

UK Research Reserve (UKRR) Handbook

This handbook is for UKRR members (Holding Libraries) and Contributing Libraries. It explains how UKRR operates, what a member institution can expect from the UKRR and what participating libraries will need to do to help ensure that UKRR runs smoothly.

CONTENTS

Chapters	Pages
1. UKRR Management	2
2. UKRR Institution	2
2.1 UKRR Holding Libraries	2
2.2 UKRR Contributing Libraries	3
3. The British Library	4
4. Document Supply and Access to Material at The British Library	7
5. UKRR Process, List and Information Guidelines	10
6. Material Suitable for UKRR	13
7. The Research Reserve Collection	14
8. Ingest at the British Library	14
Appendices	Pages
I. UKRR Workflow and Process	16
II. UKRR Board Terms of Reference	17
III. Storage and Preservation of Materials for UKRR at The British Library	18
IV. A Guideline for De-accessioning and Disposal of Unrequired Material	19
V. A Guideline for Arranging Transport of Materials to the British Library	21
VI. The Research Reserve Collection Principles	26

This handbook describes the UKRR service and the processes involved only to the level required to outline the obligations of the parties involved. A full description of the UKRR service and the documentation on the process involved are available from the UKRR Manager¹ or via the website www.ukrr.ac.uk.

¹ ukrr@ukrr.ac.uk

1. UKRR Management

UKRR is managed by the UKRR Board. It is the role of the UKRR Board to develop and co-ordinate the Research Reserve collection in conjunction with SCONUL and The British Library according to the Research Reserve Collection principles (Appendix VI). The Board is responsible for disseminating and sharing best practice developed in the UKRR, both nationally and internationally.

The UKRR Manager, based at Imperial College London is the first point of contact for institutions when joining and throughout their participation in UKRR.

UKRR agrees to:

- Reply promptly to communications
- Provide full documentation, assistance with, and advice about the UKRR process.
- Agree and monitor process scheduling with UKRR members and the British Library.
- Regularly review the UKRR submissions process and policies.
- Develop and co-ordinate the Research Reserve collection together with SCONUL and The British Library
- Disseminate knowledge developed through UKRR, both nationally and internationally.

2. UKRR Institution

2.1 UKRR Holding Libraries²

As a UKRR member, a UKRR Holding Library (HL) agrees to:

- Identify and provide contact details of a local UKRR Administrator who will oversee and take responsibility for the UKRR process at their institution.
- Respond to communications from the UKRR Manager or the British Library UKRR Service Manager within 5 working days, either with a full response or a time estimate for the full response.
- Submit the full list of 'low use print titles of research interest' identified for disposal by the Library, to the UKRR Manager. Material submitted for

² The term 'Holding Libraries' includes both Holding Libraries and Principal Holding Libraries unless otherwise stated.

deduplication will be a subset of this list, to be agreed between the HEI and the UKRR Manager.

- De-accession print journals via UKRR only.*
- Agree timescale and completion dates for each stage in the UKRR process with the UKRR Manager and The British Library and notify them in good time if these cannot be met.
- Nominate staff to be involved in UKRR data work, such as spreadsheet work, holdings identification, data collection and measurement and searching of union catalogues. Information and advice is available from the UKRR Manager.
- Use best endeavour to supply accurate holdings data, following the UKRR List and Information Guidelines and to investigate scarcity as required.
- Once the retention status of the material has been confirmed by the UKRR Manager then material identified for transfer may be sent to The British Library (BL), or to other HE institutions as detailed. Material should be well packed to avoid damage in transit. Stock transfers to the BL and Principal Holding Libraries (PL) should comply with the requirements as per Appendix V. Where runs of material are requested, comply with the BL/PL ingest requests, dates and standards. Comply with the UKRR Ingest and Transportation standards as per Appendix V.
- Transfer ownership of material sent to other UKRR institutions for ingest, as set down in the UK Research Reserve Retention Agreement.
- Secure and confirm those items assigned as retention copies by UKRR.
- Use environmentally sound disposal methods, such as recycling or charitable donation.
- Retain and accession items for UKRR under the terms set out in the UK Research Reserve Retention Agreement, to current UKRR standards, outlined in this Handbook.*

2.2 UKRR Contributing Libraries

A UKRR Contributing Library (CL) agrees to observe and follow the same principles in the Handbook except those that may not be applicable to them (*)

