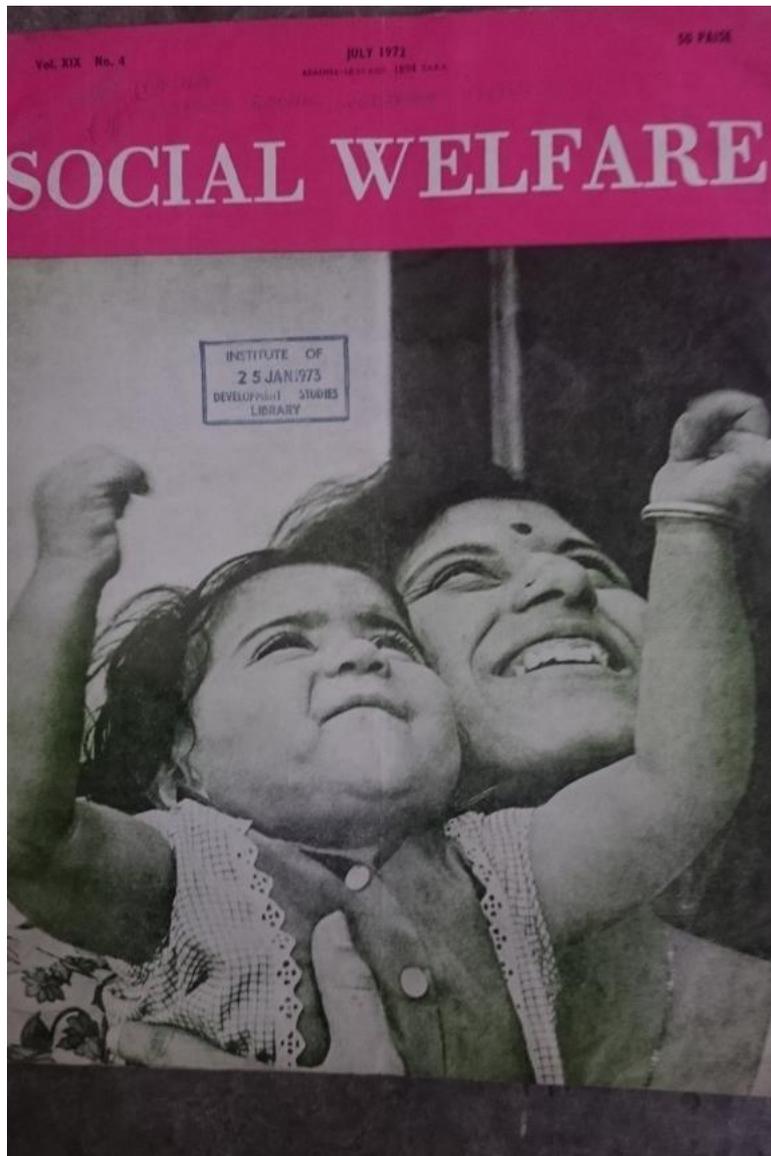


Institute of Development Studies: British Library for Development Studies

Report of a cataloguing survey of the collections



By Geoff Browell, Archive consultant

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1.Executive summary and recommendations

1.1 Goals of this study

This report was commissioned by the Institute of Development Studies (IDS) following the successful award of a Wellcome Trust Research Resources Scoping Study grant award in 2016. Its broad purpose was to explore the content, use and potential of the British Library for Development Studies (BLDS), housed at the IDS on the campus of the University of Sussex, at Falmer outside Brighton.¹ This collection contains several kilometres of both archive and library materials.

The primary goals of this survey were threefold:

- A description of the collection which allows researchers to identify categories of material relevant to their work;
- Advice to library staff on the types of intervention which will be appropriate for the collection;
- Guidance on priorities for work on the collection, including potential project proposals.

These objectives underwent modification during the visit as it became apparent that more concrete and immediate plans for the collection would have to be realised at short notice. This report will differ from a conventional Wellcome scoping study in that it will focus more on content and present alternative plans to address its storage and cataloguing. Two sets of indicative costings are appended from external storage companies, which are also able to manage a cataloguing/listing project to help make the collection more accessible to researchers.

The collection has posed numerous challenges in its fifty-year existence, centred around collecting priorities, a perennial shortage of available space and inadequate or inconsistent cataloguing that has meant that large parts of the collection are inaccessible. These issues have been highlighted in several reports in recent years, notably one by Library Consultant, Tom French, in April 2007. Other reviews have been conducted as recently as 2012 and 2015.²

1.2 Methodology

The study was carried out on site over five days by consultant archivist, Geoff Browell, in March 2017. A parallel conservation survey was undertaken by a Collection Care Consultant, Jonathan Rhys Lewis. Both consultants worked alongside Graham Bulpitt, an external expert leading the IDS Library's Transition Project. The aim of the Transition Project is to secure a sustainable future for the Library by negotiating a plan of action involving the IDS and University of Sussex.

The review comprised:

- Light touch review of the contents of the collection
- Review of the research potential of the collection
- Options for storage and cataloguing of the collection, including indicative costs from two external contractors

¹ Hereafter described as 'the Library'.

² Tom French, 'Report to the British Library for Development Studies, Institute of Development Studies at the University of Sussex: Evaluation of the Collections and their Arrangement' (2007); Michael Bloom, 'Collection development and management policy' [2012].

- Interviews with staff and alumni including IDS Director Professor Melissa Leach; University of Sussex Librarian, Kitty Inglis; current staff including Stephanie Watson and Nason Bimbe, and with consultant, Graham Bulpitt, with former IDS Director, Professor Sir Richard Jolly and with staff at The Keep, the nearby archive repository jointly managed by the University, local council and East Sussex Record Office.

1.3 General observations

- The collection is internationally respected – its value lies in its completeness, and accessibility in one place of unique materials unavailable elsewhere – approximately 50%.
- The collection contains a wealth of content from governments and non-government organisations, particularly in sub-Saharan Africa and South Asia
- Clarity is needed on the legal ownership of the collections
- A clear five/ten-year strategy is needed to fully realise the potential of the collection, to include its management, cataloguing, staffing, use in research and teaching and public engagement
- A successful strategy needs to fully involve the University of Sussex and its Library
- A strategy needs to identify funders. Funders will require a viable plan for the Library and its use, and confidence that it is being managed properly
- The collection is inaccessible: shelf marks on publications are rare – making identification and reshelving difficult; similarly bay/shelf identification is difficult. Confusing management information make it difficult to determine what items have/have not been catalogued. The collection needs to be itemised and decisions made on a choice of cataloguing system; and a programme of cataloguing put in place. An estimated 40% of the collection remains uncatalogued.
- The collection is physically secure but individual items are not secure owing to the lack of turnstiles at the main entrance
- The management of the archive collection is not adequate – deposit agreements need to be drafted, sources of funding identified and the collections catalogued
- The absence of an institutional archive repository for paper and electronic content needs to be rectified
- Staff are respected for the pastoral functions with students that they provide and the support they provide for study skills delivery, but they have been unsettled by uncertainty surrounding the future of the Library. Their skills and the momentum gained in developing the OpenDocs repository should not be lost.

1.4 Recommendations

- 5-year programme agreed between IDS and the University for the preservation, classification, cataloguing and promotion of the collection
- This plan cannot view the collection in isolation, but rather as part of a network of development studies libraries, to maximise the impact of improvements for key audiences
- Fundraising targets and funders need to be identified and applications made
- Procurement of an external contractor with a pilot phase to address issues of quality and speed
- Identification of a core set of around 2,000 frequently accessed publications, for retention on the First Floor or the University Library

- Review of Ground Floor serials for electronic subscriptions, with a view to disposal – focus on publications from the US, UK, Australia and Western European countries. Disposal carried out.
- Shelf listing, boxing and external storage of the Ground Floor publications, to enable to redevelopment of that floor by the University Library - as a priority
- Identification of historic publications in the basement that can be withdrawn immediately and disposal carried out, including those UN publications now available electronically
- Removal of International Organisations (IO) section from the basement to external storage
- Systematic check of each publication in IO against Library catalogue carried out by external contractors
- Publications catalogued using Library of Congress Subject Headings but retained in original shelf/box order. Barcodes and shelf marks added
- Remaining Government Publications in the basement to be checked and catalogued by external contractors; cataloguing as required, barcoding and shelf marks added
- Basement refurbished with new rolling stacks and items returned from storage
- Deposited archive collections in the basement to be transferred to the Keep and catalogued to professional standards and the catalogues published online
- Appropriate archive policies drafted including collection development and collection care, with advice from The National Archives
- A programme of archive collection development be put in place to collect the papers of former Directors, key researchers and fellows of the IDS
- Library staff undertake the Archive Skills Training course³
- Library website to be simplified, prior to any merger with the University Library: stakeholders kept informed of plans and timescales
- Improved study skills programme integrated with University but led by Library staff
- Enhanced public engagement programme centred on the Convening Space
- Development of IDS-Library alumni programme and crowdfunding campaign
- IDS appoint a fixed term records manager with archival experience to create a new institutional archive and review arrangements in relation to the long term digital preservation of core electronic business records, in addition to publications currently being preserved in the OpenDocs repository. This work needs to dovetail provision for research data management in IDS and/or the University

³ (<http://www.archive-skills.com/training/index.php>)

2. Library establishment

2.1 Background

The IDS's British Library for Development Studies at the University of Sussex is a leading international centre for collections relating to Development Studies, containing approximately 1.3 million producible items. It is probably the largest collection of its kind in Europe and among the largest in the world. The collection is currently cared for by its parent institution, the Institute of Development Studies, but it is underused, occupying space that could be more profitably utilised by the University Library. Further investment is necessary to fully realise the potential of the collection.

The IDS and the University have consistently been ranked number one for Development Studies in the QS University Rankings.⁴ The IDS has a budget of around £20m per annum, with income of approximately £18m per year from research and £2m per year in teaching fees. There are currently about 170 MA students and 50 PhD students: most of its staff are international, as are many of its students. Its links with sub-Saharan African countries are particularly strong, especially ties with African medical schools, and the organisation relies on an intimate association with the Department for International Development (DfID) for funding and programmes. The Library has also traditionally had close ties with DfID and its predecessor departments, though this has diminished considerably in recent years.

The vast and rich holdings of the Library reflect this heritage of achievement but it remains largely hidden and underused by IDS researchers, University staff and external visitors. A programme of modernisation is required to fully exploit this remarkable resource, perhaps as a centrepiece of a new centre on campus, in which its riches can be showcased.

The collection comprises mainly printed publications, notably 'grey literature' such as reports produced locally within developing countries, many of which are likely to be the only extant copies; and periodicals published around the world, with a strength in sub-Saharan Africa. Since its foundation in 1966, it has sought to collect new publications from across the globe, including those published by governmental and non-governmental organisations.

The value of the collection lies in the uniqueness of its holdings; the preservation of copies of publications now likely to be unavailable in their countries of origin; and in the fact that all these publications can be consulted in one place. The Library moreover manages the institutional repository containing IDS publications, and joint projects with partners abroad, and this important ongoing aspect of its work needs to be acknowledged.

2.2 History

The origin of the IDS lay in the 1963 Committee on Training in Public Administration for Overseas Countries (1962) under Lord Bridges, which recommended the setting up a special institution in the UK for research, documentation and teaching for top level training in administration in colonial and post-colonial countries. Its objectives comprised:

⁴ <https://www.topuniversities.com/university-rankings/university-subject-rankings/2017/development-studies>

‘the advancement of education and learning and in particular to establish, maintain and conduct in any part of the world an institute or institutes (with teaching and research staff) to identify and study problems arising both within the United Kingdom and abroad concerning economic and social development and administration’.

