

NATIONAL LIBRARY OF WALES

# COLLECTIONS DEVELOPMENT POLICY

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Principles and Guidelines

Reviewed 2016

**NATIONAL LIBRARY OF WALES  
COLLECTIONS DEVELOPMENT POLICY:  
Principles and Guidelines**

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## 1. Introduction

The current Collections Development Policy was adopted by the Board of Trustees of the National Library of Wales on 1 September 2010 and what follows is a revised version of that policy.

The National Library is the principal library and archive office of Wales. It is a vast information resource, a treasure house of knowledge on all subjects, and a living store of the recorded cultures of Wales - all available free of charge. In reality there are two aspects to the Library – a wonderful building in Aberystwyth which is home to print publications, manuscripts, archives, visual and audio-visual collections, and an online library and gallery available on the web.

In the prophetic document, *Twenty-twenty: A long view of the National Library of Wales*,<sup>1</sup> several external drivers were recognized that would affect the Library's ability to collect and also affect the use that would be made of the Library's collections. The effects of some of these drivers were already visible when this policy was adopted in 2010, and others just beginning to influence our work. Their effects are now clearly visible.

The drivers recognized were:

1. The Public Economy. The long-awaited cuts to public expenditure arrived and we have now experienced several years of severely reduced budgets. Despite that, the Library faced the challenge confidently, partly through its 'business transition' plans which have enabled us to protect core services and to undertake inevitable new duties but also by reviewing those collection areas which are no longer so central to user needs. The Library has also shown skill and imagination in succeeding to attract additional public and charitable funds in order to maintain our collections. The purchase of the Boston Manuscript is a noteworthy example of this.
2. Politics and Policies. Successive Welsh Assembly Governments have tended to share certain common characteristics: defending the public sphere; a readiness to do away with Westminster models or not adopt them at all; to prioritise reducing social inequality; to reduce poverty and in our field to support culture, the arts and promote and use the Welsh Language. Unless this policy consensus changes substantially in the next decade, then the National Library should be in a good position to make a substantial contribution to some of the Government's main priorities and targets. It is important for Wales and its people that the Library contributes strongly to educational, social, cultural and economic aims, and its access philosophy is entirely consistent with Welsh Government's social inclusion agenda.
3. The Law. Though the Legal Deposit Libraries Act, 2003, came into force thirteen years ago now, it was only in April 2013 that the regulations came into force which were necessary for implementing the Act. There was a very active period of preparation for that day, in cooperation with the British Library and the other Legal Deposit Libraries, and now all kinds of developments, including archiving the websites of Wales and the rest of the UK, depositing electronic publications via the Deposit Portal, providing access to Electronic Legal Deposit publications rather than the print version, and accessioning and preserving electronic publications into our collections, are fast becoming part of the Library's everyday activities.
4. Information Producers. The transformation of the world of traditional print publishing and the vigorous developments in electronic publishing online had already made considerable progress when *Twenty-twenty: A long view of the National Library of Wales* was published. There was no let-up in these developments and as noted above, the Library's response was just as vigorous in meeting the challenge and in

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<sup>1</sup>[https://www.llgc.org.uk/fileadmin/fileadmin/docs\\_gwefan/amdanom\\_ni/dogfennaeth\\_gorfforaethol/dog\\_gorff\\_gwel\\_2020S.pdf](https://www.llgc.org.uk/fileadmin/fileadmin/docs_gwefan/amdanom_ni/dogfennaeth_gorfforaethol/dog_gorff_gwel_2020S.pdf)

making the collecting of these varied publications a normal part of its activities. Similarly the advent of electronic archives was something which had to be prepared for and the Library now has a new unit, Mablab, which specializes in saving and preserving documents in electronic formats. Though the Library cannot hope to compete with large companies such as Google and their far-reaching plans digitisation plans, it has also been remarkably successful in digitising substantial selective collections of Welsh interest.

5. Users and Use. The Library has continued to develop online services in line with the wishes of our users through ambitious digitisation projects and the purchase of access to online resources. Though Electronic Legal Deposit is another step in this direction, the nature of Legal Deposit restricts the use which can be made of the material – one must be in the Library's reading rooms in order to use it. We continue to consider our users' needs carefully in adding to our collections and to concentrate appropriately on material of Welsh interest.
6. The Library's strategy document, *Knowledge for All 2014-2017*, follows the same course in underlining traditional collections while continuing to develop our collections in electronic formats and in taking advantage of any technological developments that might promote access to resources. The strategy draws attention to two other important areas. Firstly:

Creativity, innovation, knowledge and sustainability being the keys to social and economic regeneration, the physical and intellectual resources of the National Library will be marshalled to enable it to make a real, measurable and beneficial difference to the lives of the people of Wales.<sup>2</sup>

And secondly:

At the same time, there is a growing need for publicly-funded bodies to demonstrate the social, cultural and economic effects of their activities.<sup>3</sup>

The strategy continues:

The National Library, as a national institution, will make a significant difference to the culture, the society and the economy of Wales.<sup>4</sup>

## The Collections of the National Library of Wales

At the heart of the Library are its rich and varied collections some of which are contained in UNESCO's Memory of the World Register:

- the biggest library in Wales, holding over 6.5 million printed volumes, both books and periodicals, together with thousands of volumes of newspapers. As a Legal Deposit Library we receive around 72,000 books and 100,000 issues of periodicals and newspapers every year and collect a large percentage of all the print publications of the UK and Ireland, some of these now in electronic format.
- the national collection of Welsh-language manuscripts which, together with additions in other languages, comprises over 40,000 volumes.