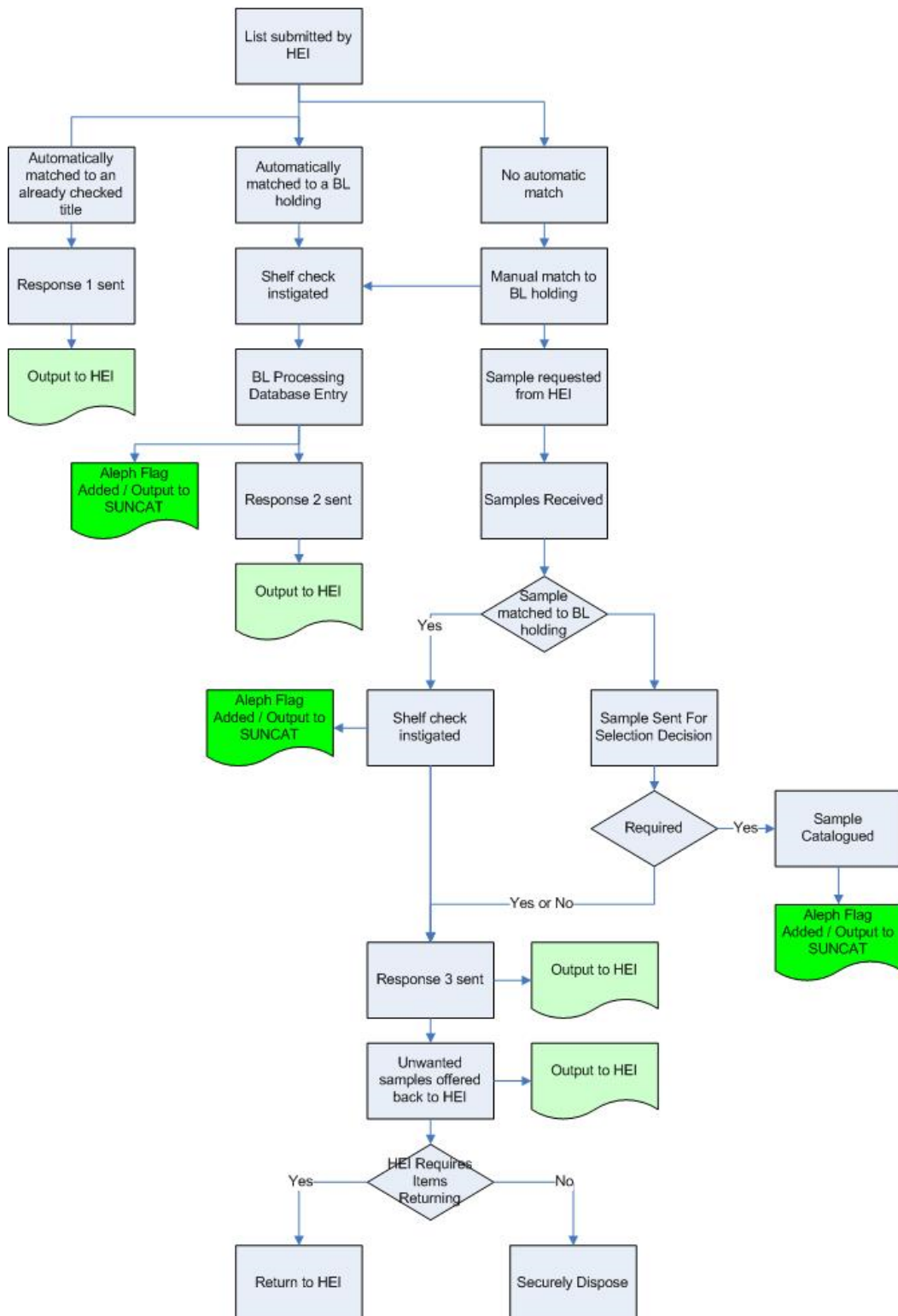
3. The British Library

The British Library agrees to undertake the following tasks:

List checking

The British Library will check the lists submitted by HEIs against its loanable holdings, and will select titles not held based on The British Library's collection policy (see Chapter 8). Material submitted for inclusion in UKRR will only be checked against, and ingested into, stock loanable from The British Library Document Supply Service. As the Legal Deposit Libraries Act 2003 prevents legal deposit material being used for document supply, the UKRR will not review against British Library legal deposit holdings.

BL Process Overview



The British Library UKRR Operations Manager or their deputy agrees to:

- Notify the UKRR Manager and the HEI in good time if stage completion dates cannot be met.
- Communicate outcomes of the deduplication list checking process to the individual member and UKRR Manager by the currently agreed method.
- Respond to all communications from UKRR partners and the UKRR Manager within 2 working days.

Ingest and Storage

The British Library will ingest and store material for UKRR as outlined in Appendix III.

Access to material

The British Library agrees to:

- Respond to **all document supply orders** from UKRR Holding Libraries within 24 hours. All HEIs who are holding libraries of the UKRR will receive their order or information about the status of their order within this time.
- Provide a consultation service in The British Library reading rooms at Boston Spa and St Pancras. Items can be supplied at either the Boston Spa or St Pancras Reading Rooms.

Further conditions and enhancements may apply. Please see Chapter 4, Document Supply and Access to Material at The British Library.

Perpetuity and Governance

The British Library will mark each title on the HEI deduplication lists already held or accepted for ingest at the British Library as being part of the UKRR, on The British Library catalogue. Any review of UKRR titles will be done in consultation with the UKRR Board. The British Library agrees to hold UKRR material for perpetuity until further review.

4. Document Supply and Access to Material at The British Library

The British Library's document supply service is enhanced for UKRR Holding Libraries. The British Library undertakes to respond to all document supply orders from UKRR members' nominated accounts within 24 hours. All HEIs who are members of the UKRR will receive their order or information about the status of their order within this time.

Nominated accounts are those that the member has advised the British Library that they wish to be covered by their UKRR membership. Please contact Customer-Services-Accounts@bl.uk to arrange which of your Document Supply accounts should be included in your UKRR agreement.

Member accounts are automatically defaulted to 24 hour processing by the BL and requests will be charged at the Members' standard rate. In the event that 2 hour urgent processing is required this must be stated by use of the appropriate message keyword code when placing requests. 2 hour requests will incur an additional charge. [Customer Services Accounts](#) can provide details of current prices.

