

Somerset Local Studies Library Acquisition and Disposal Policy

1. Purpose of the Somerset Local Studies Library

The purpose of the Somerset Local Studies Library is:

- 1.1 To acquire, protect and make available published works, in whatever format, relating to the historic (pre-1974) county of Somerset.
- 1.2 To make such works available to people of all ages and backgrounds.

2. Acquisitions

- 2.1 The Somerset Local Studies Library seeks to acquire published works which fall within the following categories:
 - 2.1.1 Published works on businesses, estates, individuals, families, societies, organisations, public and private institutions and other organisations and activities relevant to the life and history of the county of Somerset.
 - 2.1.2 Works by authors who have either lived a significant part of their lives in Somerset or who have written works in which Somerset features.
- 2.2 Published works may be acquired by gift, transfer or purchase.
- 2.3 Theses, dissertations and research studies (predominantly unpublished) are accepted where they are relevant to the criteria set out in 2.1.1 and 2.1.2.
- 2.4 Local newspapers may be acquired and microfilmed and made available at the Somerset Heritage Centre as well as at other service points (eg public libraries).
- 2.5 Video and DVD recordings and electronic data, community magazines and ephemera are accepted providing they are relevant to the criteria in 2.1.1 and 2.1.2.
- 2.6 The Local Studies Library will be responsible for deciding whether items offered as gifts comply with the criteria set out in 2.1.1 and 2.1.2.

3. Exclusions

- 3.1 The Local Studies Library will not normally accept:

- 3.1.1 Parish magazines or other circulars relating to a particular church or congregation.
- 3.1.2 Somerset County Council publications and reports.
- 3.1.3 Typescripts or original manuscripts.
- 3.1.4 Papers, drawings, photographs, prints, audio recordings, microfilms and works of art.

Such items may be suitable for acquisition as archives or museum objects.

4. Disposal and Transfer

- 4.1 The Local Studies Library will not seek to collect items which fall outside the acquisitions criteria listed above.
- 4.2 Items previously accepted, but which do not fall within the present acquisition criteria, may be considered for withdrawal from the collection.
- 4.3 Items falling under 4.2 may be considered for acquisition as archives or museum objects, offered to the Somerset Library Service, returned to the original depositor where known, or disposed of in an appropriate manner.

5. Review

- 5.1 This policy will be reviewed at least every five years.