

# **Library Acquisitions Policy**

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## **1 Purpose of the Policy**

The purpose of the Library Acquisitions Policy is to provide an agreed framework for the future development of the Library's collections which will inform decision-making on acquisition.

The Library Acquisitions Policy covers the acquisition of published material, including books, journals, and reprints in both print and electronic formats, through both purchase, and donations. It should be read in conjunction with the Archive Acquisitions Policy, which covers the acquisition of unpublished material.

The Library Acquisitions Policy will be reviewed every two years.

## **2 Role and aims of the RES Library**

The Royal Entomological Society is a learned society founded in 1833. It is a registered charity devoted to the understanding and development of insect science. The Society supports international collaboration, research and publication. The Library has existed since the founding of the Society. The Library's primary purpose is to support the aims of the Society, through the provision of relevant print and electronic resources to support the information and research needs of the student, professional, retired, and amateur entomologists who make up our membership and fellowship. The Library also helps to promote the understanding of insect science through the provision of services to members of the public.

## **3 Scope of Library Collections**

The Library collections date back to the founding of the Society in 1833. We collect major works of reference covering all aspects of insect biology, without any geographical bias. The collection is particularly strong in the general biology and taxonomy of insects, especially for the Western Palaearctic Region.

The Library aims to serve the research needs of members and fellows of the RES. While we aim to offer representative coverage of all areas of entomology, we are not a repository for all entomological works. The collections focus on more specialist material that is less likely to be available in more general collections.

The library holds around 12,000 books, with titles dating from 1609 to the present day, including a rare book collection of about 1,500 pre-1850 entomological works.

We hold around 800 print journal titles dating from 1774 onwards, of which around 40 are taken currently. The collection is international in scope, but a particular strength is in publications from small British and Irish Entomological and Natural History Societies. We subscribe to an e-journals package offering around 200 titles in the biological, ecological, and environmental sciences.

The library holds a unique collection of around 50,000 reprints, both print and electronic, dating from the 18th Century to the present day including a number of specialist collections belonging to eminent Entomologists.

### 3.1 Subject areas collected

The Library actively collects material from the following subject areas:

- General Entomology covering all orders of insects
- Insect Biology
- Insect Conservation
- Insect Ecology
- Insect Genetics
- Insect Taxonomy
- Applied Entomology including:
  - Medical Entomology
  - Veterinary Entomology
  - Agricultural Entomology
  - Horticultural Entomology
  - Forest Entomology
  - Domestic Entomology
  - Plant Galls
  - Pest Control
  - Forensic Entomology
  - Insects as Food and Feed

We also collect more limited material, with no attempt at comprehensive coverage on the following subject areas:

- Biographies of entomologists

- Literature featuring insects or entomologists.
- Arachnology
- Non-Insect Hexapods
- Botany
- Palaeobiology
- Zoology
- Natural History

## 4 Library Acquisition Policy: Purchased Material

### 4.1 Acquisition Process

This section outlines the process by which items are acquired for the Library through purchase.

Suggestions for Library Purchases will be solicited from the Membership and Fellowship, through a suggestions form on the library webpage, items in RES publications such as *Antenna*, and in RES communications such as the email newsletter, posts on the RES website, and social media posts. The suggestions form will be regularly promoted via the above channels.

Items may also be recommended for purchase by the Librarian or suggested by RES Staff. The Librarian will keep a list of material recommended for purchase.

#### 4.1.1 Role of Library Committee

Items recommended for purchase will then be put to the Library Committee for discussion, to decide whether or not a purchase should be made. Items within the standard Library book budget should be discussed by email, anything falling outside this range should be discussed in person at a Library Committee Meeting. A list of items to be considered for purchase at a Committee Meeting should be emailed to Committee members not less than one week before the Meeting.

#### 4.1.2 Promotion of new items

New material will be promoted via RES publications and communications, and on social media.

### 4.2 Acquisition Principles

The Library Committee will use the following criteria to decide whether an item should be purchased:

- Price and value for money

- Relevant entomological content
- The extent that the subject is covered in our existing collections
- Priority will be given to more expensive works that users may not be able to afford personally.

The Librarian will provide additional professional advice and guidance.

In addition, the following principles will be followed:

#### 4.2.1 Digital First Policy

We will adopt a Digital First policy where an electronic over print format is preferred in most cases. To ensure long-term access to collections electronic material will be purchased outright rather than on an annual subscription where possible. In cases where an electronic copy is significantly more expensive than a print copy, the print copy may be preferred.

#### 4.2.2 Duplicate items

We normally collect only one copy of each item, except in the case of material published by, or on behalf of RES, in which case two copies will be collected. An exception to this may be made for pre-1850 volumes of historical significance, or items whose annotations make them unique, such as a volume signed by an eminent entomologist.

#### 4.2.3 What we do not collect

We are no longer acquiring reprints, except in the case of exceptional historical value.

## 5 Donations Policy

We welcome donations of Library items from RES Members and Fellows and the public that fit into the scope of the collection as outlined in Section 3.

We cannot accept all donations. Reasons that we may need to decline donations include, but are not limited to the following:

- They are outside the scope of the Library collections
- They contain little or no relevant entomological content
- They are too big for us to adequately house
- They duplicate material already in the Library collections
- They are in poor physical condition or require substantial conservation treatment

- They need specialist equipment (ie. Microfiche reader, slide projector) to access

We cannot accept donations of print journals that would meet the criteria for weeding developed as part of the assessment of print journals holdings carried out in partnership with the British Library UK Research Reserve. A list of these criteria can be obtained from the Librarian on request.

We are no longer accepting donations of reprints, except in cases of exceptional historical value.

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