With the exception of public holidays, 24 hour requests are processed from 08:00 Monday through to 04:00 Saturday and are timed from confirmation of the order. Requests received after 04:00 Saturday will be timed from 08:00 Monday.

Electronic notification of means and time of delivery will be sent to the requester when an item is dispatched.

Detailed information on British Library Document Supply services and requesting methods may be found on the BL's website at <http://www.bl.uk/reshelp/atyourdesk/docsupply/help/resources/handbooks/>

As part of the enhanced Document Supply Service, Members receiving documents electronically through secure electronic delivery (SED) qualify for customized branding of electronic delivery notification emails. Branding is based on a standard layout and will include the Member institution and BL logo. The content of the secure electronic delivery notification email is editable to include contact details of the Member institution and any specific instructions you may wish to include to inform your end users.

Member institutions requiring branded electronic delivery notification emails should contact British Library Customer Services for further information and to discuss their requirements.

All document supply requests from UKRR members will be subject to UKRR service levels, regardless of whether the material requested is part of the UKRR collection. Members' standard document supply request charges will apply.

The supply of copies will be subject to normal copyright and Library Privilege legislation. If a HEI wishes to forward or transcribe further copies of an item supplied by the British Library Document Supply, then the relevant legislation must be respected.

Remote access:

- Online public access to a bibliographic database of British Library holdings will be available through the British Library catalogue.
- Serials: Delivery of requested materials in a choice of formats: electronic (through secure delivery), paper, post, or inter-library loan. Electronic delivery will be the default, and preferred, delivery method. Unencrypted electronic delivery may be requested by those organizations registered to use the Higher Education Scanning Service (HESS) .
- Online delivery to
 - a user's desktop,
 - the requesting library.
- Postal delivery will be by first class post unless part of a batch, whereupon a Next Day Courier service is used.

Reading room access:

- The British Library will provide a consultation service in its reading rooms at Boston Spa and St Pancras.
- A pre-visit reservation system (online and via phone, fax, and post) will be made available so as to ensure faster on-site delivery in The British Library reading rooms.
- A valid British Library reader pass is required to use the St Pancras and Boston Spa Reading Rooms. Further information on reader registration is available at www.bl.uk

If the item is temporarily unavailable, the customer will be advised they are on a waiting list. Should they prefer not to wait, the original request may be cancelled and an Extended Search may be requested to try to identify another copyholder. When requesting an Extended Search for an item you know is on loan please add the message keyword code WLX to the TX line of your request. A full list of the message keyword codes you can use to communicate with us about your requests may be found in the ART Guide on the BL's website at <http://www.bl.uk/reshelp/atyourdesk/docsupply/help/resources/handbooks/index.html> .



Further information on British Library Document Supply services may be found in the [General Handbook](#) at <http://www.bl.uk/reshelp/atyourdesk/docsupply/help/resources/handbooks/handbook/Custom%20HandbookRevSep%202010.pdf>

The British Library Customer Services is available to deal with any Member query Monday to Thursday from 08:30 until 18:30 and Friday 08:30 until 17:30. They may be contacted at:

Customer Services
The British Library
Boston Spa
Wetherby
West Yorkshire
LS23 7BQ

Tel: 01937 546060
E: Customer-Services@bl.uk

Exceptional circumstances may affect service levels:

1. If an item is held in a remote or deep storage facility, accessibility issues may add a further 24hrs to the lead time for delivery.
2. If the item is undergoing preservation, then best efforts will be made to rapidly progress this work for UKRR members.
3. If the Document Supply service availability is restricted due to unforeseen circumstances.

Use of document delivery services is subject to The British Library's prevailing Terms and Conditions of service. Details can be found on the BL website at <http://www.bl.uk/reshelp/atyourdesk/docsupply/help/terms/index.html>. Information relating to access to the reading rooms can be found on the BL website at <http://www.bl.uk/services/reading/reading.html>

Note: Current British Library policy prohibits loan of materials older than 1850. These item can however be scanned and article/chapter level access is available. This and all future loan restriction policy amendments will apply to UKRR material.



5. UKRR Process, List and Information Guidelines

The process description outlined below is a general overview subject to change. Please direct questions about the process to the UKRR Manager.

- HEI libraries assess their holdings to create a suggested list for disposal/transfer.
- The library verifies and measures holdings.
- Internal agreement reached at submitting HEI for stock to be disposed/transferred.
- Lists created in accordance with published template. These lists are submitted to UKRR.
- The detailed scheduling will be agreed with the UKRR Manager when the lists have been pre-processed.
- The British Library will check the de-duplication list against its holdings. Titles not previously submitted to the UKRR process will trigger a shelf check of the whole title run held at the British Library.

- The British Library may request a physical sample of the offered stock if they are unable to identify the material from the information provided by the HEI on the template. Where possible the library should send the first volume on offer as a sample. The material can be sent in a box or a padded envelope (depending on the number of samples) with a copy of the requesting email. It should be sent to:

Alison Selina, Document Supply Manager, Operations, The British Library, Boston Spa, Wetherby, West Yorkshire, LS23 7BQ.