Among its five core objectives was to provide a ‘centre for documentation’ that might be a source of information for research, teaching and public policy in the UK and developing countries.⁵

The new Institute was established in Sussex under its influential first Director, Dudley Seers. The IDS and its Library were both closely affiliated to the University, the historian Asa Briggs, observing that ‘I have always felt as Vice Chancellor of the University [of Sussex] that the Institute just belonged in Sussex. As a new university...Sussex had the right initial attitudes to explore new patterns of study, including interdisciplinary study’. The presence of a School of African and Asian Studies at Sussex strengthened this case.⁶

The IDS and its Library were initially located at Stanmer House, close to the new University, but moved into its current premises when those were completed in 1970. The Library grew quickly: in September 1966 becoming a depository for UN publications. By the end of its first year, non-serial publications totalled 4689, with some 900 serials. By 1977 this had grown to 90,000 non-serials and 15,000 serial titles. In that year, a working party was set up to consider the Library’s long term future in relation to both national development information needs and recommendations. Its concerns included ‘physical constraints in expansion, resource sharing in the interests of the maintenance of representative collection development, [and] closer integration with national and international systems’. Subscriptions to some periodicals were discontinued at this point.⁷

Pressures continued throughout the financial constraints of the 1980s, the 1983 Annual Report, for example, noting that ‘the literature is under poor bibliographic control’ and that ‘standards of description are extremely variable’. Tellingly, it observes that ‘storage space is...the Library’s permanent crisis’ and reveals that ‘extensive warehousing facilities have been sought’. Significantly, it observes that ‘only through the cooperation of the University of Sussex Library has the IDS Library been able to store the current holdings’. It is not clear what this sharing of facilities entailed.⁸

The period from 1986-1989 was marked by several important developments, including the introduction for the first time of an electronic catalogue and OPAC, an expansion of the physical space of the Library with the addition of a new first floor, and sharing of data with the US Agency for International Development and the World Bank. In 1992, the Library was renamed the British Library for Development Studies, reflecting the fact most of its core funding now came from government. The Library suffered serious budget cuts in 1996, resulting in the loss of two thirds of its staff from 24 to 8 and 5000 series titles being withdrawn.⁹

The 2000s brought a greater emphasis on learning skills for users and the development of customised information packages for overseas partners, building upon the traditional strengths in

⁵ *First Annual Report of the Institute of Development Studies at the University of Sussex, 1966-67*

⁶ Asa Briggs, *IDS: the first ten years: a review of the history and activities of IDS from 1966-1976* (1976)

⁷ *Annual Report of the Institute of Development Studies at the University of Sussex, 1977*

⁸ *Annual Report of the Institute of Development Studies at the University of Sussex, 1983*, pp 44-45

⁹ French, *Report*, p. 7.

economic and social studies to encompass environmental science, anthropology, research methods and teaching, post-colonial studies, migration, protest movements, ecology and politics.

The Library soon outgrew its premises (and ambitions): within ten years of commencing its work was seeking additional space, trimming its acquisitions and working more strategically with UK and overseas partners to collect and preserve appropriate publications. In common with the IDS, which was responsible for organising the earliest conferences on development studies in the UK, and was a founding member of organisations such as the Development Studies Association of the UK, the Library's distinctive contribution arguably lies in a reputation for building partnerships, which continues with its recent repository endeavours in Africa, and supporting online access to publications via the OpenDocs initiative.¹⁰

2.3 Building

The BLDS Building is owned by University of Sussex and leased to IDS. The Library is located on three floors adjoining the University of Sussex Library. More detailed descriptions of the storage they contain can also be found in section 4 of this report and in the accompanying Collection Care Report written by consultant conservator, Jonathan Rhys-Lewis.

The First Floor: containing the entrance to the Library, issue desk, staff offices and student seating. This floor contains frequently accessed collections of monographs relating to teaching of development studies, research methods and quick reference (for example statistical publications). It also houses IDS' in-house publications and a small number of DVDs, a collection of photographs and a small glass display case housing material relevant to the history of IDS. This floor is home to the Convening Space – a meeting room used by the whole of IDS for teaching, training and public events. The total floor area is 450 square metres and it contains 55 shelves/m.

The Ground Floor: containing serials, magazines and working papers from universities, non-governmental organisations and other publishers, arranged by country; official post 1993 publications from International Organisations and some UK publications produced by DfID and others. All the stock is on open shelves. This space also contains desks and chairs used by students and researchers and an IT training room. The total floor area is 491 square metres and it contains 2805 shelves/m.

Basement: the basement is accessible via a flight of stairs from the Ground Floor and is sub-divided into several spaces – one large area containing rolling shelving and long runs of makeshift shelving along two walls; a 'cataloguing area' with table and chairs; and four small rooms, two with doors that can be locked, variously containing the Archive, institutional records relating to IDS, and overflows of publications from the mobile shelving. The IDS server room is also located in the basement.

The basement contains historic literature from government sources, arranged by country, comprising approximately two thirds of the space; the remaining one third a mix of material published by international organisations and older reference volumes, for example runs of censuses. The basement is accessible only to Library staff and supervised postgraduates, but there is no lock on the main entrance and it is currently possible for any person to enter the space unsupervised, should they wish. The total floor area is 300 square metres and it contains 3352 shelves/m.

¹⁰ Sir Richard Jolly, *A short history of the IDS: a personal reflection* (2008), p. 21

Main issues in relation to the basement:

- 3 of the 4 tables are piled with uncatalogued books: these require cataloguing and adding to the collection.
- Card catalogue index drawers relating to countries: for review, along with the other basement card drawers to see if useful information can be extracted as part of any new cataloguing project.
- Dangerous moveable racking
- Material stored on floors (and susceptible to damage if any water leak occurs)
- Boxes of uncatalogued books and one archive collection (Shaw collection) needing reboxing
- Use of bookshelves to store archive boxes (which require deeper shelves)
- Some filing cabinets locked without keys
- Lightbulbs are broken in three of the four store rooms
- Access/security: the basement is open to anyone and supervision cannot be guaranteed

2.4 Library staff

The Library currently employs 4.5 FTE.

Their work includes:

- Purchases, subscriptions, metadata and cataloguing
- Customer services including loans and issues, reshelving
- Interlibrary loans
- Management of the institutional repository (called OpenDocs), accessible via Google Scholar
- Management of copyright including the CLA
- Maintenance of the open source catalogue (KOHA) (hardware maintained by the IDS computing service, CATS)
- Participation in international projects by providing advice and consultancy on the setting up of local repositories, notably through the MK4D stream of funding. These include the FOSS (Forum for Social Studies in Ethiopia), the Malawi National Digital Repository, and at the University of Zambia, setting up a digital repository of all reports of the Ministry of Health and the University. Library staff were also the project and team lead on the implementation of a Knowledge and Information Management System at the Rwanda Natural Resources Authority (RNRA).
- Student study skills activities including induction, lunchtime catalogue awareness sessions, IT literacy, promotion via student seminars and one on one help.
- Contribution to the IDS Annual Report

2.5 Library management

- Effective Library management has been adversely affected by staff changes in recent years – the collection of management information is inadequate: information that will facilitate proper strategic planning. The Library does maintain several policies, which are stored on the IDS institutional 'H' drive, which include an Acquisitions Policy and Collections Policy, but these are somewhat out of date (1994 and 2012).
- General tasks such as membership, issuing of items, reshelving and so on are carried out professionally, but underinvestment over time needs to be addressed.
- Efforts have recently been made recently to collect better information about who uses the Library. Spreadsheets are maintained for external enquiries about collections, registered

users, items ordered using the online/yellow ticket system, and number of items re-shelved (which gives an indication of the real use of the collections as opposed to students using the space as a quiet place to work).

General observations on staffing & management

- Staffing levels have fallen steadily for the past twenty years.
- Staff provide an excellent, knowledgeable one on one student service. Their knowledge of development studies repositories is respected within the organisation.
- Low staff morale owing to a lack of clarity on the future of the Library. Staff continuity is poor meaning information on the progress and impact of projects is not collected adequately to identify trends.
- Insufficient sharing of facilities and services with the neighbouring University Library, including repository management, subscriptions to journals and issuing of items.
- A new series of updated policies needs to be approved, including those pertaining to archives, with reference made to The National Archives' Archives Accreditation programme, to help formalise processes relating to collections, customer services and dissemination.

2.6 IT Systems and the Institutional Repository

The Library uses an open source Library Management System called KOHA (<http://www.koha.org/>) and repository software, DSpace (<http://www.dspace.org/>). KOHA is basic but effective. DSpace is a respected open source repository product providing secure access to IDS publications and digitised publications from multiple African project partner countries.

Hardware on which these systems run is maintained by the IDS Computer and Technical Support (CATS) but software development is carried out by Library staff. This is not efficient and would be a point of weakness if relevant staff were to be redeployed. Library staff also maintain the Far Cry content management system which manages the BLDS website (<http://www.farcrycore.org/>). Transition arrangements will need to be agreed if the University Library takes over responsibility for this aspect of the Library's work.

PC terminals are generally out of date and run very slow searches. Wi-Fi is reportedly slow and inadequate for a research library. IDS are no longer part of the JANET network, which slows down the transfer of data externally. This is not ideal for a major research institution.

The acquisition of a Current Research Information (CRIS) System on behalf of IDS has been mooted and plans are similarly under way for DSpace to host IDS' Research Data Management, to meet the requirements of the UK Research Councils. The latter is particularly important if IDS wishes to preserve its future research income.

3. Website, dissemination and impact



Display cabinet & photographs

The Library promotes its services in several ways:

- Via the Singer Speers Convening Space used for public events, teaching and study skills training
- A display cabinet and photographs in the entrance to the First Floor of the Library, providing an overview of the recent history of the IDS and Library
- Select seminar groups from the University and led by researchers from IDS
- Printed literature, for example flyers and leaflets, notably 'Finding material on the shelves', also replicated in poster form around the Library
- Website, catalogue & social media including Twitter and newsletter
- Repository work
- Participation in networks such as EADI, the European Association of Development Research and Training Institutes, the Global Open Knowledge Hub (<http://blds.ids.ac.uk/global-projects>) and collaborations such as with the Royal Tropical Institute (KIT)

3. 1 General observations on the Singer Speers Convening Space and public displays

The Space is a generous one and well used but could benefit from modernisation/refurbishment. If the First Floor was converted into a development studies hub for the IDS and University, this could form the centrepiece. The display cabinet and photographs are not prominent. An album of IDS/Library photographs was open at a desk outside the main offices, and this points to the need for a proper institutional archive including a repository for photographs of IDS and the Library that can be used for marketing and fundraising.

3.2 General observations on seminar visits

Staff noted that these are more infrequent than in recent years, and take place because the Library has developed a good working relationship with one or two academic staff in IDS and the University. Seminar visits take place in the Convening Space, in the Library stacks and when librarians are invited to address seminars. A visit of the basement was taking place when this consultant was on site and the students appeared engaged with the process. Arguably, these visits need to be programmed better and become part of IDS/University timetables. A series of research guides would help summarise useful content in the Library for different types of student and external users.

3.3 General observations on printed literature

'Finding material', while a necessary leaflet for all new (and no doubt existing) users of the Library, only serves to highlight how confusing it is to find material in the Library, containing a series of flow charts and complex steps needed to locate anything. Its existence demonstrates that the Library needs recataloguing to modern subject standards: a user should ideally be able to locate any item on a shelf in minutes.

3.4 General observations of the BLDS website

The website of the BLDS (<http://blds.ids.ac.uk/>) sits separately from the main IDS website and it is not obvious how a user navigates to the Library from the main website. A search for 'Library' in the main website does not take the user directly to the BLDS site, for example. The BLDS site is clear and well set out, though, with left hand high level links to useful information for users including membership, visiting the Library and an overview of the collections. A catalogue search box is prominent. The site also provides access to the Digital Library, social media and news, including new acquisitions. Quick links at the top of the home page direct the user to Library Services such as document delivery and OpenDocs, the institutional repository; the Library's participation in IDS global projects; and an enquiry form to contact librarians directly.

The Library has a social media presence on Facebook, YouTube and Twitter, to publicise new resources, events and news.