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<sup>2</sup> *Knowledge for All 2014-2017*, National Library of Wales, 2013, p 1.

[http://mewnol.llgc.org.uk/fileadmin/mewnol/documents/pdf/Scorff\\_strat\\_KnowledgeforAll\\_2014\\_2017S.pdf](http://mewnol.llgc.org.uk/fileadmin/mewnol/documents/pdf/Scorff_strat_KnowledgeforAll_2014_2017S.pdf)

<sup>3</sup> Ibid, p 1.

<sup>4</sup> Ibid, p 1.

- The largest collection of archives in Wales, holding over 2000 cubic metres of archive documentation, including the Welsh Political Archive and the Welsh Literature Archive.
- The most comprehensive collection of paintings and topographical prints in Wales, a total of more than 60,000 pictures
- the biggest collection of portraits of Welsh people, comprising 15,000 portrait paintings and drawings
- the national collection of photographic images comprising nearly a million images
- the largest cartographic collection in Wales, comprising over a million maps

The Library is the home of:

- the National Screen and Sound Archive of Wales, which holds over 5.5 million feet of film; over 250,000 hours of video; over 200,000 hours of recorded sound, and thousands of tapes, recordings and CD's
- resources that have been digitised by the Library and which are available to users through the Library's catalogue
- a collection of various microfilms and microfiches spanning all the Library's collection areas and including newspapers and books on microfilm.

The Library is an access portal to:

- an increasing number of online electronic resources for the citizens of Wales, which can be used both within the building and remotely
- the electronic resources to which access is provided through a partnership agreement with the UK and Ireland's Legal Deposit Libraries and in accordance with regulations drawn up under the Legal Deposit Libraries Act, 2003
- an increasing number of other resources, websites, e-publications, archives, records, maps, drawings, photographs, sound and moving images in electronic format

## 2. Context

### 2.1 The establishment of the Library

The National Library of Wales was established by Royal Charter in 1907. In Wales, its collections, which have expanded over the years as described above (see 1.7), are unrivalled. In many cases, they have gained international status. A large percentage of its holdings of published works are obtained through Legal Deposit (see 4.1), with the remainder purchased, donated, bequeathed or deposited.

### 2.2 The Charter

The development of the Library's collection is directed by the Library's Charter<sup>5</sup> which declares that the Library's aim is:

*to collect, preserve and give access to all kinds and forms of recorded knowledge, especially relating to Wales and the Welsh and other Celtic peoples, for the benefit of the*

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<sup>5</sup> *National Library of Wales Royal Charter*, 2006.

[https://www.llgc.org.uk/fileadmin/fileadmin/docs\\_gwefan/amdanom\\_ni/llywodraethiant\\_llgc/Siartr\\_atodol\\_2006/bdd\\_str\\_SiartrAtodol\\_2006S.pdf](https://www.llgc.org.uk/fileadmin/fileadmin/docs_gwefan/amdanom_ni/llywodraethiant_llgc/Siartr_atodol_2006/bdd_str_SiartrAtodol_2006S.pdf)

public, including those engaged in research and learning.<sup>6</sup>

### 2.3 Relevant Legislation

Specific legislation and agreements have a direct influence on the Library's policies, including:

- The Legal Deposit Libraries Act 2003. The Library is authorised to claim from every publisher a copy of any and all printed works published in the UK and Ireland. Since April 2013 the act also enables the Library to request electronic and microform resources.
- The Public Records Act 1958 and later revisions. The Library was appointed a place of deposit for public records and meets the Standards for Record Repositories.
- The Copyright (Recording for Archives of Designated Class of Broadcasts and Cable Programmes) (Designated Bodies) Order 1991.

### 2.4 Agreements and Voluntary Arrangements

Other voluntary agreements have been drawn up from time to time, including:

- A Code of Practice in order to acquire non-print publications on voluntary deposit by agreement between the Legal Deposit Libraries, the Department of Culture, Media and Sports, and the publishing industry, January 2000. This code has now largely been displaced by the regulations of the Legal Deposit Libraries Act, 2003 (the regulations came into force in 2013).
- An agreement relating to the deposit of records of the Church in Wales in the National Library, September 1976.
- An agreement with the Presbyterian Church of Wales to be a repository for its records, 1934.
- A Memorandum of Agreement between the British Library and the other Legal Deposit Libraries in the UK, to provide Ordnance Survey digital data to the Legal Deposit Libraries, December 2006.
- An agreement with the Film Agency for Wales which includes a condition that a finished copy of works funded by the Agency must be deposited with the NSSAW (The National Screen and Sound Archive of Wales).
- A Memorandum of Agreement between the UK and Irish Legal Deposit Libraries and the British Library in order to ensure the preparation of bibliographical records for a proportion of the monographs received by those Libraries.
- A Memorandum of Agreement between the Library, the British Library and the National Library of Scotland to establish a technical infrastructure to process and provide access to Electronic Legal Deposit publications.
- A Memorandum of Agreement between the Library and individual members of the Welsh Repository Network outlining the service terms and conditions for participating in the Welsh e-theses harvesting service (2010).