- The list will also be checked against UKRR holdings within HE, to identify items and titles required for potential deposit with these institutions. The responsibility for ensuring two copies are held within HE libraries rests with the HE community and will be mediated through a SCONUL Mediation Panel.
- The de-duplication list will be returned to the submitting library by UKRR with the retention status recorded for each of the offered holdings. At this stage titles can be picked and packed according to destination. HEI catalogues can then be amended and the union catalogues updated accordingly (see Note below).
- The British Library and/or UKRR Principal Holding Libraries (PLs) receive items for ingest, condition-checked by a member of The British Library Collection Care Team and/or UKRR PLs as appropriate. A site visit may be required dependant on the amount of stock identified for transfer.

- Any item requested for review or transfer (but later found to be duplicated requests) by The British Library will be returned to the originating HEI if not required / accepted for ingest.
- The British Library (PL) titles on the UKRR de-duplication lists, including those requested and authorised for ingest, will be marked as UKRR titles in The British Library (PL) catalogue.
- Items transferred from HEIs will be added to the British Library's document supply/PL collection.
- Items rejected by The British Library, because they do not fit with their collection strategy, will be marked as rejected, and reasons for rejection will be provided. Items rejected may be re-considered if further investigation uncovers information supporting the case for inclusion.
- Material, which is in scope, but which The British Library does not hold and cannot accept, must be retained if there are fewer than two copies held in the reserve.³
- Material believed to be scarce within the HE sector may be marked for review and possible inclusion in the UKRR collection.
- Any member of UKRR may be requested to become a holder of titles for the UKRR collection. This process will be facilitated by SCOUNL through its UKRR Mediation Panel.

Note: It is at the discretion of individual HEIs as to whether they retain, or dispose of, material finally rejected as unsuitable for inclusion in UKRR.

Note: The British Library is not responsible for ensuring that two copies are held within HE libraries. This responsibility rests with UKRR members and the HE community. The British Library will, however, return material not required for ingest to the submitting HEI. This includes items requested from 'BL Retain' holdings, which may be returned to offering libraries or principal holding libraries for retention as part of the UKRR collection if it is found that after processing for ingest they are no longer needed by the BL. In this case BL will contact members to notify them of the items to be returned and to ask for a delivery contact and address. The time taken to process items for ingest varies but libraries can request an estimate by contacting UKRR_Transfers@bl.uk.

Amendments to any of the stages in the UKRR process, that affect individual libraries, will be promptly communicated. Changes which impact on all members will be amended after discussions and agreement with the UKRR Board.

³ If such items were offered by a Contributing Library, they should be ingested by Principal Holding Libraries. However, it is up to the PLs' discretion whether they select such material or not.

List and Information Guidelines

Lists of material submitted to UKRR must consist of low use print serials which qualify as research level material. Factors to consider when compiling a list of material would include:

- The length of the serial's run. The submitted material should comprise of at least 5 issues of any particular title
- The majority of material should have a valid ISSN, and where this does not exist, a publisher and place of publication should be provided
- The average title/metreage ratio usually should not be less than 0.8 (if below 0.8, please discuss your lists with the UKRR Manager)

All of the above can be discussed further with the UKRR Manager. Guidelines on completing the template are available on the website

<http://www.ukrr.ac.uk/members/default.aspx>.

For clarity and consistency The British Library's definition of research level material will be applied to the material acceptable for inclusion in the UKRR.

Scope and condition restrictions on material that can be accepted for UKRR are detailed in **Chapter 6, Material Suitable for UKRR**.

UKRR will accept de-duplication lists on the assumption that they have been agreed and checked by the appropriate stakeholders.

UKRR will use available capacity to process as many offered lists as possible; lists from Principal Holding Libraries will be prioritised, followed by those from Holding Libraries, and then those from Contributing Libraries.

To ensure consistency of process, the UKRR de-duplication template will be used by both HEIs and The British Library to list titles and record outcomes. Only lists completed on the approved template can move forward to the processing stage.

The current version of the deduplication template⁴ should be completed for each list of UKRR titles to be considered by UKRR.

Note: The template will evolve as the UKRR service is streamlined and technologies updated. Where practical, lists should always be on the latest version and HEIs should check with the UKRR Manager that they are working on the latest version before starting the UKRR process.

To allow complete checking of The British Library's loanable holdings, comprehensive information is needed. Data should be both sufficient and in a consistent format for processing. The data required includes:

- Bibliographic details including ISSN

⁴ Available on the website <http://www.ukrr.ac.uk/members/default.aspx>

- Detailed local holdings information

The information may be used by The British Library for:

- Electronic catalogue and shelf checking of The British Library purchased holdings.
- Electronic matching to UKRR holdings in Higher Education.
- Updating of The British Library catalogues and databases to include annotation of records where titles are included in the UKRR.
- Supply of the correct information back to the HEIs for physical sorting and de-duplication.
- The inclusion of tags in The British Library data which will allow union catalogues and similar discovery systems to be used as the central reference tool for UKRR material.

6. Material Suitable for UKRR

The UK Research Reserve will capture essential hard-copy low-use scholarly material, predominantly journals. Please apply the following criteria when selecting material for submission.

Scope: Definition of Research Level Material

The British Library's definition of research level material includes the major published source materials required for academic, commercial, public sector and personal/independent research, including:

- Materials containing research reporting
- New findings
- Scientific experimental results
- Other information useful to researchers

Materials in scope for UKRR include journals, conference proceedings, yearbooks and annual reports.