Catalogue search provides seven options:

1. Quick search via a Google-style box
2. Advanced search including by asset type, date of publication and language, and options for type of audience such as 'Adult' and 'General'. Both quick and advanced search return a simple 'search results' page with a shopping cart feature for registered library users (My Items). The user can easily refine searches through left hand facets, including by location within the Library (such as basement), item type, author and availability, and by 'topic'. The item record includes tabs for MARC and ISBD versions of the record. Items can be requested and the record can be printed.
3. Resource finder, which allows cross search of the KOHA catalogue and OpenDocs
4. E-Resources, which permits search of subscribed electronic journals, provided by EBSCO
5. E-Library, member only access to subscribed and open access content – E-journals (with alphabetical browse by title and high level subject tag); E-books (fewer features than for E-journals and browse function 'under construction'); the 'Online Series' with search by subject, region and author and browse by high level subjects; links to the catalogues of other useful libraries, in particular development studies libraries; links to useful development studies gateways and portals; statistics and data on aspects of development, such as UN and World Bank data (this section is divided into subscription only and open access)

6. BLDS Digital Library, permitting search of full text digitised publications from partner countries (part of OpenDocs)
7. Archives, listing key collections, with links to those staff papers digitised and loaded into the institutional repository, descriptions of the Sir Dudley Seers and Sir Hans Singer archives, and links to those publications of Robert Chambers and Reginald Green. There is a separate, older, search for staff papers, which site in parallel to the search for the same content in OpenDocs.

3.5 General observations of online catalogue search

- Confusing terminology for the different types of electronic resources available (OpenDocs, E-Resources, E-Library and BLDS Digital Library). An inexperienced user could quickly become confused, particularly as there is significant overlap. It is unclear what the Online Series provides.
- It is not clear what the difference is between a 'topic' tag and a 'theme', and from which underlying vocabulary they have been assigned.
- It is not made clear that a large proportion of the collection is accessible using card catalogues, shelf browsing or using offline lists, such as spreadsheets – a user might imagine that the online catalogue and digital options contain every item in the collection.
- The Archives page is inadequate – access to digitised content is for articles only and not unpublished material. Descriptions of the collections and their potential for research (for example the history of development studies) is not properly articulated.
- The EBSCO E-Resources page was down when this consultant tried to access it.
- Links to other development studies catalogues, gateways/portals and free/subscription data are very useful and need to be highlighted better.
- Browse functions are generally good with useful high level tagging by theme.
- Advanced search options are excellent – the 'Additional content types for books/printed material' lists 22 options (bibliographies, legal cases etc.). It is not clear how the 'audience' label has been assigned, though.
- Search results, refining/faceting and item results are generally very clear.
- User login/print and other options are clear, if rudimentary, reflecting the open source system being used (KOHA).

3.6 Repository

The BLDS Digital Library provides digital access (and sustainability) to the published outputs of more than 30 institutions in a variety of countries such as India, Pakistan and Ethiopia. The Digital Library forms part of OpenDocs. The initiative is part of an exchange programme, with partners receiving copies of IDS publications in return. The Library indexes component journals and participates in the Indian Open Index Initiative. These programmes of exchange, partnership and secure hosting of data are an important part of the broader work of the Library.

3.7 Impact on research and teaching

The IDS actively collaborate with staff from several Schools in the University of Sussex, including Global Studies and the Medical School, but the Library remains relatively inconspicuous, despite the best efforts of Library staff.

The absence of proper management information or regular user surveys makes assessing impact difficult. The Tom French report (2007) highlights the results of user surveys:

- Users are impressed with the knowledge and helpfulness of staff
- Users are confused by the arrangement of the collection

The Library collects feedback from researchers on the contents and use of its collection via enquiries spreadsheets and these are generally very positive, if anecdotal.

3.8 An example of recent research/teaching use of the collections

Caitriona Dowd – an IDS research fellow in conflict and violence, explores Sub-Saharan and 20th century conflict.

Dowd’s work looks at political violence in different countries, focusing on Nigeria, Kenya, South Africa and Zimbabwe. She draws on federal police reports from the early colonial/post-colonial era, including incident reports of labour unrest, intercommunal violence, and commissions of inquiry into examples of these. She explores contemporary patterns of violence in those locations over time, including the numbers of participants and who was involved, to map to contemporary examples of violent incidents. Her work is only possible because there are complete, comprehensive runs of reports in the Library, which she can use to identify patterns.

Dowd also uses non-State records from South Africa and Zimbabwe as learning tools, notably anti-apartheid literature, descriptions of conflict, and visual material, including political cartoons, as learning tools, especially *Voice of Women*, the Journal of the ANC Women’s Section in the 1970s/80s, in modules explaining how women framed/narrated their own experiences of conflict.

3.9 Recommendations:

- Creation of an institutional archive: to collect photographs, ephemera and oral history recordings where possible, to use in fundraising for a new Library Centre. This project will comprise collection development, acquisition, appraisal of the items, description, storage and reuse. Advice and guidance is available for this from The National Archives website and Archive Sector team.
- Online and physical displays on the University website and in key buildings to enhance presence; reciprocal displays in the Keep raising awareness of the collection.
- Website: the presence of the Library needs to be improved on the main IDS website and new links created with the University website and University Library pages.
- Website: electronic options need to be simplified with one name/brand, unless integrated with University Library. OpenDocs and links to development studies resources such as statistics, portals and other catalogues are very useful and should survive any integration
- Website: Archive box lists need to be published and made browsable. Improved information on collection creators and potential for research.
- Website: generally, navigation needs to be flattened and simplified.
- Social media: needs to integrate with University Library social media if merger takes place, or integrated better with IDS social media if not.
- The Convening Space used for new types of collaboration activity with the local community, notably the Brighton Festival (<http://brightonfestival.org/>). This will connect with new audiences sympathetic to the aims of international development.
- Development of new research guides by MA students and generally integration of MA work with the Library through placements and exercises which benefit both student and Library.

4. Collection information

4.1 Collection development: general observations

The collection spans content from some 185 countries, with a bias towards the southern Hemisphere and sub-Saharan Africa. From its inception, the Library sought to collect publications from governments of developing countries not otherwise collected by the major London/UK libraries, the publications of non-government agencies in those countries and regions, publications relating to development studies in the UK, US and Europe, and publications of key international organisations including the UN.

Within that framework, successive collection development policies help explain some of the historical strengths and weaknesses of the collection. Anglophone sub-Saharan Africa, India and South Asia are well represented in depth, but the collection retains excellent holdings on Francophone Africa, and more recently has acquired publications relating to China. North Africa and the Middle East are two other areas of focus. Latin America is less well covered.

The Library was a onetime participant in the Acquisitions Specialisation Scheme of SCOLMA, the Standing Committee on Library Materials from Africa. Relevant UK institutions including the LSE and the BLDS were given responsibility for collecting publications from different countries/regions. The BLDS had responsibility for Burundi, Cameroon, Central African Republic, Chad, Congo People's Republic, Democratic Republic of Congo (ex-Zaire), Gabon, Rwanda, and South Africa (social sciences).

The latest BLDS collection policy (2012) sets out the most recent objectives, building on traditional strengths in the social sciences, with publications reflecting interest in the hard sciences, notably vaccination, climate science and agriculture. The policy sets out broad collecting priorities:

1. By region – 60% relates to the South
2. material produced by Southern governments and government bodies
3. material produced by international, regional and national organisations
4. material produced by donor governments, agencies and UN System bodies
5. research output of research institutes and relevant university centres/departments in North and South
6. commercial publications (monographs, journals and electronic sources)

Policy is also driven by need and use, with three categories identified:

- Research
- Study or instructional support
- Basic information

The policy sets out core principles for withdrawal of stock. A founding principle of the Library was that no stock less than 25 years old should be withdrawn but that otherwise decisions would be made on an individual basis regarding the item's uniqueness in a UK library, whether the information it contained had been superseded, the presence of multiple copies and whether electronic alternatives were available.

The Archives are not being actively developed, though publications of every IDS researcher are collected, along with conference papers and IDS' own, very extensive, publications. ¹¹

4.2 Arrangement & location in building

First floor materials and some monographs and all electronic resources are catalogued to modern standards, but otherwise arrangement is generally by country or organisation (for example different UN agencies).

First floor:

- Teaching collection of monographs
- Research methods monographs
- IDS publications
- Quick reference
- Some DVDs, photographs

Ground floor:

- Serials including journals, magazines and working papers published by universities, NGOs and commercial publishers
- Official publications from 1993, mainly from international organisations and from DfID in the UK
- Monographs

Basement:

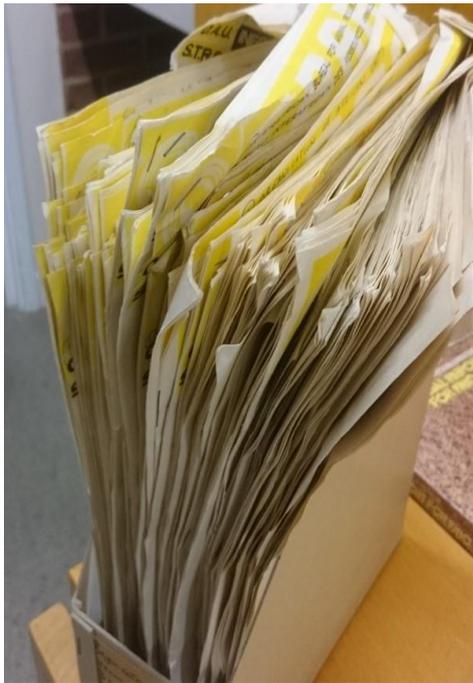
- Official government sources (GP)
- International Organisations such as the UN (IO)
- Reference materials (RF)
- IDS archive
- Deposited archive collections

4.3 Format of material

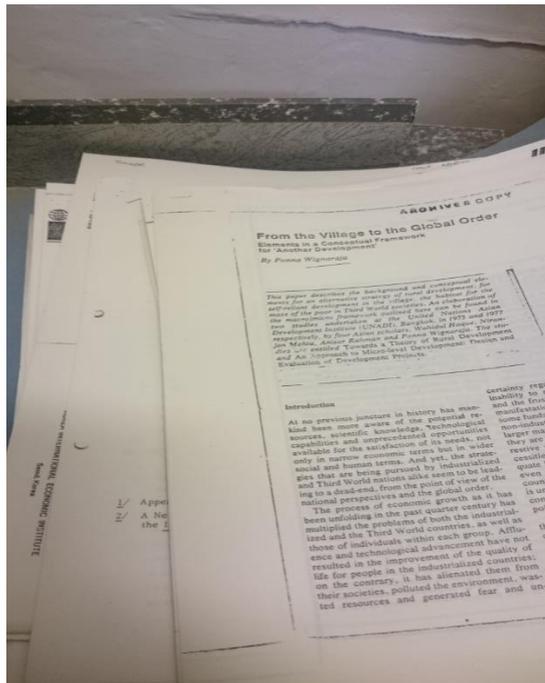
Materials are very diverse but include:

- Magazines (A4)
- Magnetic discs
- Microfilm and microfiche
- Monograph books
- Library card indexes
- Newsletters
- Offprints
- Optical discs (DVD etc.)
- Paper archives
- Periodical publications (A5)
- Photographs

¹¹ BLDS collection policy (January 2012)



Tightly packed newsletters



Box file containing offprints of articles



A typical shelf from the Ground Floor Officials: diverse sizes and formats including monographs, magazines and spiral bound reports



Typical shelf from the Serials section of the Ground Floor: tightly packed runs of publication



Typical shelf of magazines from the Serials section of the Ground Floor: greater density of material



Conference papers stored within box files



Microfiche: typical drawer

More detailed information on format and packaging can be found in the accompanying Collection Care Report by Jonathan Rhys-Lewis.

