



UK Research Reserve (UKRR) Handbook

This handbook is for HE libraries who join UKRR. It explains how the UKRR operates, what a member institution can expect from the UKRR and what members will need to do to help ensure that UKRR runs smoothly.

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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 will be available from the UKRR Manager or via the website www.ukrr.ac.uk.



1. UKRR Management

UKRR is managed by the UKRR Advisory Board. It is the role of the UKRR Advisory Board to develop and co-ordinate the Research Reserve collection in conjunction with SCONUL and The British Library. 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 members when joining and throughout their membership.

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 Member

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

- 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, including 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.
- Send material to The British Library on their request, or to other HE institutions if requested by the UKRR Manager. Pack material sensibly to avoid damage in transit. Where runs of material are requested, comply with the BL ingest requests, dates and standards. Comply with the UKRR Ingest and Transportation standards.
- Transfer ownership of material sent to other members for ingest, as set down in the UK Research Reserve Retention Agreement.
- Secure and confirm those items placed in review by UKRR.
- Use environmentally sound disposal methods, such as re-cycling 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 section 6.
- To pay the UKRR subscription directly to the British Library under the BL's payment terms (30 days from invoice date).

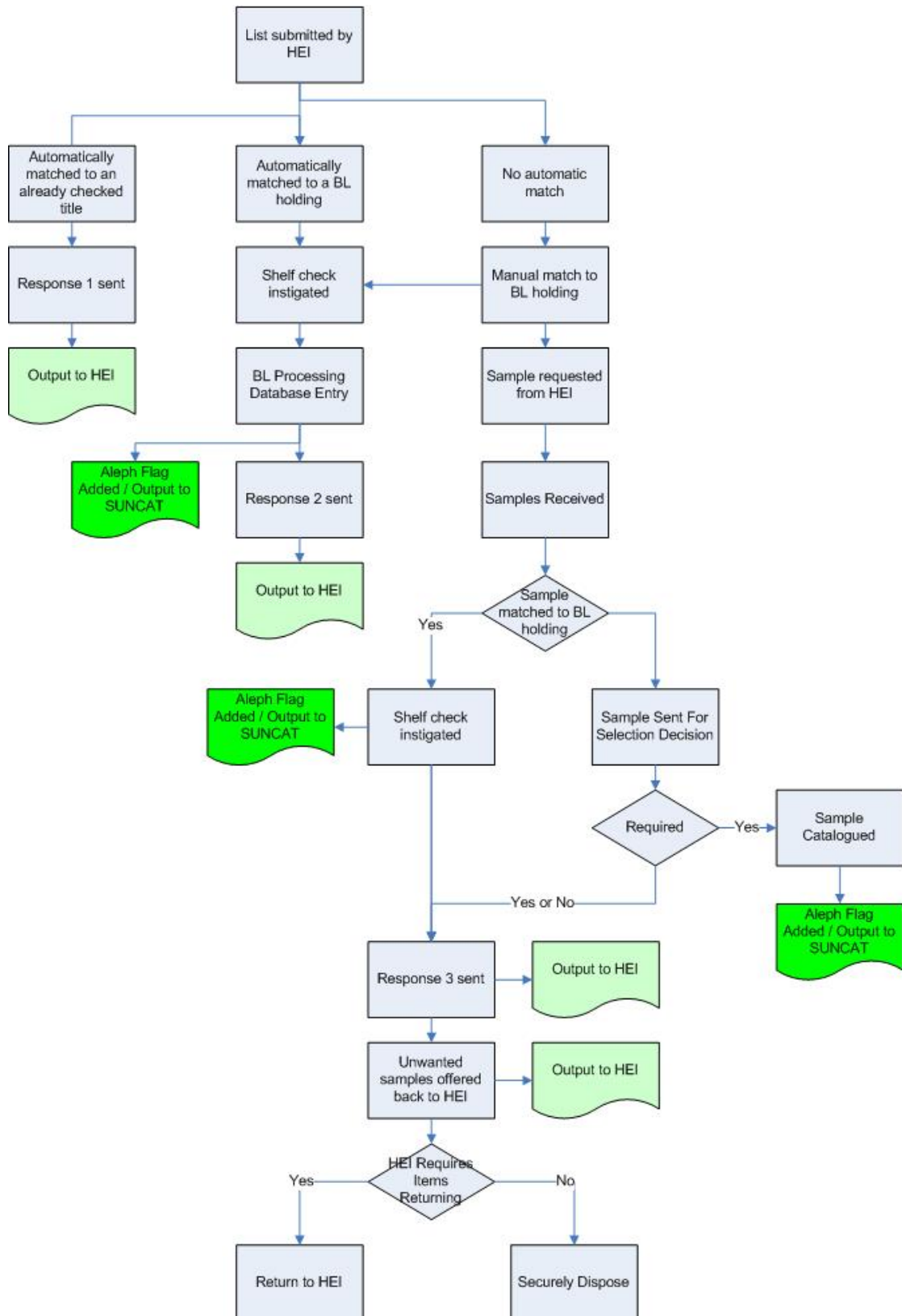
3. The British Library

The British Library agrees to undertake the following tasks:

List checking

The British Library will check the lists submitted by HEI's 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 Service Manager or their deputy (UKRR List Manager) 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 members 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.
- 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, 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 Advisory Board. The British Library agrees to hold UKRR material for the duration of UKRR Phase 2.

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

The British Library's document supply service is enhanced for UKRR members. The British Library undertakes to respond to **all** document supply orders from UKRR members 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.

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

Further enhancements will be delivered as part of the British Library's Integrated Request Management and Delivery System (IRMDS) project.

Improvements to the British Library's document supply service are, in some instances, reliant on the development of the Integrated and Request Management and Delivery Service (IRMDS), a project funded by HEFCE which will improve The British Library's document supply infrastructure. On completion of IRMDS and at other appropriate milestones, this agreement will be altered to reflect any service enhancements.

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. 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. Fax delivery may be requested. Electronic delivery will be the default, and preferred, delivery method.
- 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.

Note:

To guarantee this service level the request must include the following information:

- Journal Title,
- Volume / Part Numbers,
- Date of Publication,
- Article Title, Author,
- Page(s),
- ISBN / ISSN
- Shelf Mark (where known).

If the item is temporarily unavailable, the customer will be advised they are on a waiting list. Should they prefer not to wait, an Extended Search may be requested to try to identify another copyholder. The original request will be cancelled and removed from the waiting list.

Once the IRMDS is operational, it is intended that users will be able to use a web tracking interface facility whereby the client can track order progress.

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 on loan, a UKRR member will be given priority status in the waiting queue.
3. If the item is undergoing preservation, then best efforts will be made to rapidly progress this work for UKRR members.

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/>). 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. 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 reviewed.
- The British Library will check the deduplication 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 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 SCOUNL Mediation Panel.
- The de-duplication list will be returned to the HEIs, so that titles can be picked and packed according to destination. Both The British Library and HEI catalogues can then be updated.
- The British Library receives items for ingest, condition-checked by a member of The British Library Collection Care Team as appropriate. A site visit may be required dependant on the amount of stock identified for transfer.
- Any item requested for review by The British Library will be returned to the originating HEI if not required / accepted for ingest.
- The British Library titles on the UKRR deduplication lists, including those requested for ingest, will be marked as UKRR titles in The British Library catalogue.
- Items transferred from HEI's will be added to the document supply 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.
- Material believed to be scarce within the HEI sector will 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 SCONUL. Any holdings requests will be a small percentage of the material offered to UKRR.

Note: It is at the discretion of individual HEI's 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.

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 Advisory Board.

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
- The average title/metreage ratio for the entire list should fall in the range 0.8 – 1.2.

All of the above can be discussed further with the UKRR Manager.

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 deduplication lists on the assumption that they have been agreed and checked by the appropriate stakeholders.

To ensure consistency of process, the UKRR deduplication 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 deduplication template¹ should be completed for each list of UKRR titles to be considered by The British Library.

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
- 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:

¹ Available on the website

- 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
- Lists
- 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

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 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 strategy². 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

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

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 IV) 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.

² The British Library Content Strategy is on the BL Website:
<http://www.bl.uk/contentstrategy>



Appendix I

UKRR Membership and Subscription

Membership of UKRR is by agreement of the Advisory Board. Subscribing members have access to de-duplication funding.

The following information is correct at July 2009

To participate in UKRR and to benefit from access to the de-duplication fund and the guaranteed 24 hour document delivery service, HEIs must subscribe to UKRR for five years from 2009. Subscription rates are based on JISC bands and are outlined below

JISC Band	Annual subscription fee (£)
A-C	10,000
D-F	7,500
G-J	5,000

Access to funding, based on the amount of material agreed for submission to UKRR on each list, is confirmed on completion of the de-duplication process. Material withdrawn from the process at any point will not be considered. The rate agreed with HEFCE is £26.16 per metre of material submitted.