2.5 There are no agreements or any comprehensive legislation promoting the collection of online audiovisual material. This is an area which is growing significantly and although some of the material is likely to be ephemera, it also includes important material that we would want

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<sup>6</sup> *National Library of Wales Royal Charter*, 2006, paragraph 4.  
[https://www.llgc.org.uk/fileadmin/fileadmin/docs\\_gwefan/amdanom\\_ni/llywodraethiant\\_llgc/Siartr\\_atodol\\_2006/bdd\\_str\\_SiartrAtodol\\_2006S.pdf](https://www.llgc.org.uk/fileadmin/fileadmin/docs_gwefan/amdanom_ni/llywodraethiant_llgc/Siartr_atodol_2006/bdd_str_SiartrAtodol_2006S.pdf)

to add to our collection. Currently, this is being done on a piecemeal basis and without any specific and systematic plans to get to grips with this material; the danger is that it will be lost forever.

## 2.6 Funding the Development of the Collection

The development of the collection is funded by the Welsh Assembly Government who, in the past, has allocated a ring-fenced collection purchase grant for this purpose. In 2015-2016, this grant was £305,000. (An additional £200,000 funds access to online electronic resources). The grant is used for the single purpose of adding to the collection, and cannot be reassigned to other budgets. This purchase grant is augmented by the Library's own private funds. Where particular purchases are beyond the means of the Library, requests for grants from funding bodies such as the Heritage Lottery Fund, the Art Fund and Friends of the National Libraries are made. In 2013 the Boston Manuscript of the Laws of Hywel Dda (NLW MS 24029A) was purchased with the generous assistance of the National Lottery Heritage Fund, along with contributions from the Friends of the National Libraries and the Welsh Assembly Government. The Library has received grants from JISC in order to digitise a number of collections. Further funds have been received from the Welsh Assembly Government in order to develop the technical infrastructure for Electronic Legal Deposit and to prepare for the regulations.

## 2.7 Collection Content

The collection's scope has been wide since it was established, and has included not only Welsh and Welsh-language material but, through legal deposit, published works that encompass wide areas of learning. Also, since the National Library is the only library in Wales to aspire to acquire and preserve its collections for the long-term, the need to collect material for future use as well as for the present-day has been a collecting consideration from the outset. This remains an important consideration but upon revisiting the needs and expectations of our users, and with the growth of electronic resources, we feel that a change in emphasis in our collecting is needed in order to better reflect the needs of our present-day and future users. In order to respond to the challenge of the new electronic material that we have started to receive, the Library operates within the principles of reliable digital repositories as defined by relevant international standards and best practices. In particular its practices and procedures will be developed in order to meet the commonly expected requirements of a trusted digital repository.

Since 2011 the Library has established the MabLab Unit which has special duties to do with processing and ensuring the long-term preservation of electronic files of all kinds. The Unit works closely with the Archives Section not only to treat hybrid (paper and electronic) or completely electronic archives but also to work with electronic publications which have been accessioned directly by the Library, without going through the Electronic Legal Deposit Infrastructure.

## 2.8 Access to the Collection

The collection has been available to users on the Library site from the beginning. The National Library is not a lending library, and does not loan works obtained through Legal Deposit. Although the physical nature of much of our traditional holdings mean that access to them is restricted to the reading rooms, the Library works hard, through digitising its collections, the acquisition of digital formats and purchasing access to online resources in order to be able to offer remote access to its users. The Library may loan items for external exhibitions and other purposes.

## 3. Principles and Considerations

The following principles and considerations are consistent with collecting policies of the past on a high level but include some developments and changes in order to ensure that the Policy is in line with the Library's current strategic direction, and responds to the overwhelming presence and technological developments of the Web. The principles reflect the fact that the

Library's collections form one unified collection and the importance of developing that collection for the good of the country and its people, both in the present and future.

3.1 The Library's aim is, in the first place, to satisfy the information and research needs of the people of Wales, either from the Welsh collections or its international research collection (see 5.4 below), but also to satisfy the information and research needs of users from outside Wales, in particular in terms of information about Wales but also by providing information from the international research collection. We also have a duty to collect for the needs of future, not only present-day users.

3.2 Whilst the Library aspires to be comprehensive in its collections, it cannot collect everything. It has to be selective. Choosing and selecting is based on the priorities set out in this Collections Development Policy.

