommendation of Museum staff, and the completion of a book request form

- Donations by individuals and organisations; assessed by Library staff before accepted or declined
- NMM Publications.

The Library currently acquires approximately 500 modern books each year. Modern books are purchased through the Library's acquisition budget. Journal subscriptions, both hard copies and in electronic format, are purchased through the Library's subscription budget. Electronic resources are also purchased through the Library's subscription budget.

- Where items are only required on a temporary basis for research by Museum staff, the Inter Library Loan (ILL) facility is utilised.

**Items not acquired:**

- Photocopies
- Duplicate items (unless it was felt necessary to have more than one copy of a printed work)
- Works in languages other than English, unless they are significant contribution to the subject

**4 Withdrawals, transfers and disposals**

Working collection items are subject to collections management and may not be retained in perpetuity. Items deemed suitable for withdrawal, transfer or disposal are assessed by Library staff. Items to be transferred or disposed of are approved by the Head of Research and Information.

- 'Tools of the trade' publications and serials are published items relevant to the professional functions of the Museum. Examples include the BSI's *Guide for the storage and exhibition of archival materials*; guides or manuals to cataloguing; books on conservation, preservation and restoration; and *Health and safety at work* magazine. These will be subject to review by Library staff and will be withdrawn if they are no longer relevant. The exceptions to this will include manuals for procedures that have helped shape the modern Museum e.g. Chenhall's manual of museum classification was the first classification system used in the Museum and will be retained for historical context of the Museum itself; similarly all catalogues ever produced for the NMM will be retained even though the collections have changed since their publication. When 'tools of the trade' have exceeded their shelf life, they will be withdrawn and disposed of.

- Items identified for withdrawal may be offered to other interested organisations for transfer. These organisations and institutions are offered first refusal through the Museum Association, or through LMLAG (London Museums Librarians and Archivists Group) or NRA (National Register of Archives) listservs, or directly through contacts in individual organisations.