In the event of withdrawal from UKRR, payments are not refundable



Appendix II

UKRR Advisory Board Terms of Reference

UKRR is managed by the UKRR Advisory Board. It is the role of the UKRR Advisory Board to develop and co-ordinate the Research Reserve collection in conjunction with SCOUNL and The British Library. The Board is responsible for disseminating and sharing best practice developed through managing the Research Reserve, both nationally and internationally.

The UKRR Advisory Board will regularly review the UKRR submissions process and policies, recommending change when required.

On behalf of the funding councils, the UKRR Advisory Board will:

1. Agree criteria for applications to the de-duplication fund.
2. Agree timetable and priorities for de-duplicating work by UKRR members over the initial five year period.
3. Receive applications to the de-duplication fund and make recommendations to the funding councils on funding.
4. Regularly review membership and service level agreements on behalf of the HE community and agree changes as Phase 2 infrastructure improvements are implemented.
5. Report to HEFCE on BL expenditure of HEFCE funding, and twice a year on spend, cost and pricing profiles.
6. Commission a review of UKRR Phase 2 after three years.
7. Act as an advocate for UKRR within the HE sector and promote effective communication with, and co-ordination between, stakeholders.
8. Consider regular reports on the performance and impact of the service and communicate with stakeholders as appropriate.
9. Provide a forum to air the concerns of HE stakeholder groups and the BL.
10. Produce an annual report for HEFCE, HE stakeholder groups and the BL Board.

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 department³ and The National Preservation Office.⁴

³ <http://www.bl.uk/aboutus/stratpolprog/ccare/>

⁴ The National Preservation Office Website: <http://www.bl.uk/services/npo/npo.html>

Appendix IV

A Guideline for De-accessioning and Arranging 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 CD's) 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

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 5 linear meters, packing into sturdy boxes/crates 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
- 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 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
- 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 documentation, time and attendance where appropriate
 - ix. Use of facilities e.g. catering, toilets, rest rooms

3. Handling and Packing Guidelines

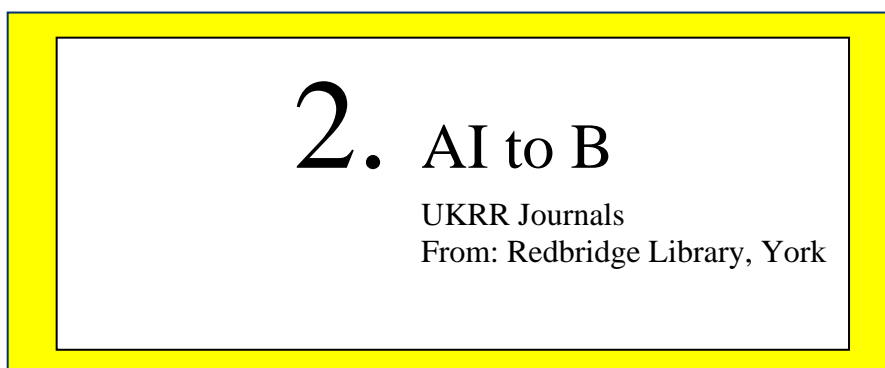
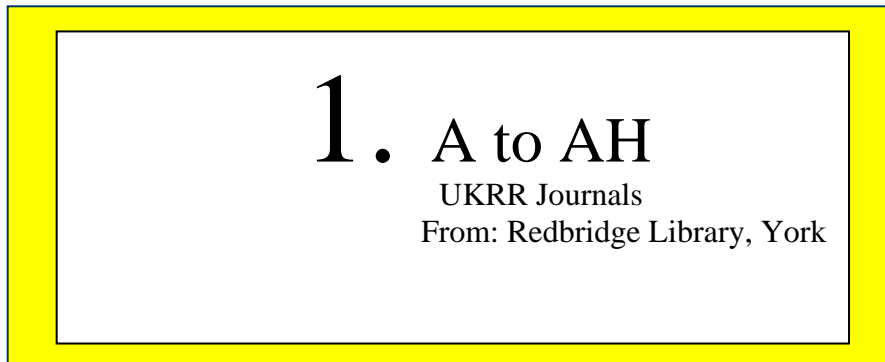
- Crates must be clean, dry and free from cracks, splits and old labels
- Items should be handled in small bundles
- Items to be packed in the crates working from left to right
- Items to be packed in single layers on fore-edges, spine up
- Bubble wrap to be used to protect items during transit
- Crates 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.



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 individual editions (number of individual items and number of issues / supplements in each bound volume:

Number of items in consignment (each bound volume counts as one item)

.....

Higher Education Institution:

Name:

Position:

Signature: Date:

