

Collection management policy

This policy sets out the parameters for managing and developing the RCOT Library collection.

Introduction

1. Here we outline how the RCOT Library acquires, maintains and makes accessible the collection.
2. We provide services and resources to facilitate members and colleagues to study, learn and practice in the 21st century, supporting the development of the organisation and the occupational therapy profession and strengthening the development of professional knowledge.
3. We support the RCOT's Lift Up strategic aim: 'We will lift up every occupational therapist and support them to be the best they can be throughout their entire career – by offering them the best community, resources and tools that help them to succeed' (Appendix 1).
4. Implementation of this policy drives our work and major decisions are agreed through our Senior Leadership Team and Council.
5. We employ professional librarians to select, manage and care for the collection. Additional expertise is sought when necessary.
6. This policy is reviewed periodically.

Collecting

1. RCOT Library is a digital collection, with a reserve group of RCOT print publications. Final responsibility for the selection and acquisition of this material lies with Library colleagues.
2. Our priorities are:
 - British occupational therapy resources published in digital form. This is defined as items which have significant professional occupational therapy content, are written or edited by occupational therapists and/or have occupational therapy relevant information.
 - RCOT publications, including endorsed publications, published for external use.
 - Resources recommended by colleagues and members.
 - International occupational therapy resources, UK allied health titles and works that support professional development of occupational therapists in the UK.
3. Our collecting criteria include:
 - E-books, online journals, databases, e-theses, electronic grey literature and RCOT publications in both digital and print formats
 - Value for money

- English and, where possible, Welsh language material
4. Our collecting criteria does not include:
 - Draft documents
 - Consultation submissions
 - Equipment catalogues
 - Patient information
 - Donations, unless items fill a gap in the reserve group of RCOT print publications
 5. Material can be acquired through purchase or harvested from legitimate open access sources.
 6. Where material is licensed, three licences of a text are purchased. Further copies may be added in response to significant member need or fewer copies due to prohibitive pricing.
 7. We review our online journal and database subscriptions annually and base our renewal decisions on the following analysis:
 - Occupational therapy sector knowledge
 - Member usage
 - Cost of resource, including cost per use
 - Access provisions
 8. We review content regularly to ensure we remain comprehensive and current. We amend the catalogue accordingly when material is withdrawn.
 9. Our catalogue records both current and withdrawn RCOT publications. We store a reserve collection of the print material for possible digitisation.
 10. The RCOT financial year runs from October to September with funds for collecting agreed annually. All spending follows the RCOT's internal finance procedures.
 11. We add all acquisitions to the Soutron catalogue, based on the international standard of AACR2 (Anglo-American Cataloguing Rules, second edition).

Access

1. We use remote authentication to connect RCOT members and colleagues to our digital collection. Due to licensing conditions, some resources are restricted to colleagues only.
2. We verify the status of users through the RCOT Customer Relations Management System (CRM).
3. We aim to provide all resources in a wide range of accessible formats and to support the diversity of members and colleagues.
4. A document supply service is available to members and colleagues in line with copyright and preservation requirements.
5. The catalogue is available to registered members and colleagues through the RCOT website.

Appendix 1: [RCOT Our Strategy, January 2022](#).