3.3 The Library, naturally, has a special duty towards Wales and its historical and cultural record. We will continue to collect as comprehensively as possible in this area, in all formats, whilst at the same time recognising that we need to select carefully when dealing with unique material such as archives and, increasingly, as printed and electronic publications continue to grow; we will have to be selective in this area as well.

3.4 The Library also has a duty to collect in the field of Celtic Studies and we will continue to do so.

3.5 The Library retains an international research collection through its status as a Legal Deposit Library and its purchasing activities.

3.6 The Library has always purchased widely in the area of print publications. It has become apparent for some years that online electronic materials are very important information sources for users everywhere and it is possible that they, more often than not, will be the information sources of choice in the future. Users expect to be given unhindered access to a large number of online information resources and to be able to search through all materials or a selected number of them easily. The Library's online catalogue and website are only one resource among many and many users will be reluctant to come to the Library building and will expect to gain remote online access to the full-text resource.

3.7 When acquiring digital and conventional material for its collections, the Library must prepare for their long-term preservation. Very often, conventional media require conservation and preservation work in order to preserve them for the future, and libraries cannot leave digital media for an indefinite period, without preservation intervention of some kind, and still expect unproblematic access to it. It is therefore one of the Library's main aims to ensure long-term access to conventional media and to work towards the standards expected of a Trusted Digital Repository<sup>7</sup> which will guarantee the continued existence of its digital media for the future. We will have to consider carefully what resources will be needed to preserve both traditional and digital material and this will mean prioritising our conservation activities, and will impact on our decisions to accept material or not.

3.8 Although the Library has a vision to digitise Wales's historical and cultural record extensively and to provide online access to it, there will always be printed publications and other physical non-printed works that will not be available in digital format and the Library will have a duty to safeguard them and provide access to them on its premises.

3.9 When referring to purchasing online electronic works, what we really mean is purchasing access to these resources. Only in particular instances will the Library own a full digital copy of a bought resource, on a server in the Library. Sometimes we purchase such access in the knowledge that it is a temporary measure that will not be required by our users forever.

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<sup>7</sup> *Digital preservation policy and strategy*. National Library of Wales, 2008, p. 8.  
[http://mewnol.llgc.org.uk/fileadmin/mewnol/documents/pdf/2008\\_digipres.pdf](http://mewnol.llgc.org.uk/fileadmin/mewnol/documents/pdf/2008_digipres.pdf)



3.10 The work of building the collection was begun at a time when potential usage was not such an important consideration and the objective was to create a collection of national and international repute. For some years, the emphasis on the usability of the collection has developed – partly at least due to the influence of the Web and electronic resources whose usage can be measured. When using scarce public resources to purchase printed and online material that are not unique or to do with Wales, we must always consider the likely extent of the use that will be made of them. Following the publication of the Library's new strategy document *Knowledge for All: NLW Strategy 2014-2017*, we will also be considering the potential effect of our collections on the society and culture of Wales.

3.11 Where appropriate the Library is keen to obtain rights associated with the items acquired into its collections, in particular the right to digitise physical items and to use those copies in various ways to improve the service provided, and also the right to change the digital formats of electronic material in order to preserve it for the future. This is regulated through formal agreements and consent forms.

3.12 The Library retains a collection of national importance. Material of local interest only is referred to appropriate, regional libraries, archives and museums.

3.13 The Library attempts to avoid duplicating the work of others, and works with its sister organisations in Wales and beyond where appropriate. The Library already jointly purchases some online electronic resources, with other organisations and in collaboration with MALD.

3.14 In acquiring material, the Library tries to reflect as objectively as possible every aspect of Welsh life both past and present, without representing any particular viewpoint, whether historical, sectarian or of any other kind. The Library acquires material in one or the other of the two main languages in Wales – Welsh and English. It also receives material relevant to Welsh communities of ethnic origin outside Wales – and, where appropriate, in other languages which were and are spoken, and which were and are written, in Wales and beyond. We try to follow the same objectivity in adding to those collections that do not directly relate to Wales.

3.15 In accordance with the *Code of Ethics for Museums*<sup>8</sup>, the Library is committed to acquiring material both honestly and responsibly and to give recognition to those people who have created, used, owned, collected or deposited items in the collections.

3.16 The process of acquiring material depends on a number of factors, including the funding available through the collection purchase grant. Preservation, storage and cataloguing considerations also influence this. The Library's resources are limited and although we would consider collections and material that have no other home and would therefore be in danger of being lost forever, we cannot guarantee a safe haven for such material in every case. The Library adheres to strict policies in relation to storing, disposal of and deaccessioning of items.

3.17 The Library receives materials in a number of different formats, but does not collect three-dimensional artefacts except in very special circumstances.

## **4. How material reaches the Library**

Historically, material has reached the Library in a number of different ways as it has concentrated on building a comprehensive Welsh collection in all formats, a comprehensive Print Legal Deposit collection, a significant Celtic collection and an international research collection of printed material to support scholarship.