4.4 Subjects

The list of core academic themes covered by the Library collection is too numerous to provide in detail but include:

- Agriculture
- Civil society
- Climate Change

- Conflict
- Development aid
- Development planning
- Economic growth and policy
- Educational policy
- Environment/natural resources
- Fertility and family planning
- Food supply
- International Relations
- Medicine
- Nutrition
- Politics
- Poverty
- Public administration and governance
- Security and globalisation
- Trade

More detailed lists of themes represented in the publications can be identified from the subject card catalogues on the Ground Floor. Examples include:

- Abortion
- Agribusiness
- Agricultural economy
- Agricultural policy
- Agricultural training
- Armament expenditure
- Cabbages
- Christian
- Commodity Agreement
- Consumer/Commercial law
- Crop diversification
- Demonstration farm
- Economic conditions
- Economic development
- Economic power
- Educational cooperation
- Employment
- Evaluation
- Family law
- Feudalism
- Forestry
- Growth model
- Housing
- Indigenous populations
- Infants
- Irrigation

- Lakes
- Legislation
- Manpower
- Migrant worker
- Multilateral aid
- Non-alcoholic beverage
- Peasant Agrarian reform
- Plantation
- Politics: Catholic Church
- Power Consumption
- Prostitution
- Radioactive isotope
- Residential mobility
- Rural development
- Saddlery
- Small scale industry
- Social service
- Statistical data: immigration
- Teaching
- Tractors
- TB
- Urban alcoholism
- Villages
- Water
- Women's rights

4.5 Uniqueness of the collections

The Tom French Report (2007) tried to survey the uniqueness of the collection through COPAC searches on the holdings of similar libraries such as SOAS, LSE, British Library, the Universities of Manchester and Birmingham and Oxford University. He also carried out sampling against the holdings of the Library's main European equivalents. He found that 53% of monographs and serials were unique to the Library.¹² More recently, analysis of the Library's holdings against WorldCat was undertaken. This found that 42% of publications in the online catalogue were unique to the Library, but that this was probably an under-estimate given the largely uncatalogued pre-1987 stock not currently searchable via the online catalogue, and excluded from the survey.¹³

The significance of these facts is twofold: they reaffirm anecdotal evidence from researchers that the Library possesses unique holdings probably not available elsewhere; and that great care needs to be taken in the relegation/withdrawal/disposal of stock. It is advised that re-indexing/cataloguing of the collection includes a check for uniqueness using COPAC/WorldCat, to produce up-to-date and complete statistics.

¹² French, *Report*, p.17

¹³ Email from Stephanie Watson, 26 May 2016 with details of work carried out by former head of acquisitions, Henry Rowsell.

4.6 Medical/health potential of the collection

An indication of the health-related potential of the collection is given at Appendix 1, a review of a cross section of publications taken from a search for 'health' using the online catalogue and card indexes.

Highlights include:

- Agriculture
- Animal health
- Child health and infant mortality
- Disability
- Health education
- Health statistics including morbidity
- Hospitals and clinics
- Infectious disease
- National/local health services
- Nutrition and food
- Parasites
- Preventative medicine/programmes
- Sanitation and clean water
- Sexual health and family planning
- Treatment including drugs
- Vaccination
- World Health Organization

The IDS carry out health-related research pertaining to developing countries that entail (limited) use of the Library. Consultant Graham Bulpitt has compiled a list of these, which notably include¹⁴:

- 'AgriDiet' (Irish led poverty reduction project)
- 'Childhood Vaccination in West Africa'
- 'Ensuring Health Care for the Rural Poor: alternative approaches in China and Vietnam
- Independent Evaluation of the Reduction of Maternal and Neonatal Mortality in Kenya Programme'
- 'Myanmar Pig Partnership' (on zoonotic diseases)
- 'Livestock, Livelihoods and Health' (a research programme on zoonotic diseases)
- 'Veterinary Science, Transboundary Animal Diseases and Markets' (animal health in southern Africa)

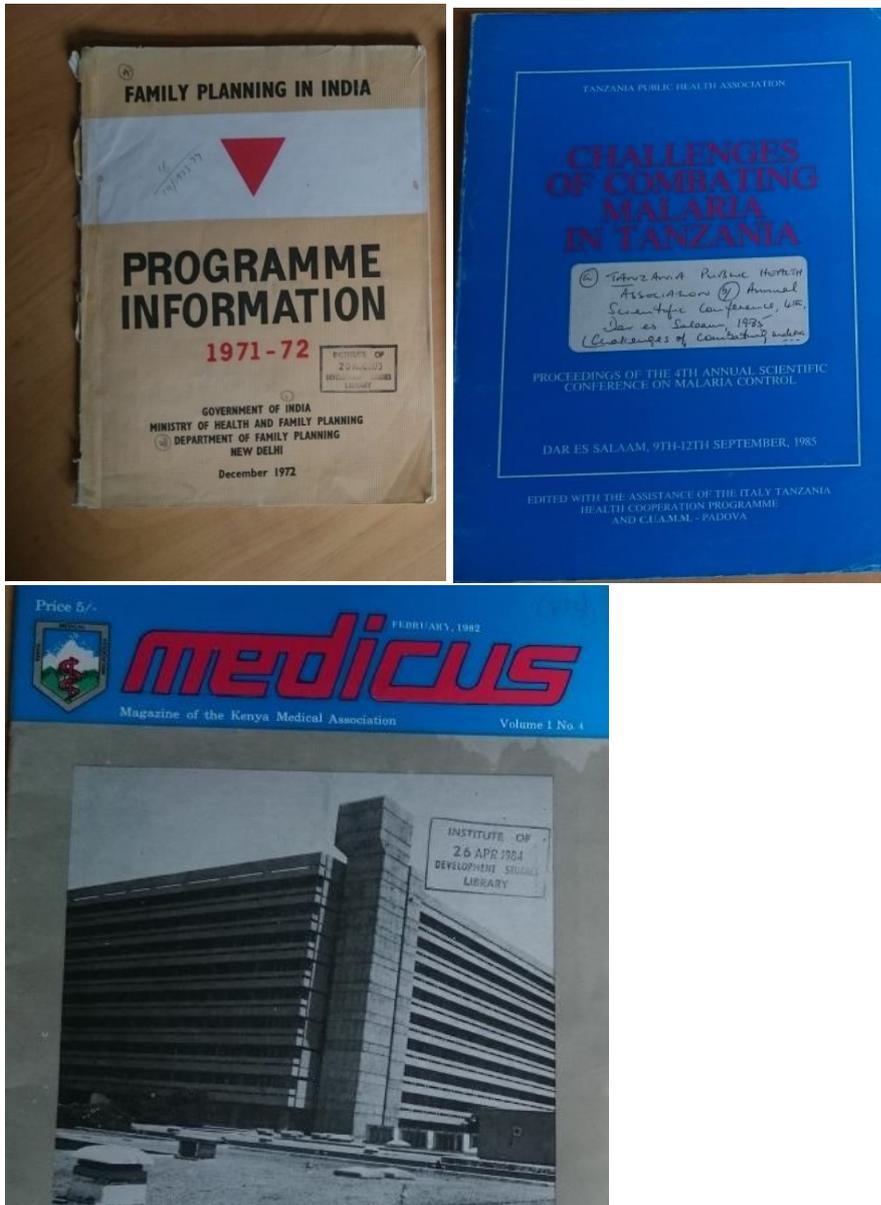
Recommendation:

Consider an application to the Wellcome Trust Research Resources grant scheme for a full grant to catalogue a sub-set of the collection relating to the history of health and medicine, nutrition, sanitation and animal health. An application would include a conservation component for the repair of paper and appropriate repackaging and might include a digitisation component for wider

¹⁴ Graham Bulpitt paper, 'Wellcome Scoping Study: background information' (2016)

educational exploitation. A subsequent grant application to a Wellcome Bursary scheme would aim to more fully exploit this sub-set for research.

Consideration should be given to joint applications with IDS for Wellcome Investigator Awards and Collaborative Awards, given the breadth and scope of the Library's holdings: among the Wellcome's priorities in India and sub-Saharan Africa, two regions with strength in depth in the Library.¹⁵



Examples of medical-related publications

¹⁵ <https://wellcome.ac.uk/funding/scheme-finder>

4.7 Collections overview

4.7.1 Ground Floor



Shelving on the ground floor

The Ground Floor comprises open access static shelving, student desks/seating and a computing/IT training suite.

Serials

Arranged alphabetically within each country – countries are further sub-divided into regions.

Indicative sample of titles:

- *Afrique Agriculture*
- *Australian Journal of International Affairs*
- *Bank Negara Malaysia Monthly Statistical Supplement*
- *Indian Journal of Public Administration*
- *Journal of Africa*
- *Newsworld* (English Language Korean magazine)
- *Realidad Economia*
- *Social Indicators Research*
- *Southern Asian Studies*
- *Yugoslav Survey*

There are approximately 179, 580 volumes of serials on the Ground Floor.

A total of 624 shelves relate to serials from the US, Canada, Australia, UK and the main western European countries. Publishers include Blackwell and Routledge. Examples include:

- *Jeune Afrique*
- *Social Indicators Research*
- *International Peacekeeping*
- *Journal of Agrarian Change*
- *Journal of Strategic Studies*

There is substantial scope for deaccessioning in this cohort because electronic publication of serials is further advanced in these countries and the hardcopies need not be retained. Reference should be made to the UK Research Reserve in this process.

This would potentially represent 22% of the total holdings of the Ground Floor.

Other countries would need a lot more work to determine the uniqueness of the serials, notably those in central and south America and Asia and sub-Saharan Africa. This component totals 792 shelves.

Monographs

Arranged by publishing institution, for example universities or authors alphabetically.

1020 shelves with an average of 58 volumes per shelf, totalling 67,570 volumes

Officials 1993 onwards

This is a set of serials and monographs not arranged by country but international organisation, for example, the World Bank.

154 shelves, an average of 64 per shelf, total of 9856 titles.

General observations on Ground Floor

There is undoubtedly significant scope for deaccessioning with serials relating to the UK, US and other western countries, but care needs to be exercised nonetheless. It is suggested that the whole of this floor could be placed in external storage and its processing prioritised.

Recommendations

Type of material	Action
Monographs	Shelf/box list items in situ; transfer to external storage; comparison with online catalogue; comparison with COPAC/WorldCat; cataloguing externally.
Officials 1993 onwards	Shelf/box list items in situ; transfer to external storage; comparison with online catalogue; comparison with COPAC/WorldCat; cataloguing externally.

Serials	Shelf/box list items in situ; transfer to external storage; comparison with online catalogue; comparison with COPAC/WorldCat; cataloguing externally. UK and western serials checked first and deaccessioned. Post 1987 serials with serials predating 1987 checked next (likely to be on the electronic catalogue). Earlier serials/serials from other regions checked last.
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4.7.2 Basement

'Archive room'



View of part of the Archive Room

Left hand side book shelving: IDS staff papers, arranged by author in alphabetical order, typically journal articles, book chapters and off-prints by IDS fellows and researchers. A focus is staff research overseas on behalf of the Commonwealth Secretariat, UN and others. A searchable database of the publications is on the BLDS website. Themes include economic growth, labour markets, poverty, employment, food aid, farming, irrigation, NGOs, education programmes countries such as Mexico, Ghana and Sri Lanka.

Total: 20 m in 181 pamphlet boxes or approximately 5290 items

Middle book shelving (free-standing): mainly offprints arranged by year of conference proceedings, IDS Discussion Papers, copies of the IDS Bulletins, IDS Annual Reports and Development Studies bibliographies.

Total: 28 m

Geoff Browell
May 2017

Right hand book shelving: Archives of former Directors of the IDS, Sir Hans Singer (1910-2006) and Sir Dudley Seers (1920-1983).

The Singer archive comprises around 45 archive boxes and 13 pamphlet boxes containing offprints. A box list exists as a spreadsheet but it is not generally made available. The collection comprises draft and completed publications, conference papers, newspaper cuttings, speeches and talks by Singer, and correspondence with academic colleagues.