Material specifically excluded from the UKRR:

- Abstracts and Indexes
- Basic "how to..." texts
- Bibliographies
- Catalogues
- Directories
- Leisure journals
- Monographs
- Newspapers
- Popular fiction
- Practical guides
- Reprints
- Teaching materials

- Other similar materials acquired by organisations such as universities or public libraries to meet the needs of non-research user groups
- Ephemeral material published by non-commercial organisations
- Maps

Further details about the scope are available from the UKRR Manager.

Condition:

Material should be assessed as:

- Good / Usable:** Robust and stable – usable for any purpose.
- Unusable:** Completely unsuitable for use by end-users – so fragile and damaged that it is likely to suffer further if handled, or has mould or pest infestation.

Please do not include unusable material in your submission.

7. The Research Reserve Collection

Material is held in HE libraries subject to the UKRR Retention Agreement.

Items requested and sent to The British Library or other libraries for ingest as part of UKRR will become part of the receiving institution's holdings. Ownership and responsibility for these items will be transferred to the holder; either The British Library, or the UKRR holding library. Existing HEI library stamps or other signs of ownership do not need to be removed. However, should any remain; the receiving institution's stamp will override them.

The British Library reserves the right to refuse material which does not comply with The British Library content strategy⁵. In some circumstances The British Library may need to inspect a sample issue of titles it does not already hold, before deciding whether to include the title in its collection.

When an item is offered to the British Library, any material which is not fit-for-purpose will not be accepted save in very exceptional circumstances (and at The British Library's discretion). Journals will need to be in a fit state as to be repeatedly retrieved and copied.

8. Ingest at the British Library and Principal Holding Libraries

The British Library will ingest material into its collections for copy and loan to all customers.

⁵ The British Library Content Strategy is on the BL Website: <http://www.bl.uk/aboutus/stratpolprog/contstrat/>



The British Library reserves the right to visit HEI Libraries, accompanied where possible by the UKRR Manager, to assess condition of material prior to delivery to The British Library, to ensure that pests, mould etc. do not contaminate British Library holdings. The format of material will also be assessed (e.g. type of binding, size of items) to ensure The British Library can accommodate the offering.

Material is sent at the HEI's own risk. The British Library accepts no responsibility for damage or loss in transit. The submitting HEI must ensure that any removal company used for transfer of material holds the appropriate level of insurance. Transport of materials to the British Library must follow the guidelines in Appendix IV.

By depositing material with The British Library for inclusion within the UKRR, HEIs are transferring ownership. The UKRR Acquisitions Form, (see Appendix V) should be completed and returned with all UKRR stock sent to The British Library.

The British Library does not undertake to immediately preserve materials upon initial receipt, albeit once integrated with The British Library stock, all material is subject to ongoing preservation treatment, as appropriate.

The British Library cannot ingest titles which are bound together.

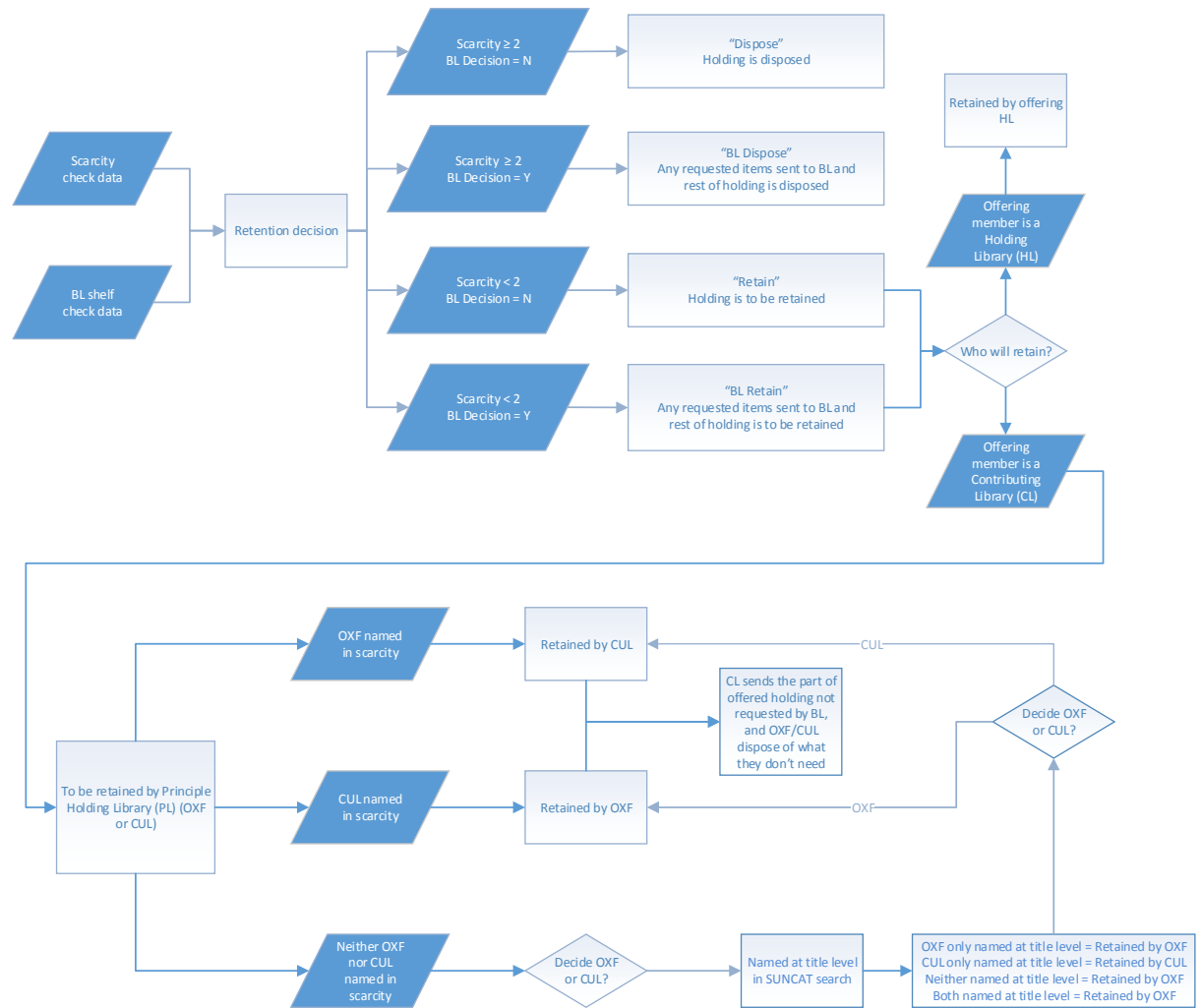
For scarce material offered by Contributing Libraries to be ingested by Principal Holding Libraries, similar principles should be observed and followed.