### *4.1 Print Legal Deposit*

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<sup>8</sup> <http://www.museumsassociation.org/publications/code-of-ethics>

Around 90% of the printed works obtained by the Library are free copies claimed from publishers under Legal Deposit legislation. As is the case with four of the five other Legal Deposit Libraries in the UK and Ireland, the Library hires the services of a Legal Deposit Agency to request, acknowledge receipt and assign publications on its behalf. This accounts for 90% of the Legal Deposit [copyright] accessions, whilst the remaining 10% are mainly Welsh publications or publications relating to Wales, and are requested directly from publishers. The continuing growth of publishing in the UK is a very important consideration for the Legal Deposit Libraries and all are keen to manage the material more effectively. In light of this, the Library will continue to reduce the number of publications it receives in some areas that are not as relevant to its needs, whilst continuing to receive material that satisfies the requirements of its users, currently and in the future. The Legal Deposit Libraries, jointly, will ensure the preservation of at least two copies of every publication in the UK. The Legal Deposit Libraries will jointly ensure that at least two copies of any UK publication are preserved.

#### *4.2 Voluntary Deposit*

Under the Voluntary Deposit agreement, January 2000, drawn up in order to move towards a system of depositing off-line and microform publications that were not being deposited under the Legal Deposit legislation at the time, any off-line and microform electronic publications published in Wales and the UK were requested from publishers. This agreement has to all intents and purposes been replaced by the regulations of the Legal Deposit Libraries Act, 2003, which came into force in April 2013.

#### *4.3 Electronic Legal Deposit*

Since the above regulations came into force, the Library has seen its work with other Legal Deposit Libraries and publishers associations to establish and develop an Electronic Legal Deposit infrastructure with appropriate workflows, slowly come into being. There have been a number of important developments:

- The National Library of Wales has been established as one of the four Electronic Legal Deposit nodes in the UK. The other three are the two British Library nodes and the node of the National Library of Scotland.
- The implementation of the regulations of the Legal Deposit Libraries Act, 2003 which came into force in 2013 and which allow the deposit of all kinds of electronic publications.
- The establishment of an online deposit portal where publishers who have been through a registration process can load their electronic publications so that they can be processed and preserved.
- Ensuring the archiving of websites of the UK web domain and therefore all Welsh websites.

#### *4.4 Purchase*

The collections purchase grant is used to acquire some publications that do not reach the Library under the Legal Deposit legislation nor under the Voluntary Deposit system, together with manuscripts and archives, electronic media, graphic resources, sound and film. Wherever possible, the Library employs agents, and suppliers with whom it can agree favourable terms, but many of the items and collections must be bought from individuals or at auction. The Library may use independent valuers in dealing with unique material such as graphic works, archives and manuscripts. The Library buys through a consortium when appropriate and makes prudent use of its resources. When purchasing unique material, formal agreements and consent forms are drawn up to ensure the Library's rights over them, e.g. copyright.

#### 4.5 Donations and Bequests

The Library continues to avail itself of the generous support of benefactors and receives important and unique items that enrich its collections through donations and bequests. However, it retains the right to select and refuse items submitted that do not conform to this Collections Development Policy, or that are duplicates. In arranging to acquire donations and bequests, formal agreements and consent forms are used in order the Library's rights over them, where appropriate, e.g. copyright.

#### 4.6 Acceptance in lieu of paying tax

The Library has acquired important material for its collection in the past, in line with the *Acceptance in Lieu* scheme run by the UK Government's Department of Culture, Media and Sports.

#### 4.7 Deposit

When important items or collections are available through purchase or donation, the Library may consider acquiring material on deposit (long-term loan), subject to strict conditions as set out in a formal Deposit Agreement. In arranging to acquire deposits, the Library's right to make surrogate copies of the material, and other conditions, will be important considerations.

#### 4.8 Exchange

A limited number of publications are obtained through exchange with other institutions and organisations.

### 5. Collections development guidelines

This section gives a fairly detailed outline of the guidelines used when acquiring or refusing material in the National Library of Wales. Historically, the Library has collected monographic and periodical printed resources; microfilms, microfiches; printed and manuscript maps; analogue drawings and photographs; paper archives and records; and sound and visual image media. Over the past few years the collection has expanded to include digitised versions and born-digital material.

When considering the work in relation to various formats, methods of acquisition and collecting functions, some repetition is inevitable. Having said that, there are a number of general considerations that should be borne in mind when dealing with any kind of acquisitions:

- The Library has a unique duty to preserve the historical and cultural record of Wales
- The Library also has a special duty to satisfy the information needs of its users in a number of areas not related to Wales and the Welsh language
- Increasingly, our users expect to be able to consult resources online without having to be in the Library building. This includes electronic publications or material obtained by the Library in digital form, e.g. archives.
- Every physical item entails processing work and provision of storage space at the Library and can also involve conservation work.
- Acquisition of electronic material by the Library usually entails a continuing and long-term commitment to maintain the material and to provide effective access to it and, as a result, the material's format is an important consideration of its acceptance.
- Of course, being the owner or guardian of a work is different to having rights over it. Being a rights holder is an important consideration for the Library when acquiring material due to the central importance of digitising, digital

preservation and using material in various other ways for the benefit of our users.