The Seers archive comprises around 20 archive boxes, approximately 4 m of books, 10 file and pamphlet boxes and loose photographs. A box list exists as a spreadsheet but it is not generally made available. The collection contains mainly publications by Seers or about the IDS, with scope for weeding/deduplication, drafts of speeches and appreciations of Seers, some correspondence, course planning and administration of the IDS.

The right-hand shelves also contain several pamphlet boxes, cardboard boxes and loose items including a record of items borrowed from the Archives, 1975-1996, print outs of publications, and cards containing the addresses of people in contact with the IDS, listed alphabetically. This kind of administrative information needs to be brought together and stored centrally, to help make sense of the development of the Library in recent years.



Sir Dudley Seers collection

Total: 21 m

Total shelving in Archive room: 69m

Ante room 1



Ante room 1 showing filing cabinet

This alcove contains shelving with densely packed pamphlet boxes and loose magazine publications which are an overspill from the main sequence of publications in the basement.

Additionally:

4 small cardboard boxes contain workshop packs from courses at the IDS that need weeding;

4 card index boxes

1 locked filing cabinet

Total: 18 m

Ante room 2



Ante room 2 with book trolley visible

This alcove contains wall mounted shelving on two sides with tightly packed publications from the main run in the basement area, including loose magazines and items in pamphlet boxes (x 87).

Additionally:

1 book sorting trolley

1 set of card index drawers (x 27)

Total: 12 m

Fourth small room (institutional records)



View of right hand side with microfilm cabinets and boxes on floor; view of institutional records

This is a larger locked room containing wall mounted book shelving on two walls. It is designated 'O – Stores/Archives'. This space mainly contains both institutional records relating to IDS (left hand wall) and its courses, and the administration of the Library (right hand wall).

The IDS material (15 m of mainly pamphlet boxes and box files, [1990-2003]) includes:

- Academic Audit Committee papers
- Correspondence and reports relating to IDS internship programmes
- Arts and Social Studies Graduate School Committee papers
- MPhil course programmes
- DPhils Annual Reviews
- Photographs of students
- IDS prospectuses
- Reading lists for individual courses
- Student portfolios
- Teaching Committee minute book

The Library administration material (8 m of mainly pamphlet boxes and box files) includes:

- Plans for redevelopment schemes
- Study seminar outlines

- Collection policies

Additionally:

- 9 microform cabinets (3 microfilm – an average of 710 films per cabinet and 6 microfiche cabinets): these appear to contain publications only available in this format before digitisation, including OECD reports (1982), US Joint Publications Research Publications reports, US Consulate General Hong Kong reports (1974), Information Services on Latin America Clipping Service (1985), the Pakistan Times (1979), Middle East Economic Survey (1968-1969). The collection includes some publications, such as copies of the official publications of the Communist Party of Cuba, which might now be less readily available in digital form.
- 1 large box of unsorted microfilms
- 8 boxes of unsorted books and offprints
- 3 boxes of IDS tee-shirts
- 3 large boxes (equating to approximately 12 archive boxes) of papers relating to Dr John Shaw, including manuscript notebooks, offprints and published journals
- Book lift

Total of 22m

Basement (small rooms): recommendations

Room	Description	Action
Archive	Sir Dudley Seers collection	Transfer to the Keep. Sort and repackage using 4 flap acid free folders and archive boxes. Catalogued to professional standards by an archivist on grade 4 (midpoint) with a minimum two years' experience. Catalogue published online. Deposit agreement located/drafted.
Archive	Sir Hans Singer collection	Transfer to the Keep. Sort and repackage using 4 flap acid free folders and archive boxes. Catalogued to professional standards by an archivist on grade 4 (midpoint) with a minimum two years' experience. Catalogue published online. Deposit agreement located/drafted.
Archive	IDS publications	All lists to be published online; all uncatalogued items to be catalogued. Added to new institutional archive.
Archive	Working papers	Items listed and published online. Added to new institutional archive.
Archive	Library administration	Added to Library administrative records to aid redevelopment of the Library.

Ante room 1	Index cards	Added to index card work package to review what useful information can be extracted.
Ante room 1	Student course packs	Weeded to keep one/two sets. Disposal of remainder.
Ante room 1	Filling cabinet	Filling cabinet unlocked & contents reviewed.
Ante room 1	Shelved publications	Publications reviewed against electronic catalogue and catalogued if not.
Ante room 2	Index cards	Added to index card work package to review what useful information can be extracted
Ante room 2	Book trolley	Cleared and items catalogued
Ante room 2	Book shelves	Publications reviewed against electronic catalogue and catalogued if not.
Store	Microforms	Reviewed against available electronic copies and disposed; unique items retained. Loose microfilm loops boxed as an interim measure against damage.
Store	IDS administration	Catalogued to professional standards by an archivist on grade 4 (midpoint) with a minimum two years' experience. Added to a new institutional archive managed by IDS. Some weeding/deduplication will be necessary. Data Protection considerations will need to be addressed as this collection includes sensitive personal data on individual students.
Store	Library administration	Added to Library administrative records to aid redevelopment of the Library.
Store	IDS merchandise	Sell or dispose.
Store	Dr John Shaw archive	Transfer to the Keep. Sort and repackage using 4 flap acid free folders and archive boxes. Catalogued to professional standards by an archivist on grade 4 (midpoint) with a minimum two years' experience. Catalogue published online. Deposit agreement located/drafted.
Store	Boxed books	Catalogued and added to the monograph collection.

Basement shelves

Static shelving (left hand side as seen from the entrance stairs), rolling racking (middle) and motorised racking (right hand side), comprise most the contents of the basement.

Government Publications

Government Publications comprise around 64% of the holdings in the basement and are arranged by country. Locating items is not easy owing to the absence of shelf numbers; this also makes reshelving a hit and miss affair.

The content of government publications is very diverse, ranging from large sets of official statistical publications, to series of government-sponsored booklets on aspects of the national economy,

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health, or the delivery of services. Approximately 60% of government publications are searchable from the online catalogue following a conversion project involving the card indexes, which came to an end in 2014. Examples are given in Appendix 2.

International Organisations and Reference Material

The International Organisations section and Reference Section contains a wealth of diverse publications, notably including newsletters, newspapers, bulletins for internal circulation, one-off circulars and reports from more obscure organisations. Major runs of international organisations, provide scope for deaccessioning, following survey work to determine whether equivalent electronic subscriptions are available.

These include:

- Economist Intelligence Unit publications – 35 shelves
- World Bank – 60 shelves to be substantially weeded
- International Labour Office: 77 shelves
- IMF – 28 shelves
- Organisation of American States – 42 shelves
- UN – 420 shelves substantially weeded, agencies include UNESCO, Economic and Social Council, Habitat (typical is the World Trade Annual and other big statistical volumes)

Total: 662 shelves or 20% of total holdings in the basement

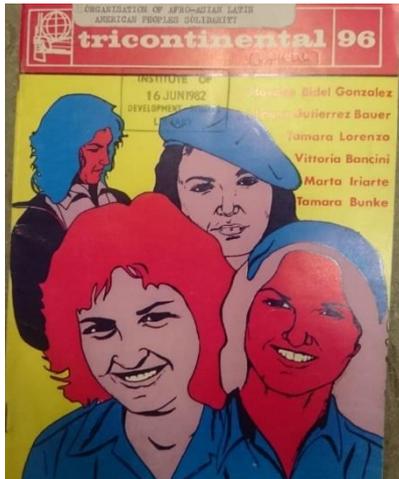
Even allowing for a 50% retention for items not easily obtainable from other UK libraries or electronically, would still represent a healthy 10% of the basement withdrawn.

In addition, this section holds:

- MA dissertations by IDS students. New theses are being digitised. It is recommended that older MA theses are either disposed: 9 shelves
- Archive material: this is uncatalogued and sitting on shelves. It appears to relate to the Shaw and Seers collections and mainly comprises offprints and publications. Some deduplication is likely to be possible: 20 shelves

International Organisations and Reference Materials: a selection of content

There is extremely diverse organisational representation in the International Organisations section of the basement. An example is *Tricontinental*, the magazine of the Afro-Asian Latin American Peoples Solidarity Organization (AALAPSO), an anti-US Cuban-led organisation.



Tricontinental

The *UN Yearbook*, the main reference volume on the work of the United Nations, in contrast, is available online for free with copies from 1946 onwards (<https://unyearbook.un.org/>). This is an example of the type of publication that could be withdrawn from stock.



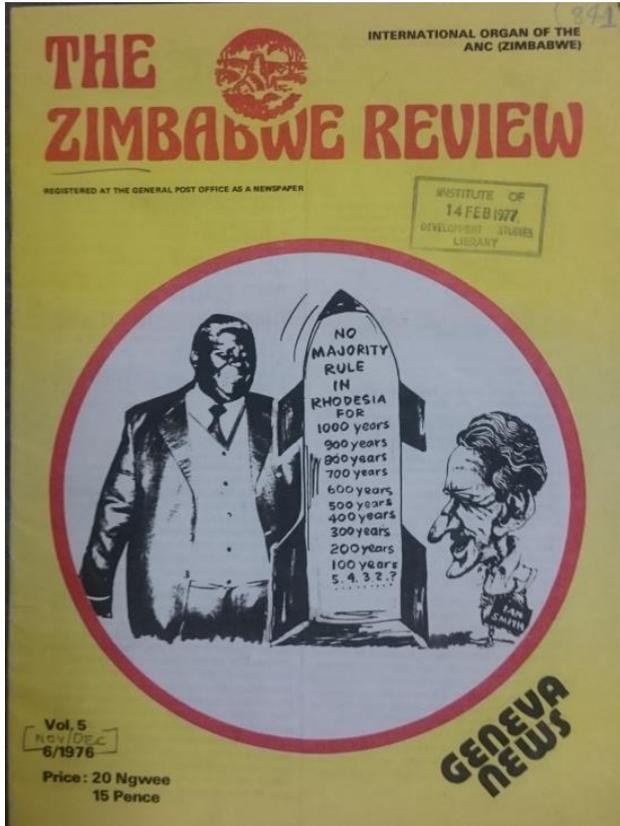
Copies of the UN Yearbook

The *Asia-Pacific Consumer Coop News* was a periodic newsletter from the International Cooperative Alliance for that region, providing insight into the development of the cooperative movement.



Asia-Pacific Consumer Coop News
Geoff Browell
May 2017

Zimbabwe Review: ANC magazine, reflecting political movements/social change



Zimbabwe Review

VOW: Voice of Women: from the ANC Women's Section, South Africa



Voice of Women

Geoff Browell
May 2017

Basement, main section: recommendations

Section	Type of material	Action
IO/Reference	Shaw/Seers archive material	Transfer to the Keep. Sort and repackage using 4 flap acid free folders and archive boxes. Catalogued to professional standards by an archivist on grade 4 (midpoint) with a minimum two years' experience. Catalogue published online. Deposit agreement located/drafted.
IO/Reference	Main international organisations, World Bank etc.	Compare against COPAC and electronic subscriptions/online access and draw up inventory for withdrawals. Carry out destruction.
Corridor spaces	Card indexes	Analysis of indexes to determine how this information can usefully be added to the cataloguing/listing project.
Government publications	Country publications	Shelf/box list items in situ; transfer to external storage; comparison with online catalogue; comparison with COPAC/WorldCat; cataloguing externally.
Small rooms	Shelf publications only	Shelf/box list items in situ; transfer to external storage; comparison with online catalogue; comparison with COPAC/WorldCat; cataloguing externally.
Corridor spaces/rooms	Loose books	Mainly monographs – checked against online catalogue. Boxed and catalogued remotely.

4.7.3 First Floor

The First Floor is the entrance to the Library and houses the issue desk, staff office, the Convening Space and the main reference series of monographs, and commonly accessed IDS publications.

Monographs relating to teaching of development studies, research methods and quick reference and totals 55 m of shelving.

This modern reference section would be retained in any Library relocation. IDS publications would be combined with similar publications in the Archive room in the basement to form the centrepiece of a refurbished Development Studies Hub for both IDS and the University.