Note: It is at the discretion of individual HEIs as to whether they supply material requested by the British Library should they be asked to retain the remainder of the holdings as part of the Research Reserve. Members must provide all material requested by the British Library from holdings that are marked for disposal.



Appendix I

UKRR Workflow and Processes



Appendix II

UKRR Board Terms of Reference

UKRR is overseen by the UKRR Board, whose primary role is to provide strategic leadership for UKRR and ensure that it fulfils its stated aims, and meets the needs of the UK higher education sector as a whole.

The UKRR Board is also responsible for disseminating and sharing best practice developed through managing the Research Reserve, both nationally and internationally.

The UKRR Board will review the UKRR policies and recommend changes as necessary when required.

On behalf of the Funding Council and the research community, the UKRR Board will:

1. *Ensure that the UKRR plays a key role in safeguarding and enriching the national research collection.*
2. *Oversee the work of UKRR Phase 3.*
3. *Report to HEFCE on expenditure of HEFCE funding, and twice a year on spend, cost and pricing profiles.*
4. *Consider regular reports on the performance and impact of the service.*
5. *Provide a forum for the concerns of the research community, HE stakeholder groups and the BL in relation to the supply of research information.*
6. *Produce an annual report to HEFCE, the research community, HE stakeholder groups and the BL Board.*

The UKRR Phase 2 Board will continue to oversee the programme's transition and activities during Phase 3.

(Updated in April 2017)

Appendix III

Storage and Preservation of Materials for UKRR at The British Library

The British Library, in line with HEI Libraries and general best-practice, stores material in conditions appropriate to its perceived rarity, value, and the frequency of use.

As a minimum, the UKRR material will be stored in facilities with:

- Fit-for-purpose shelving facilities, in line to best possible safety and preservation principles.
- Clean, dirt-free and dust-free environment. Certain UKRR stock items may be stored in a state of the art temperature and humidity controlled storage area.
- A fire detection system.
- An intruder alarm system supported by 24-hour security presence.
- Access to preservation facilities.
- Maintenance of building services is contracted out to a service provider and monitored by British Library engineers. The contract is managed according to agreed SLAs and KPIs.
- Provision and maintenance of an online catalogue. Titles accepted for deposit will be flagged UKRR on The British Library Online Public Access Catalogue (OPAC).

Collection Care

Further information on the collection care and preservation of journals by The British Library is available from their Collection Care department⁶ and The National Preservation Office.⁷

⁶ <http://www.bl.uk/aboutus/stratpolprog/collectioncare/>

⁷ The National Preservation Office Website: <http://www.bl.uk/blpac/index.html>

Appendix IV

A Guideline for De-accessioning and Disposal of Unrequired Material

The guidance below is partly based on The British Library's best practice guidelines for the responsible de-accessioning and disposal of ex collection material and is included here for information only. To avoid reputational risk HEIs should ensure that all their discarding activity is done in a responsible manner.

1. Investigate sale and external transfer possibilities

Investigate whether it is appropriate and practically viable to sell the material to students or the book trade. If it is not feasible to sell the items, then investigate whether other organisations may be willing to accept the material as a donation, potential external transfer recipients could be:

- Other academic or research libraries in the UK
- Research libraries elsewhere in the world
- A charity

If you successfully identify an external transfer recipient, discuss who pays for transportation costs upfront.

Do not offer any material which is beyond repair, or which has been previously contaminated by pests or fungus. This would be unethical, as a change in environmental conditions could revive dormant contamination and put the receiving institution's existing collection at risk.

Ensure that catalogue holdings are updated as soon as possible to accurately reflect what is being de-accessioned. This will ensure that the union catalogues are also updated and that changes are visible to other libraries going through the UKRR process. Furthermore, where appropriate and practical, remove, conceal or cross through labels and shelfmarks, which contain your organisation's ownership details. It is advisable to de-stamp the items, near your library's ownership stamp, to show that they have been officially de-accessioned and withdrawn from the institution. If items are not de-stamped, there is a risk that they may appear to be lost or stolen from your library and they may be returned to you in good faith.