## *5.1 Welsh Material*

### *5.1.1 Print Legal Deposit*

The Library receives the vast majority of publications from Wales or from other parts of Britain and relating to Wales in any way. Newspapers from Wales and the Borders are collected. Only in exceptional cases can the Library justify collecting ephemeral material.

### *5.1.2 Voluntary Deposit Publications*

Off-line and microform electronic publications published in Wales were obtained from the Legal Deposit Agency under the Voluntary Deposit system. In addition, off-line and microform electronic publications published in Wales were requested directly from the publishers. Voluntary Deposit has now been replaced by Electronic Legal Deposit.

### *5.1.3 Electronic Publications*

Access from within the Library building is given, through the UK Electronic Legal Deposit infrastructure, to electronic publications from Wales or the rest of the UK that are of Welsh interest. Some of this material is deposited directly by publishers via the Deposit Portal after being claimed by the Library. Sometimes this material is uploaded on behalf of the publisher by the Library and sometimes the material is deposited by other means, such as FTP, where the deposit is large. The Library continues to harvest websites and other online resources from Wales, with the publishers' consent, even though regulations drawn up under the Legal Deposit Libraries Act 2003, are now in force. Though the new regulations will allow the collection and harvesting of all material from the UK Web Domain, access to this material is strictly limited to the Library's reading rooms. The Library can allow much wider access to material archived with consent. The archiving is carried out by the British Library. When harvesting and obtaining the publisher's consent, it is important whenever possible to ensure the right to provide access to the archive outside the Library building together with any other rights that would aid the Library in making the best use of the material.

### *5.1.4 Official Publications*

The official publications of the National Assembly of Wales and Welsh Assembly Government come in print and electronic format, together with UK print official publications relating to Wales and local government publications relating to Wales under the Legal Deposit and Voluntary Deposit legislation.

### *5.1.5 Purchased and Donated Publications*

A second copy of all current standard print publications is usually acquired through purchase but by donation whenever possible. The Library attempts to obtain a third donated copy but we do not usually purchase a third copy and we do not accept more than three copies of any standard publications relating to Wales or in Welsh, unless the copies have distinctive features. We also add to our collections through purchase and donation in order to fill gaps in our historical holdings.

In the past the Library has purchased access to electronic resources of Welsh interest that are not yet available under Legal Deposit legislation, e.g. the Library has bought e-books of printed works that are already in its collection, in order to extend access to them outside the Library premises. In such cases potential use and cost are important considerations. With the growth of Electronic Legal Deposit, we expect that such decisions will no longer be necessary in the future and that there will be provision for such material and its preservation. This will only allow access within the Library's reading rooms and, where the Library wishes to offer further access than that proposed under the Legal Deposit Libraries Act, 2003, purchase will have to be considered.

The Library collects individual copies of works published outside Britain and Ireland which relate to Wales, Welsh communities outside Wales and newspapers serving these communities.

Online resources of Welsh interest are purchased. Usually, these are not only of Welsh interest but are rather resources relevant to our international research collection and include material of Welsh interest. Online access to a number of newspapers from Wales can be obtained through such resources.

#### 5.1.6 *Archives*

This area of acquisition is one where selection is essential and, where possible, is done in close cooperation with the benefactor/depositor. The main categories of archives acquired by the Library are as follows:

- Public records
- Church records
- Family and estate records (additions to archives already on deposit at the Library only)
- The archives of select institutions and societies who operate on a national level in Wales
- The personal papers of writers, artists, musicians, politicians, scholars and others who have played an important role in the life of the nation, whilst also taking the breadth and content of the archive into consideration
- The archives of national political parties and pressure groups but not branch and regional archives
- Business and industrial records
- Additions to archives already kept at the Library are treated on an individual basis

Increasingly, archives will be hybrid or wholly electronic. The ability to store such material safely in the Library, before it is processed or catalogued, is vitally important. Ensuring the long-term digital preservation of such material afterwards will be just as important. We cannot accept unique digital material into the Library without ensuring that we can preserve it and continue to provide long-term access to it.

Archives are not accepted on deposit unless they are an addition to a collection already on deposit or in exceptional circumstances where it is not possible to acquire as a donation or purchase. Material is received on deposit after reaching a detailed agreement on rights and conditions. This could include digitising rights and the right to use those digital versions in new resources for the benefit of our users.

#### 5.1.7 *Manuscripts*

Whenever the opportunity arises, the Library collects volumes of manuscripts and leaves of manuscripts collected into volumes that are of national interest to Wales. This material could reach the Library through purchase, donation and very occasionally on deposit. In receiving material, the Library attempts to ensure the right to digitise and use those digital versions in new resources for the benefit of our users.