5. Cataloguing and listing requirements

5.1 Cataloguing/classification standards

A mix of different classification and indexing standards has characterised the work of the Library since its inception. The Library made an early decision to adopt the UN Macrothesaurus, designed especially for indexing publications relating to social and economic development.¹⁶ This is reflected in the 'country' arrangement of publications within the Library. It adopted the Anglo-American Cataloguing Rules (AACR) in the mid-1980s. Library of Congress Subject Headings appear to have been used for more recent publications. Library of Congress has been adopted by most academic libraries including the University's and this would be the preferred term-standard to be fully adopted by the Library, not least to enable the sharing of records via COPAC and WorldCat.

5.2 Proportion of collections catalogued

Pre-1996 acquisitions were catalogued using card indexes; post 1987 on a succession of library management systems, beginning with MINISIS. Additionally, post-1987 serials with runs predating 1996 were also added to the electronic catalogue. The Library initiated a retro-cataloguing project in 2004 to transfer card catalogue data to the online catalogue, possibly funded as part of a DfID MK4D strand of work (Mobilising Knowledge for Development). This focused on pre-1987 government literature stored in the basement. Phase 2 of the project ran from 2010 until 2014. The project was apparently a success: The final report in 2014 concluded that 64% of government publications had now been added to the electronic catalogue.¹⁷ This represents approximately 32% of the basement holdings. This is a minimum figure: a significant proportion of non-governmental (UN and other agency) publications are also available on the electronic catalogue.

If around 22% of the main basement holdings were deaccessioned, this would mean that a maximum 46% of the basement remained to be catalogued. If more recent serials and non-governmental publications, which have been catalogued, were removed from this total of 46%, the remaining percentage requiring cataloguing drops still further.

The Ground Floor holdings mainly comprise serials (52% of the total shelving). A survey of all items on representative shelves showed that 53% of serials predated the 1987 catalogue. A minimum of around 25% of the Ground Floor is fully catalogued. 22% of the Ground Floor comprises serials from the UK and western countries with considerable scope for deaccessioning.

It is estimated that once weeding/deaccessioning takes place that between 33-40% of the whole Library's collections remain to be catalogued, or around 520,000 publications.

5.3 Potential cost of cataloguing

Two sets of indicative costings have been provided by Harrow Green, part of Restore, one of the largest storage companies in the UK; and from Mitech, a storage and digitisation company based near Northampton. These are for reference only: other contractors can carry out similar work.

¹⁶ http://www.oecd-ilibrary.org/development/macrothesaurus-for-information-processing-in-the-field-of-economic-and-social-development_9789264162990-en

¹⁷ Report located on institutional 'H' drive.

Mitech:

Storage of the entire collection for one year = £38,000

Transport of whole collection = £62,000

Cataloguing = £313,000 (for 40% of collection currently uncatalogued)

Harrow Green:

Storage of the entire collection for one year = £52,000

Transport of whole collection = £96,000

Cataloguing = £150,000 (based on 500,000 items)

(All prices exclude VAT)

A project in a Russell Group Library involving checking, deduplication and cataloguing of modern grey literature, a high proportion of items not previously catalogued on WorldCat, and comparable to the basement collection at IDS, took place in 2014.

Processing 31,000 items took 525 hours and cost £7,500 at an hourly rate of £15.

It was found that around 100 records can be downloaded per day (pre-existing titles).

It was found that around 400 items can be catalogued from scratch per month by one person.

The total cost for 31,000 items including processes for checking and double-checking downloads and disposal of unwanted items, was £64,000

Recommendation:

Tenders to require pilot work to test quality and processing time to verify quoted costs and times.

5.4 Potential funders

A commitment by the University and IDS is necessary cover basic project salaries; contracts with an external supplier for uplift and storage, or uplift, storage and cataloguing. Retrievals would be an additional cost per item, but this could be managed to keep costs to a minimum. The fundraising process is potentially time consuming, without guarantee of success, but might focus on areas such as entrepreneurship, partnership building to develop local IT capacity in developing countries, drawing on established networks created when setting up repositories in Africa. The considerable fundraising skills of IDS should be brought to bear to improve the chances of success. Joint applications ought to be considered with other development studies libraries in the UK and Europe to maximise potential chances.

It should be stressed that it is likely all serious funders will expect a viable plan of action to have been agreed between key stakeholders guaranteeing the future of the collection before applications will be considered.

Opportunities include:

- Department for International Development – schemes include the Africa Enterprise Challenge Fund (<https://www.gov.uk/international-development-funding/africa-enterprise-challenge-fund>) aimed at ‘private sector companies to support innovative business ideas [including] access to information.’ Focus on the business value of the publications being catalogued.
- Bill and Melinda Gates Foundation – Global Libraries Program (<http://www.gatesfoundation.org/What-We-Do/Global-Development/Global-Libraries>)– ‘to improve the lives of 1 billion “information-poor” people by 2030 while positioning the world’s 320,000 public libraries as...providers of information through relevant technologies.’ Focus on the role of the collection as a pre-eminent source of information for development opportunities in Africa and Asia.
- Wellcome Trust Public Engagement Scheme (<https://wellcome.ac.uk/funding/public-engagement-fund>) – ‘for engaging the public in conversations about health-related science and research.’ Focus on a health-related engagement spin-off using the collection as an information source.
- Garfield Weston Foundation (<https://garfieldweston.org/>), which supports the development of education, museums and heritage.

5.5 Alternative plans for the Library

Four possible scenarios for the Library have been identified and are set out at Appendix 3.

1. Do nothing: this has the advantage of simplicity but would result in the collection atrophying and eventually becoming redundant. Budget and other political factors rule out this option
2. Disposal: carries with it considerable reputational risks to the IDS and University. Furthermore, it is unlikely that another library would wish to adopt the collection without a considerable dowry or investment in preparatory cataloguing
3. Piecemeal improvement: involving applications to funders to target cataloguing, for example the Wellcome Trust in relation to medicine. This would require some investment by IDS to modernise Library procedures and staff sufficiently to attract funding in the first place
4. External storage combined with catalogue improvements: this option would decant the Ground Floor into external storage, allowing for rapid expansion of the University Library; and systematically check this stock and basement stock on a rolling basis, to keep storage costs to a minimum. All listing/cataloguing is sub-contracted to the storage company and staff are employed by them. Collections are returned to a refurbished basement store once new racking is installed. Archive collections are transferred to the Keep and catalogued there. An institutional archive is created. This option is potentially expensive (two indicative estimates are provided as appendices) but has several advantages:
 - Frees up the ground floor for University expansion very quickly to meet rising student numbers
 - Systematically accounts for all items and newly catalogued items catalogued to Library of Congress

- Doesn't try to physically reorganise the stock: this would only happen if funding was secured for a new Library
- Outsources storage and cataloguing and so minimises management overheads
- Is compatible with option 3: medical titles, for example, could be identified during the preparatory listing stage and be the subject of a separate funding application

5.6 Option 4: Project Plan

5.6.1 Assumptions

- That this project relates only to physical Library stock. The management of systems, the repository, project work, student support and staffing need to be addressed separately
- That the University Library takes on the management of the collection, which would become a closed collection, with catalogue entries searchable via the Library LMS or by a standalone KOHA search for the time being
- As much weeding as feasible should take place on Library premises to minimise the cost of uplift and storage, focused on the basement international organisations/reference materials section, but otherwise external storage should take priority – to give the project momentum
- Checking of stock should be outsourced to contractors. Another option would be to catalogue in-house over a longer period with significant staff overheads
- This option would necessitate minimum access to the collection over a period, but shelf listing of items and the retention of high use items on site would keep this disruption to a minimum
- Decisions on withdrawal/disposal need to be handled sensitively, not least academic liaison
- All shelves are boxed (3 records management boxes per metre shelf) and an outline inventory created to account for items on a shelf by shelf basis. This work begins on the ground floor, which takes priority. The basement is boxed and processed on a rolling basis, sufficient to allow the refurbishment of the space with modern racking
- Potentially high use items prioritised and a retrieval/scan and retrieve service managed by the University with weekly/fortnightly retrievals
- Every item will be catalogued using Library of Congress, barcoded and given a shelf mark but left in its original shelf order to minimise cost. Physical reordering could come at a later stage. All shelf marks would resolve to a box ID – it is this box which pickers would identify in storage
- Deposited archive collections are catalogued at the Keep and housed there in perpetuity
- An institutional archive is created to manage IDS records and publications
- This is a minimum 3-5-year project

5.6.2: Work packages

Work package 1: Team: project team assembled with academic steering group drawn from IDS and the University of Sussex; deliverables and timescales agreed; nominal budget signed off; procurement process initiated and external contractor selected. Recruitment of a Library Project Manager (Grade 6) and librarian (Grade 4) to provide oversight of the bibliographic elements of the project; data (ensuring that information on different systems is shared); that deliverables are being met; to liaise with IDS and the University.

Work package 2: Preparation of the collection: shelves numbered; loading area identified for empty boxes and to store full boxes prior to uplift; stakeholders kept informed via email/social media/website; initial high use items (estimated 2,000 in total) identified and separated to remain on site.

Work package 3: Uplift: Listing of the ground floor contents, shelf by shelf; boxed and barcoded; spreadsheets maintained of contents; transfer to storage; rolling programme of listing and uplift agreed for basement materials, to keep external storage to a minimum (around 3km at a time).

Work package 4: Weeding: key basement material checked against electronic subscriptions or other access and disposed accordingly.

Work package 5: Cataloguing: Catalogued items identified, barcoded, shelf marked as appropriate; non-catalogued items catalogued systematically box by box. Data either added to KOHA or preserved as CSV files for import elsewhere. Outsourced to contractors offsite but with oversight from the Project Manager and Assistant.

Work package 6: Archives: Deposited archive collections transferred to the Keep; archive cataloguer appointed – this work will take approximately 6-9 months to complete. Descriptions available via The Archives Hub; deposit agreements drafted; longer term ambitions identified (for example to collect the papers of all leading UK development studies experts); an institutional archive created, housed either at the Keep or IDS.

Work package 7: Return of stock: systematically into refurbished basement; fundraising to build new Centre/Hub; or agreement to transfer stock to another institution.

Appendix 1: Examples of medical-related titles

Title	Description	Potential medical themes
Report on the working of the central government health scheme for 1965-66 (Ministry of Health, Government of India)	Includes a general report on the state of health in India; diseases by region – statistics, abnormalities identified following medical check-ups, diseases treated by localities, costs associated with treatment by region, family planning, morbidity, specialist services.	Morbidity Statistics Demography Reproductive health History of India
Annual Report of the Directorate General of Health Services 1975 (Central Bureau of Health Intelligence Directorate General of Health Services Ministry of Health and Family Welfare Government of India)	State by state health activities listed – field practice, incidence of diseases like malaria, vital statistics, for example of birth age of mothers, sanitation and hospital facilities, school health, field study, media health programmes, health education, the work of individual research institutes, lists of research papers produced, prosthetics, Red Cross, UNICEF, nursing, drugs control.	Infectious disease Treatment programmes and institutions Pharmaceuticals NGOs Morbidity Statistics History of India
Republic of Kenya: Development Plan 1966-1970 (1966)	Reflecting entire economic development of the country including overview, GDP, employment, natural resources, investment etc., agriculture, livestock and co-operatives; tourism and natural resources including fishery, forests; industry and commerce; basic services including electricity, aviation, railways, water supplies; social services including education, health, sports, youth, housing; security and defence	Economic planning Infrastructure and transport Development of social services Agriculture History of Kenya

