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Grahamstown • 6140 • South Africa

CORY LIBRARY
PO Box 184
Grahamstown, 6140, South Africa
Tel: +27 (0)46 603 8424 email:
cory@ru.ac.za

CORY LIBRARY

ACQUISITIONS AND DISPOSAL POLICY

INTRODUCTION

Cory Library's Acquisitions and Disposal Policy seeks to grow and, at times, judiciously trim its holdings to support study and research and at the same time to manage these holdings rationally in terms of research foci (Eastern Cape and southern African humanities and social sciences), resources, physical and cyber space, and usefulness and functionality. The policy seeks to make Cory Library operate in terms of best practices for research libraries.

I MISSION

Cory Library, through its acquisitions, collections development, and library and archiving services, supports the teaching, research and community outreach mission of Rhodes University. In particular, Cory Library (hereinafter "the Library") has as part of its mission the acquisition of books and archives that are germane to its inter-disciplinary focus areas, being the study of the Eastern Cape in particular and southern Africa in general. As such the Library will acquire deposits in these areas, and endeavor to maintain, preserve and conserve them. In addition, the possible disposal of books and archives is part of Cory Library's operational imperatives.

II AIMS AND OBJECTIVES

The collections housed in the Library and those to be acquired strive to reflect the diverse heritage of the people of the Eastern Cape and southern Africa. The Library will thus seek and receive books and archives that are relevant to its foci, taking into special account the various language, cultural, and social communities and formations of the Eastern Cape. Special efforts will be made to expand the Library's isiXhosa, Afrikaans and German holdings. In addition, Cory Library may consider objects and artifacts that would meaningfully grow its existing "museum" collections.

In order to support the mission of Rhodes University, its academics and students, and also to serve external constituencies, the Library will

- Ensure non-partisan acquisition of deposits and collections development;
- Preserve and conserve processed and catalogued collections;
- Provide access to its library and archival collections;
- Fill gaps in the holdings, especially the literatures of and on the Eastern Cape;
- Judiciously digitize materials to facilitate on-line research and enhance preservation;
- Encourage and assist study and research in its focus areas; □ Enhance the competitive research position of Rhodes University.
- Conduct searches and research on an agency basis.

III ACQUISITIONS GUIDELINES

- a) Cory Library will acquire books and archives (deposits) that fit its focus areas.
- b) Depositors must have the legal right and authority to deposit materials with Cory Library.
- c) The Library will acquire by purchase, donation, loan, or bequest any item if it is satisfied that said item had been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in compliance with that country's laws.
- d) Materials will be sought, acquired, and accepted when processing, cataloguing, storage, preservation, and access can be achieved within the framework of the Library's resources and strategic aims.
- e) Cory Library prefers outright donations. The long-term loan of archival collections may be considered under special circumstances.
- f) For any substantial deposit of books or archival materials, the depositor will fill in a deposit questionnaire for the Library to assess suitability for deposit, and if approved for adding to its collections, the depositor must sign a deposit agreement with Rhodes University.
- g) For a small deposit, the depositor will fill in only a deposit questionnaire for the Library to assess its suitability. If the small deposit is suitable for the Library's collections, it will be accepted.
- h) Depositors will understand that they will enter into a legal agreement with Rhodes University.
- i) Depositors must clearly indicate in the deposit questionnaire and deposit agreement if unwanted materials may be returned, transferred, sold, or discarded.

- j) Deposits will be processed and catalogued as soon as possible and made available to the research community in terms of the deposit agreement.

IV LIBRARY (BOOK and JOURNAL) COLLECTIONS

- a) Cory Library buys and accepts all printed humanities and social science literature about the Eastern Cape and relevant materials about southern Africa that it does not already have in stock and which do not duplicate literature already in the holdings of the Main Library.
- b) Depositors of printed materials must have the legal right and authority to donate or loan them to Cory Library and will provide the Library with a list (inventory) of books being donated. The depositor will sign a deposit agreement with the University, to which the inventory will be appended.
- c) If the deposit is a donation, these books and other printed materials will, if possible, be kept in perpetuity; if a loan, the depositor must ensure that a time-frame is entered in the deposit agreement.
- d) In accepting books and other printed materials as a donation, Cory Library, as a seller of duplicate books, will ensure compliance with legislation governing “second hand goods”.
- e) Cory Library will take particular care to retain reference books (almanacs, directories, specialist dictionaries, etc.).
- f) Academic journals are to be acquired and retained, in bound form if possible.

V ARCHIVAL (MANUSCRIPT) COLLECTIONS

Cory Library actively seeks and collects diverse manuscript materials and original documents that will facilitate inter-disciplinary studies focused on the Eastern Cape and southern Africa.

Given policy, operational and legal requirements, Cory Library will receive and accept only archive and related materials from a depositor who has the legal right and authority to deposit the said materials, and will follow a standard procedure to deal with intended deposits.

Loans and donations of archives to Cory Library will be considered and received on the following basis:

- a) Resources must be available to process and catalogue an intended deposit;
- b) The potential depositors must phone or e-mail the Library about their intention to deposit;
- c) Cory Library will send the depositor a deposit questionnaire to fill in;
- d) The deposit questionnaire will be evaluated and the Depositor will be contacted;
- e) Thereafter, accepted deposits, if a loan or donation, must be inventoried by the depositor;
- f) The inventory must be sent to Cory Library with the deposit being made;
- g) Deposits must be clean and free of dust and insects;
- h) The inventory will be appended (as Annexure A) to the deposit agreement; and

- i) Upon making the deposit, the depositor will sign a deposit agreement with Rhodes University.

Notwithstanding the above procedure, Cory Library staff members reserve the right to use discretion in exceptional and meritorious cases.

- j) Cory Library deals cautiously with walk-in deposits; that is, deposits that arrive at its premises without prior arrangements or paper work. The Library may accept walk-in deposits if they seem to be a fit for its holdings. With walk-in deposits the following procedure will be followed:
 - i) The walk-in depositor will complete and sign Cory Library's deposit questionnaire and, if the deposit is accepted, will sign a deposit agreement.
 - ii) Walk-in deposits will be processed and catalogued as soon as possible.
 - iii) The walk-in depositor must clearly indicate if the Library should return, transfer, sell or discard any item that does not fit into its holdings.

VII RATIONALIZATION GUIDELINES

- a) Taking into account that any library will from time to time rationalize its stock (holdings) for reasons of policy, focus, resources, or emergency, Cory Library may or will, if and when necessary, reduce its holdings.
- b) **Staff, under guidance of the Head of Cory Library, will exercise professional discretion when dealing with the rationalizing of stock / holdings.**
- c) Cory Library embraces the principle of dealing conservatively with the return, transfer, sale or disposal of its catalogued collections, affording them precedence over any item or collection or deposit for which a deposit agreement does not exist.
- d) Archives will only be removed from Cory Library, e.g. returned or transferred or sold or discarded, after consultation with the institutional bodies that advise and govern it.
- e) Multiple copies of books, periodicals, or other published materials acquired by the Library may be weeded and returned, transferred, sold or discarded.
- f) If Cory Library is the official repository of an institution's or a person's materials and where a deposit agreement has been signed with Rhodes University, the terms and conditions of such agreements will be respected.
- g) In considering if any book or archive (item or collection or deposit), whether catalogued or uncatalogued, will be returned or transferred or sold or disposed of (discarded), Cory Library will use any number of the criteria here below to reach a decision. The criteria / guidelines are that the item or collection or deposit:
 - i) Does not fit or no longer fits the Library's research focus; ii)
Does not or will not add value to the Library's research focus; iii)
Duplicates what is contained in the Library's holdings;
 - iv) Has been irreparably damaged or cannot be rescued, digitally or otherwise; v)
Has attracted zero demand;

vi) Will only add to a zero-demand item or collection; vii) Contains loose and un-audited financial records; viii) Poses a danger to or puts other materials at risk; ix) Has been uploaded to an e-repository (except Rhodes University theses and dissertations); x) Will not be able to be accommodated in the space available; xi) Cannot be processed and catalogued for lack of resources.

If a decision is reached to return, transfer, sell or discard, Cory Library will consult with depositors and funders of collections, and will or may,

- 1) Attempt to return the identified item or collection or deposit to the depositor.
- 2) If the depositor cannot or will not receive an item or collection or deposit or cannot be found or no longer exists or lives, attempt to transfer the item or collection or deposit to another library, that will carry the cost of transfer;
- 3) If the depositor or another library does not wish to receive or cannot receive the item or collection or deposit and if it has market value, seek the depositor's permission to sell the item or collection or deposit under terms and conditions.
- 4) If return or transfer or sale is not preferred or possible or feasible, discard the item or collection or deposit.
- 5) Rhodes University will, if it has the right and or authority to do so, sign over title to an item or collection or deposit that is transferred.

CONCLUSION

Cory Library's acquisitions and disposal policy remains at all times subject to the mission of advancing study and research in inter-disciplinary Eastern Cape and southern African studies.

Staff will exercise professional discretion in all cases.

The policy is effective from 1 October 2012. It may be changed without notice.