#### 5.1.8 *Sound and Moving Images*

The National Screen and Sound Archive of Wales is the department of the Library which is responsible for collecting sound and moving image material and this is the only public collection in Wales that is able to deal with a wide range of historical audio-visual materials.

Materials of Welsh interest are acquired in almost any sound and visual image format, e.g. film, disk, open reel sound tapes, video tapes, CDs, DVDs.

One of the Archive's aims is to create a comprehensive collection of audio-visual publications of Welsh interest, and this is done mainly through purchasing material, since audio-visual publications do not come under Voluntary Deposit or the Legal Deposit system.

An extensive selection of Welsh radio and television broadcasts are also collected, mainly now in digital format, through off-air recording. This is permitted under: The Copyright

(Recording for Archives of Designated Class of Broadcasts and Cable Programmes) (Designated Bodies) Order 1991.

A large number of materials are obtained from individuals, companies and other bodies, usually through deposit or donation, and occasionally by purchase. With these materials, we try to ensure a range of rights through agreement, in order to ensure the best possible public benefit from them. Audio-visual material is the most complicated in terms of rights and copyright, and only in a few cases can we ensure comprehensive rights over the material.

With material received from corporate bodies and individuals, it is customary in the audio-visual archive sector to provide viewing copies to donors/depositors, and the Archive follows this procedure. It is vitally important in order to attract donations in the first place, but due to the cost of providing copies, and the time it can take before being able to make those copies, the situation is reviewed on a regular basis.

We have a special arrangement with the Film Agency for Wales who try to ensure that a perfect copy of every film funded by the Agency reaches the Archive.

A considerable time can elapse between receiving material and making a copy for identification and cataloguing purposes, and therefore material is found in collections that is not necessarily Welsh. In such circumstances, efforts are made to deaccession non-relevant items and to seek out other, more relevant archives to accept them, or to offer them back to their owners.

#### 5.1.9 *Research Theses*

Research theses for higher degrees are received from higher education institutions in Wales, including every Doctorate and Masters thesis that are of Welsh interest or that have been commended, and other selective and relevant theses. Increasingly, these are received in electronic format but the Library will continue to expect to receive a hard copy of such theses for a trial period. In 2009, the Library began working with the Welsh Repository Network<sup>9</sup> on an electronic theses harvesting service from relevant institutions, in order to protect and maintain access to them.

#### 5.1.10 *Maps*

In addition to maps from Wales reaching the Library through Legal Deposit, we add to our historical collection through purchase and donations. Access is provided to all Ordnance Survey digital map data in the Library building, through voluntary agreement. (See 2.4 above).

#### 5.1.11 *Graphic Material*

The Library selectively collects works of art, portraits and photographs on the basis of historical, documentary and explanatory content, whilst also taking the research potential into consideration, in the following areas:

- Welsh landscapes.
- Welsh portraits and works of art by Welsh artists and works showing significant Welsh events.
- Three-dimensional art works are only collected in very exceptional circumstances.
- Photographs relating to Wales or by Welsh photographers.
- In dealing with graphic works in digital formats, consideration must be given to the extent to which they are unique (especially when purchasing such materials).

We attempt to ensure that the Library's rights over these works are as comprehensive as possible in order to enable us to promote the collection effectively, to enable us to digitise the material for preservation reasons and in order to create other resources for the benefit of our users and, where appropriate, to generate income for the National Library of Wales.

#### 5.1.12 *Surrogate Copies*

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<sup>9</sup> *Welsh Repository Network*. See: <http://www.wrn.aber.ac.uk/>

The Library tries to obtain, selectively, surrogate copies of important materials relating to Wales that are kept in other institutions, or materials that add to those holdings already here. The Library can consider making digital and facsimile copies of such materials itself.

## *5.2 Legal Deposit Material and Voluntary Agreements within the UK*

### *5.2.1 Print Legal Deposit*

Print Legal Deposit acquisitions are a very important source for enriching our collections and satisfying the requirements of our users in a variety of areas, both in the arts and sciences. This includes every kind of printed format in addition books and periodicals, such as maps and music.

The majority of publications come from the UK and Ireland.

We do not acquire local UK and Irish publications.

We do not acquire second copies of works that we already have.

Where a printed publication becomes an online publication, we will obtain access to that online publication, under the Electronic Legal Deposit legislation, once that access is available, rather than acquiring a printed copy.

Where necessary, we reach agreement with the other Legal Deposit Libraries on securing two copies of any publication within the UK Legal Deposit system.

The National Library of Wales, together with the British Library, will continue to accept responsibility for acquiring periodicals in specific fields.

### *5.2.2 Electronic Publications*

The Library allows access in its reading rooms, to publications claimed by the Legal Deposit Libraries – on the whole e-journals and e-books. UK domain websites are harvested by the Legal Deposit Libraries and can be accessed from the Library's reading rooms.

### *5.2.3 Other Voluntary Agreements*

Access is provided to digital map data from other parts of Britain and Northern Ireland under voluntary agreement (See 2.4 above).