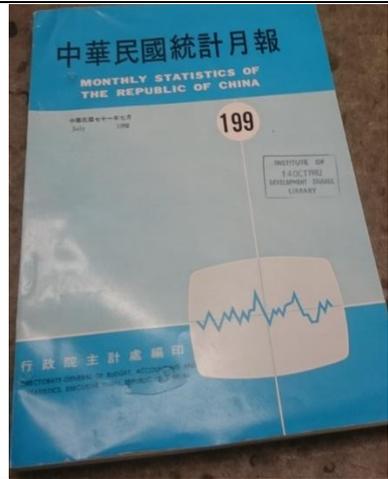
	including police, prisons, armed forces; including statistical charts and maps.	
Report of the National Water Supply and Sanitation Committee, 1960-61: Ministry of Health, Government of India.	A committee report on water supplies and sanitation in India. Historical overview of the problem and previous attempts to deal with it; State by state plans and statistical tables; minutes of state sub-committees, sample questionnaires.	Sanitation and clean water Planning History of India
Family Planning in India: Programme Information, 1971-1972 (Government of India Ministry of Health and Family Planning, 1972)	Vital statistics such as estimated birth and death rates in different states, infant mortality in states, growth rates of population, literacy rates, growth rates by religious community, urban/rural growth rates, family planning service centres, family planning performance statistics (detailed by location, sterilisation, vasectomy etc.).	Family planning/contraception Urban/rural health Health planning History of India
The United Republic of Tanzania: 1967 Population Census, Volume 1: Statistics for Enumeration Areas (Dar es Salaam, 1969)	Summaries and detailed statistics by regions, districts and towns.	Demographics History of Tanzania
Tanzania Food Tables (East African Literature Bureau) 1974	Composition of local foods to combat malnutrition and chemical makeup of the local foods. Especially designed to reflect the local	Nutrition Agriculture History of Tanzania

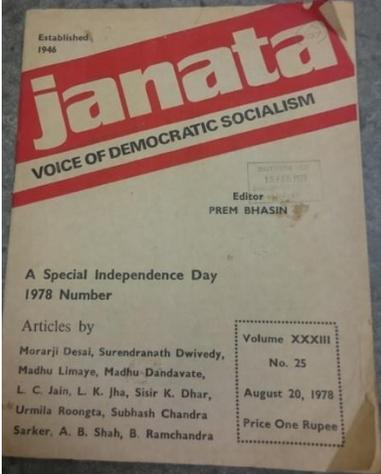
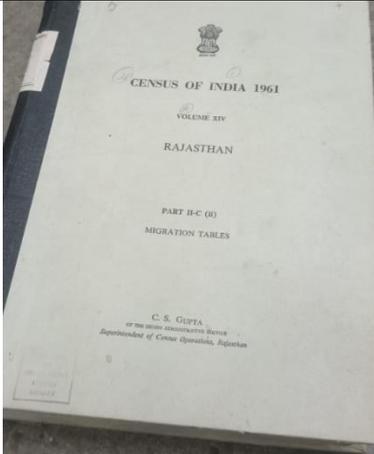
	diet. Endorsed by Michael Latham, Professor of International Nutrition, Cornell University.	
United Republic of Tanzania: Report of the Situational Analysis on HIV/AIDS communication in the health sector (April 2010)	Glossy colour illustrated report summarising AIDS education in Tanzania, with statistical tables and summaries of impact.	Infectious disease Disease prevention HIV/AIDS History of Tanzania
Medicus: Magazine of the Kenya Medical Association Vol 1, No 4, 1982.	Includes news, letters, interview with a doctor, articles, for example 'what is the real cost of drugs?', 'IMF on Inflation', 'Hospital Cross Infections: is it a problem?', adverts for medical equipment, cartoons.	Hospitals Pharmaceuticals History of Kenya
Sudan: Demographic and Health Survey, 1989-1990 (Department of Statistics, Ministry of Economic and National Planning)	Households, fertility, contraception, child mortality, maternal mortality, female circumcision: detailed narratives with statistical tables.	Infant mortality Female sexual health Family planning History of Sudan
Ethiopian Medical Journal, January 1973, Vol 11, No 1	Articles include 'Analysis of admissions to the Ethio-Swedish Paediatric Clinic', 'Milk intolerance in schoolchildren', 'Neonatal cold injury', 'mobile vaccination service', 'rural school health survey'.	Child health Nutrition Vaccination International medical cooperation History of Ethiopia
Reproductive Health Policy and Programs: Reflections on the African	Proceedings of a five-day conference organised by the Henry J Kaiser Family Foundation in Harare – bring together senior policy makers,	Sexual health NGOs Southern Africa

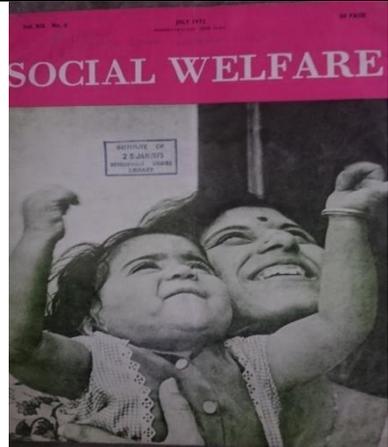
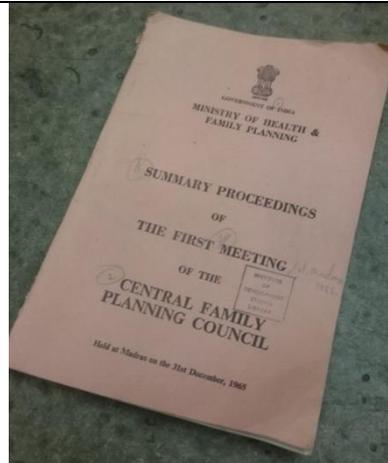
Experience: A conference report. Harare, July 1983.	administrators and researchers on reproductive health: includes overviews of particular countries, themes such as the role of international agencies, case studies.	
University of Malawi: Chancellor College Staff Seminar Paper No 49: Factors affecting schistosomiasis transmission in two rural villages – a research project, Dec 1985.	Typescript background to the disease, details of this study, references, tables.	Parasites Sanitation and clean water Rural health programmes History of Malawi
Health Care, Health Services and the Rural Community: A Report to the Government of Ghana, Volume 1 (1977)	IDS health report in collaboration with the University of Ghana and the Ministry of Health, Ghana; report district by district, local health care needs, health services, district by district, facilities such as drugs, equipment, staff, proposed improvements.	Health services in Africa Rural health History of Ghana
Proposal for the improvement of rural health services and the development of rural health training centres in Kenya (1972)	Typescript report on current situation, demography, trends, disease patterns, problem projections, health objectives. Supported by detailed tables and appendices.	Medical training and education Rural health History of Kenya
Agricultural Prices in India, 1982-1985 (Directorate of Economics and Statistics, Department of Agriculture and Co-operation, Ministry of Agriculture, Government of India)	Regular publication (15 th issue), containing detailed tables of the wholesale and retail prices of a wide range of food stuffs.	Food and nutrition Agriculture History of India

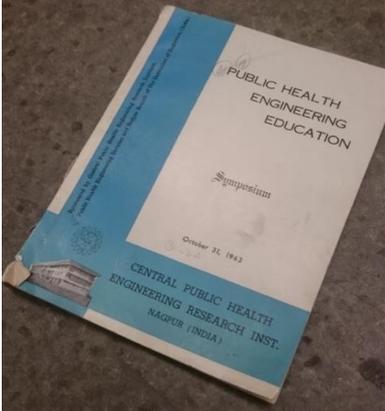
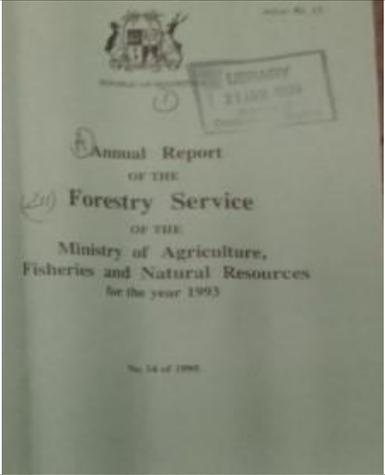
University of Malawi, Centre for Social Research and Malawi Against Physical Disabilities: Transport and mobility issues and concerns for people with disabilities living in urban areas. Malawi Country Report.	DFID report – 2002. Detailed background including legislation, housing, sanitation, transport, impact of factors such as poverty, research questions, types of disability, centres and institutions such as charities involved in provision of support.	Disabilities Health services planning History of Malawi
Planned Parenthood: Monthly Bulletin of the Family Planning Association of India, January 1970	Reporting on the 44 th Education Conference of the All-India Federation of Educational Associations, a conference in Budapest on contraception, a WHO seminar, improvements to child health.	Family planning Child health History of India
Challenges of combatting malaria in Tanzania, Dar es Salaam, Sep 1985	Tanzania Public Health Association, proceedings of 4 th annual scientific conference on malaria control, case studies, discussion papers.	Malaria History of Tanzania

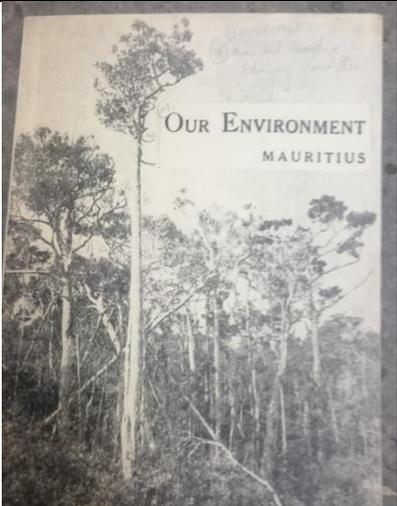
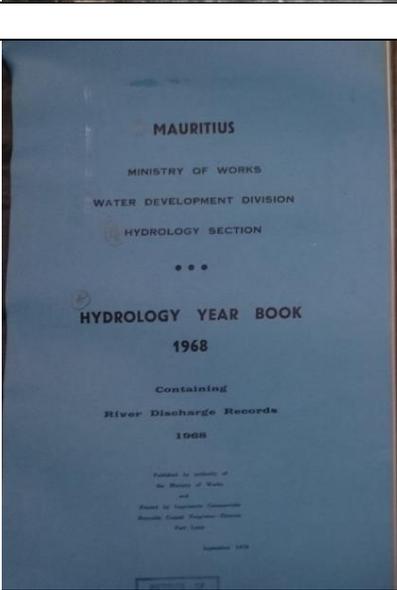
Appendix 2: Extracts from Government Publications, right hand side of basement

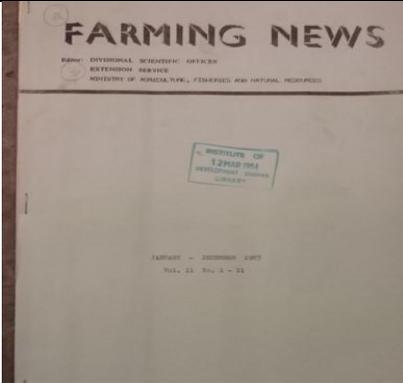
Country	Title	Description/themes	Image
Argentina	Boletin Diario De Informaciones, 1970	Regional statistical bulletin Economics History of Argentina	No image available
Burma	Socialist Republic of Burma: Bulletin of Export Trade, 1976	Tables of statistical data on export by commodity and sector. Economics and trade History of Burma	No image available
China	Monthly statistics of the Republic of China, 1982	Statistical tables. Economics and trade History of China	

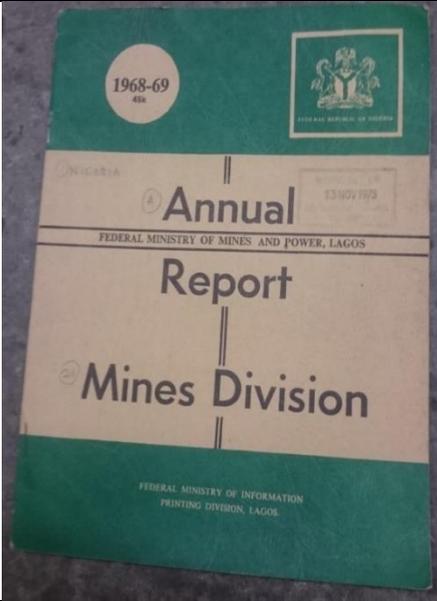
India	Janata: Voice of Independent Socialism, 1978	<p>Special edition for Independence Day, articles include 'Demand problem in India economy', 'India's political and electoral problems', 'Social revolution and violence'.</p> <p>Politics Economics History of India</p>	
India	Census of India 1961: Rajasthan	<p>Statistical tables for Indian state.</p> <p>Demographics History of India</p>	
India	Language Law and National Integration by Jennifer Marie Bayer, 1986	<p>Monograph on the role of language in an independent India.</p> <p>Language</p>	No image available