2. Secure disposal

If unwanted material is not sold or transferred, it should be securely disposed. This material does not require the removal or concealment of ownership labels and shelfmarks and it does not need to be de-stamped. However, it is advisable that once items are removed from the shelves, they are kept discreetly and securely, in covered containers at all times, until collection; then they should be transported to the disposal firm securely using covered vehicles. Storing and

transporting the discarded items in a secure manner should reduce the risk of people opportunistically taking material and then it appearing to be lost or stolen items from your library. It is worth noting that secure disposal companies often think in terms of tonnes of material; so a useful guideline is that 32 metres of journals approximates to 1 tonne.

When selecting a secure disposal firm, ensure that they recycle the waste material to fit in with your organisation's environmental policy. Some companies will recycle for free, if containers can be filled, but remember that plastic or other non-paper items (including CDs) within the material may contaminate the load and jeopardise this arrangement; so non paper formats should be removed and recycled separately.

Appendix V

A Guideline for Arranging Transport of Materials to the British Library

Before dispatching material to the British Library a delivery date should be arranged by contacting The British Library via email to UKRR_Transfers@bl.uk. Additional advice is available from The British Library Storage Planning Manager by telephone 01937 546934.

The guidance below is based on The British Library's best practice guidelines for the transportation of large quantities of material and is included here for information only. HEIs should always ensure that material reaches the Library safely and undamaged. However, it is understood that for small quantities of material, i.e. less than 10 linear meters, packing into sturdy boxes/crates weighing no more than 7 – 10 kilos (<http://www.hse.gov.uk/pubns/indg143.pdf>) and sending by courier may better meet the requirements of HEIs and The British Library. HEIs may also pack, deliver and unpack the material using their own staff and vehicle if more convenient.

1. Obtaining delivery quotations from removal companies

- Invite at least two companies to quote
- Prospective companies should aim to carry out a site visit to both source building and destination building as part of the quotation process. However if a BL site visit cannot be arranged, site information can be supplied on request to support delivery documentation. See also:
<http://www.bl.uk/aboutus/quickinfo/loc/bsp/index.html>
<http://www.bl.uk/aboutus/supplying/faq/bspasiteprocs.pdf>
- A written specification of the move should be prepared by the HEI library and given to the removal company prior to the site visit (see 2)
- Request that resource to unpack and shelve items at the destination building is included

2. Essential Information for inclusion in specification

2.a Collection information

- Type of collection material (e.g. serials)
- Length of collection to be moved (in linear metres)
- Sequence information (alphabetical, numerical etc.)
- Location of collection (Source building, floor etc)

2.b Site information

- Full addresses for source building and destination building. British Library address details and opening hours can be seen at:
<http://www.bl.uk/aboutus/quickinfo/loc/bsp/index.html>
Please note: No deliveries will be accepted after **3pm**
- Site procedures for both source building and destination building including:
 - i. Access- e.g. lift details, location of double doorways and corridor widths
 - ii. Security
 - iii. Vehicle parking
 - iv. Delivery arrangements
 - v. Hours of work
 - vi. Restrictions e.g. noise, smoking, eating, drinking, telephones, floor protection
 - vii. Emergency procedures e.g. fire and accident
 - viii. Records e.g. application to undertake work, risk assessment (RA) (<http://www.hse.gov.uk/pubns/indg163.pdf>) and method statement (MS) documentation, time and attendance where appropriate. Please note: Both the RA and MS must be received at least **48** hours before the work permits are to be issued.
 - ix. Use of facilities e.g. catering, toilets, rest rooms

For British Library information please see:

<http://www.bl.uk/aboutus/supplying/faq/bspasiteprocs.pdf>

3. Handling and Packing Guidelines

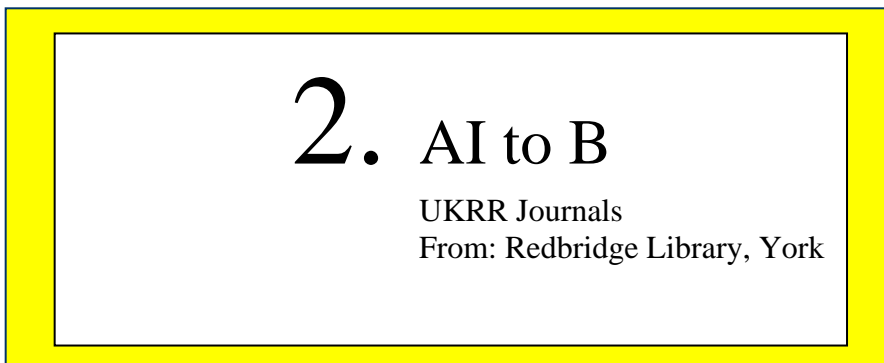
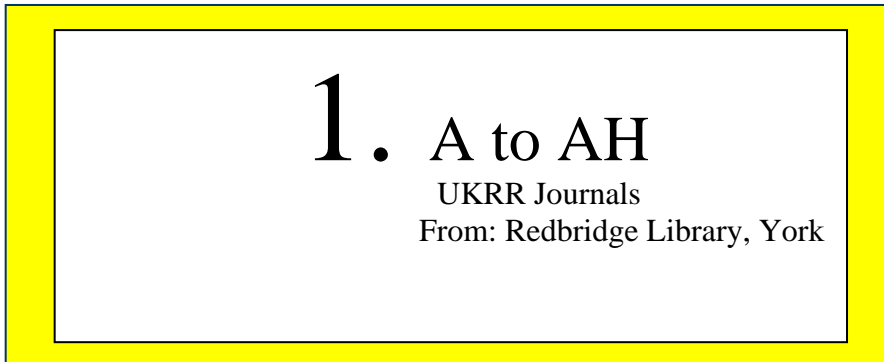
- Crates must be clean, dry and free from cracks, splits and old labels
- Items should be handled in small bundles
- Items to be packed in the crates working from left to right
- Items to be packed in single layers on fore-edges, spine up
- Bubble wrap to be used to protect items during transit
- Crates to be sealed after packing
- Crates to be stacked no more than four high
- Crates to be secured during transportation