### *5.2.4 Official Publications*

Other printed official publications from the UK, Scotland, Northern Ireland and the Republic of Ireland are obtained under Legal Deposit legislation. We do not acquire official publications of a local nature.

We purchase access to a few additional electronic resources in order to satisfy the requirements of our users.

## *5.3 Celtic Material Collection*

### *5.3.1 Print Legal Deposit*

The Library has collected Celtic material since its establishment and has done so comprehensively. The Library also collects very widely in the field of Arthurian Literature. Much of the relevant material relating to the modern Celtic nations and languages, in addition to publications on the Ancient Celts and their languages, works of Arthurian literature and critical discussion on the subject, reach the Library under Legal Deposit legislation.

### *5.3.2 Electronic Publications*

Material relevant to this collection reaches the Library under Electronic Legal Deposit regulations. We will continue to archive a selection of relevant British and overseas websites under the permission-based system.

### 5.3.3 *Purchased and Donated Publications*

The Library adds to this material through purchase and donation, in particular by purchasing relevant material published outside Britain and Ireland in a number of European languages. The Library purchases a very wide selection of publications in Breton and French relating to Brittany; a wide selection of publications on the archaeology, history, religion and ancient languages of the Celts; and works of Arthurian literature and critical works on the subject in a number of European languages.

We do not purchase every publication in this field especially if it is very local in nature or is work that popularises or reiterates that which has already been said elsewhere.

## 5.4 *International Research Collection*

### 5.4.1 *Print Publications*

In the past, print publications have been purchased and the Library has acquired donated printed works in order to add to its collection in a number of subjects, mostly in the humanities. Purchased and donated printed works in these subjects are no longer as central to our collection priorities and we do not acquire such works without first considering user requirements and likely use. The Library has a number of legacy subscriptions to periodicals and standing orders for series such as dictionaries, together with the complete works of important authors, thinkers and composers of the Western World, and has begun the task of reviewing these orders and cancelling a number of them. Our printed Legal Deposit collection is an important source of relevant material in the humanities and sciences but, increasingly, we look towards Electronic Legal Deposit material and purchasing access to online electronic resources in order to maintain our international research collection. This, once again, is done by taking the needs of our users and likely use into consideration.

### 5.4.2 *Purchased online material*

Increasingly, the Library will look towards access to online electronic resources in order to satisfy the needs of our users. The Library purchases a number of online electronic resources, sometimes because they have not yet been deposited under the Legal Deposit legislation. Wherever possible, we would want to secure remote access throughout Wales, using a recognised user authentication system. In some cases we will be satisfied with access only on the Library premises.

The purchase can be through subscription or a one-off purchase (together with an annual fee usually), depending on the nature of the resource. Occasionally, the Library will only consider a subscription for a specific period rather than long-term access.

Any licence should ensure the best possible rights for the Library in terms of copying, printing, long-term access and any other relevant rights.

Where appropriate, we would want to work with MALD<sup>10</sup> and other organisations when purchasing such resources, in order to achieve the widest possible access in Wales.

### 5.4.3 *Official Publications*

Some official publications from outside the UK are collected, from the United Nations, the OECD (Organisation for Economic Cooperation and Development), and the OSCE (Organization for Security and Co-operation in Europe).

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<sup>10</sup> MALD: Museums, Archives and Libraries Division. See:  
<http://gov.wales/topics/cultureandsport/museums-archives-libraries/?lang=en>



## **6. In summary**

Libraries the world over are facing, if not already experiencing, far-reaching changes to their working practices, the content of their collections and their core functions. The growth of electronic media and the ubiquitous penetration of the Web into our everyday lives are factors that will continue to have an effect on them for years to come, whilst transforming the services that they offer. In addition, libraries in the Western World that rely on public funding have seen regular cuts to their budgets over a number of years, even before the current financial downturn began to bite. Managing the new technology and developing new core activities based on it, whilst also preserving many of our traditional core activities, with much smaller budgets, will be a challenge and it is clear, despite the easy optimism of slogans such as 'doing more with less', that not everything we consider important about the service we offer will continue.

The aim of this Collections Development Policy is to help direct the Library through a period of change, whilst concentrating our energies on developing new activities that will be essential for the future and expand the services offered to our users, without endangering that which has been built up by so many conscientious generations in the past. As the National Library of Wales, we have a unique mission to collect, safeguard and provide access to material relating to Wales and its people and it is wholly appropriate that we expand this activity to the area of electronic media. We also have a duty to be a source of information about the rest of the world for Wales. In the past, this was done by creating a comprehensive collection of print texts, but by today the Web has completely transformed the way we search for information, and in turn our role as information provider. We still have an important function to be a reliable source of information that is not, necessarily, available free of charge on the Web and this function will be fulfilled through a number of different media, analogue and digital, received by the Library through Legal Deposit, purchase and donation.

By re-evaluating that which is truly vital for the Library and its users, we can continue to collect effectively and satisfy the needs of our users.