3.a. Labelling

For crates and collections to remain in the correct sequence, each crate must be labeled as it is filled. Crates should be numbered consecutively with any additional information relating to the contents and transferring library.

Where deliveries will take place over a number of days each day should start with a new numbered sequence, but it is also advisable to use a different colour label each day.

Examples:



4. Supervision

Packing crates, loading and unloading the vehicle and unpacking the crates should be supervised.

Supervisor duties include:

- i. Overseeing packing
- ii. Overseeing delivery
- iii. Overseeing unpacking and re-shelving
- iv. Health and safety
- v. Security
- vi. Conduct of contractors
- vii. Hours of working
- viii. Handling of crates and collection
- ix. Once a vehicle is loaded and on its way to the destination building, the supervisor at the source building must telephone the supervisor at the destination building. The following information should be passed on: time of departure, vehicle registration number, quantity of crates, and details of contents.

5. Loading the vehicles

Crates should be loaded on to the vehicle so that the last crate in a sequence is put on first; e.g. if there are 250 crates to load, crate #250 should go on first and #1 last. When the vehicle is unloaded at the destination, crate #1 will be removed first, i.e. the crate packed last, is the one unloaded first.

6. Insurance

Ensure insurance is provided for by the chosen removal firm, and ask how much it will cost.

7. Paperwork

A packing list and the ownership transfer form (see p25) should be completed and placed in the first container. The packing list should be well formatted and include the following details:

- Title
- Issues for transfer
- BL return ref number

Where possible an electronic copy should also be sent by email to the UKRR Service Manager prior to the delivery date.



ACQUISITIONS AND DONATIONS UNDER UKRR

This document must accompany all material sent to The British Library for ingest under the UKRR scheme. Attach it to the packing-list, which should reflect items contained in each consignment, including the entire contents of bound volumes, not just those individual items requested by the Library.

The following declaration refers to all material contained on the attached list of items:

We declare that we are the legal owners or duly authorised agents of the legal owners and are free to give the enclosed property to the Board of the British Library; and that the legal title to the property is full, without time limit, and is free from any interest, encumbrances, and any third party rights, and any other restrictions whatsoever; that this title is hereby transferred to the Board of the Library; that this property has been lawfully acquired; and, that the Board of the British Library may deal with the property freely, at its discretion, for any purpose, including, without limitation, in respect of research, publication in whatever form, exhibition or other display, in whatever format, publicity marketing, or disposal, all in accordance with the provisions of the British Library Act 1972 and the policies of the Board of the British Library from time to time in effect.

Number of boxes included in consignment:

Number of titles included in consignment:

Higher Education Institution:

Name:

Position:

Signature: **Date:**

Appendix VI

The Research Reserve Collection Principles

UK Research Reserve (UKRR) is a collaboration between the Higher Education sector and the British Library, funded by the Higher Education Funding Council for England (HEFCE). UKRR has been established to preserve access to print research journals for the research community and to help alleviate the substantial shortage of storage space in Higher Education libraries.

UKRR Phase 3 comprises 28⁸ discrete but interdependent collections of print material. This structure allows all the member libraries to adopt a holistic approach to collection management by coordinating their disposal policies. UKRR will thus build a joined-up collection which will evolve organically in the years ahead. Members' collections are strengthened because they no longer stand in isolation but rather as essential components of the UK Research Reserve as a whole. The strength of the Research Reserve is that together the collections are the foundation of the UK research information infrastructure.

SCONUL will oversee the coordinated retention in the HE sector, ensuring that decisions reflect UKRR's core aim of *safeguarding the UK's research information*.

UKRR underlying principles:

1. UKRR will coordinate the retention of three copies of each title in its overall collection. The primary copy will normally sit in the UKRR collection, held on behalf of UKRR by the British Library at the British Library Document Supply Centre (BLDSC). The further two copies will sit wherever possible in the collections belonging to the UKRR members.
2. All UKRR members have a responsibility to retain some titles from the material they wish to de-duplicate if necessary for UKRR as a whole.
3. UKRR will give priority to identifying and managing the retention copies of the offered holdings.
4. UKRR members may be asked to retain certain titles other than those they have offered to UKRR. Every effort will be made to account for the individual libraries collection management policies and will work closely with the SCONUL Mediation Panel to implement decisions.

⁸ i.e. 27 HEIs and the BL