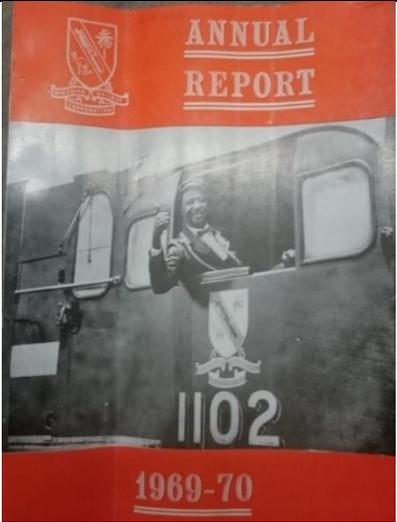
		Law History of India	
India	Social Welfare (1970)	A wide range of topics, artificial limbs, mental illness, untouchability, adolescent suicides, juvenile correction, status of women in the workplace, alcoholism, drug abuse, social work with handicapped. Disability Social problems Women and work History of India	
India	Government of India, Ministry of Health and Planning, Summary Proceedings of the first meeting of the central family planning council, 1965	Progress of various schemes and initiatives by state, with statistics. Family planning Health policy History of India	

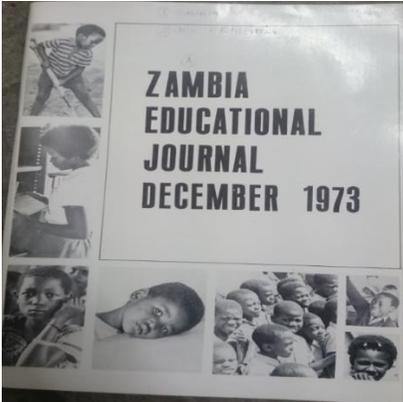
India	Public Health Engineering Education Symposium, 1963 (Central Public Health Engineering Research Institute)	<p>Examples of articles include 'Basic Science Requirements in Sanitary Engineering Education', 'Public Health Engineering Education', 'Sanitary Engineering Education and Evolving Nations'.</p> <p>Public health Planning History of India</p>	
Mauritius	Annual Report of the Forestry Service of the Ministry of Agriculture, Fisheries and Natural Resources, 1993	<p>Flora and fauna descriptions, staffing, management, marketing and exploitation of trees.</p> <p>Agriculture Wildlife History of Mauritius</p>	

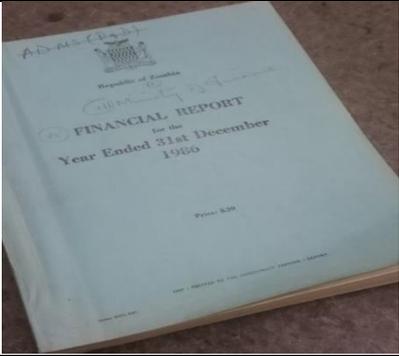
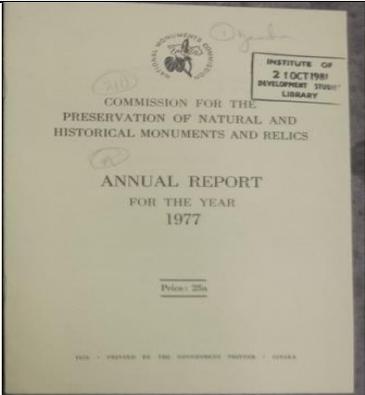
Mauritius	Our Environment – Man and Biosphere Committee (1975)	<p>Air quality, legislation, water resources and marine pollution.</p> <p>Environment Planning History of Mauritius</p>	
Mauritius	Hydrology Year Book 1968, containing river discharge records	<p>Mainly narrative on experimental catchments, tables of annual discharges</p> <p>Water supplies History of Mauritius</p>	

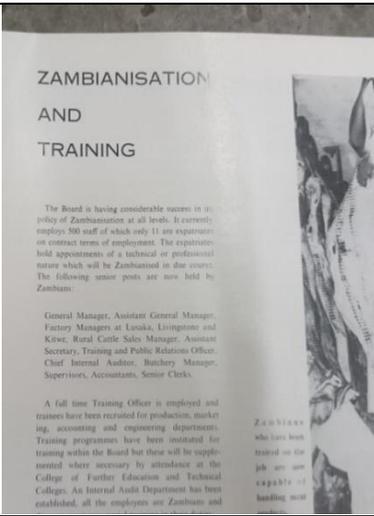
Mauritius	Farming News, 1983	<p>Farming hints, types of foodstuff, soil and climate, French and English, bound copies of periodicals produced in that year.</p> <p>Agriculture Nutrition History of Mauritius</p>	
Mauritius	This is The Mauritius Broadcasting Corporation (1976)	<p>Guide to TV in Mauritius. Illustrated guidebook on history, management, technology, services.</p> <p>Broadcasting History of Mauritius</p>	

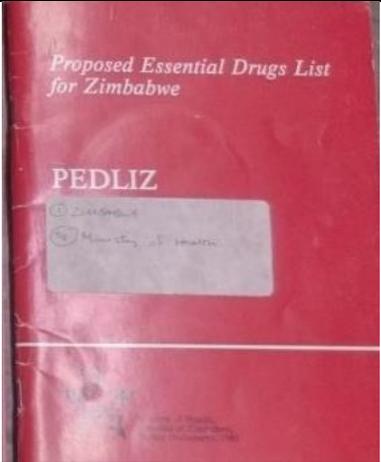
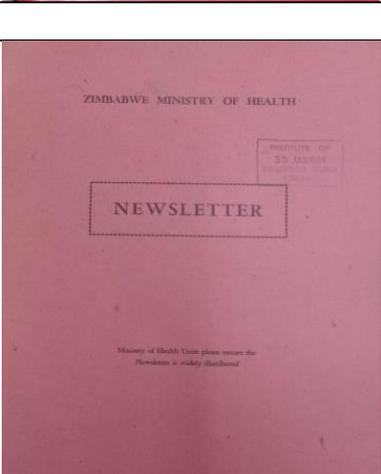
Nigeria	Annual Report, Mines Division (Federal Ministry of Mines and Power, Lagos, 1968-69)	<p>Ore reserves, reclamation, ownership of the reserves, costs.</p> <p>Mining and natural resources Post-colonial studies History of Nigeria</p>	
Nigeria	Kano State of Nigeria, June 1990 Market Report on the Prices of Selected Commodities in Some Towns in Kano State	<p>Tables of statistics, commodities like dried leaf and pepper.</p> <p>Commodities Economics History of Nigeria</p>	No image available

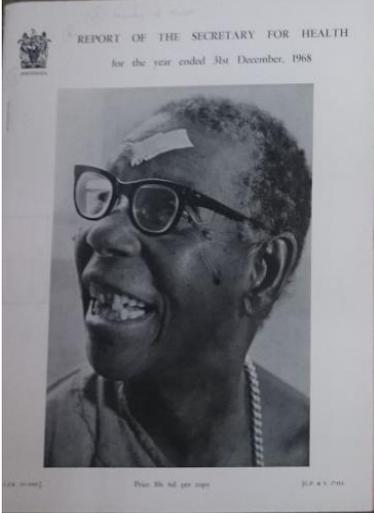
Nigeria	Nigerian Railway Corporation, Report and Accounts, 1970	<p>Detailed report on all activities, including individual departments such as medical; overall management, news, freight, passenger numbers, trade unions, illustrated.</p> <p>Transport Economy History of Nigeria</p>	
Nigeria	Nigeria Today, October 1974: Special Issue 14 th Anniversary of Independence.	<p>Illustrated magazine on all aspects of Nigeria – propaganda – transport, education, mining, manufacturing, agriculture, anti-corruption measures, the Energy Crisis.</p> <p>Decolonialisation Propaganda History of Nigeria</p>	

<p>Nigeria</p>	<p>Nigeria Trade Journal, January-March 1960</p>	<p>Glossy colour magazine promoting Nigeria, rich in cultural studies material – advertisements, news, statistics, tourism.</p> <p>Cultural studies History of advertising History of Nigeria</p>	
<p>Zambia</p>	<p>Zambia Educational Journal, Dec 1973</p>	<p>Articles including: 'The role of the school inspector', 'Integrating local research into geography', 'traditional songs and their place in the primary schools'</p> <p>Education Cultural history History of Zambia</p>	

Zambia	Republic of Zambia: Financial Report, 1986.	National statistical tables. Economics History of Zambia	
Zambia	Commission for the Preservation of natural and historical monuments and relics, annual report, 1977	Report on archaeology and managing cultural heritage, including staffing, research, finds. Heritage industry History of Zambia	

Zambia	Department of Civil Aviation: Comparative Statistical Returns Aircraft Movements...1989-1990.	Report on aircraft movements in Zambia. Economics Transport History of Zambia	
Zambia	Cold Storage Board of Zambia: Report and Accounts...1968	Report on imports, exports of meat, 'Zambianisation'. Decolonisation Economics History of Zambia	

Zimbabwe	Proposed essential drugs list for Zimbabwe (Ministry of Health, 1981)	Listed by treatments for different disease types, STDs, asthma, epilepsy, psychiatric. And by type of drug, antibiotics. Infectious disease Pharmaceuticals History of Zimbabwe	
Zimbabwe	Zimbabwe Ministry of Health Newsletter, 1984.	Staffing, storage of drugs, distribution, leprosy treatment. Health services in Africa History of Zimbabwe	

Zimbabwe	Report of the Secretary for Health, 1968	<p>Covering diseases such as TB and malaria, health education, maternity, detailed statistics, vital statistics.</p> <p>Health education African health services History of Zimbabwe</p>	
Zimbabwe	The People Weekly, 1982	<p>Newspaper – local news, sport, healthcare, literacy, farming.</p> <p>Propaganda Government programmes History of Zimbabwe</p>	

Zimbabwe	Zimbabwe Agricultural Journal, 1984	<p>Very detailed articles on subjects including maize nutrition, soil survey methodology, copper deficiencies in wheat.</p> <p>Agriculture Nutrition History of Zimbabwe</p>	
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Appendix 3: Options table

Option	Description	Pros	Cons
1: Do nothing	Leave the collection in its current space without improvements to access	Simplicity: no difficult decisions need to be made if some staff funding and basic subscriptions are maintained.	Status quo not an option: IDS and the University have indicated that a solution must be found Space: space urgently needed by the University Library will not be freed up The collection will gradually atrophy and die; its potential will not be realised
2: Disposal	Removal of the collection through gift to another university, or through strategic dispersal	Ongoing maintenance of the collection is no longer the responsibility of the IDS or Sussex University. Space: the IDS Library can be redeployed for use by the University Library/other IDS purposes	Reputational: loss of a premier collection by the number 1 ranked university in development studies Cost: the collection would need considerable up-front investment in cataloguing, de-duplication and other preparation to be in a fit state for another university library to be willing to take it on.
3: Piecemeal improvement	Collection remains in situ; application for external funding to address specific collection needs, on a subject specific basis, e.g. the Wellcome Trust	Cost: no upfront costs required to move the collection or to invest proactively in cataloguing	Funding: No guarantee that external funders will pay for subject-specific cataloguing. Failure to secure support will leave the collection in limbo

	for the medical and health related parts of the collection.	Minimises disruption: this option reduces the need for costly infrastructure investment, staff changes and disruption to service	Time: potentially a long time before any cataloguing backlogs are addressed Selection bias: while subject specific cataloguing would undoubtedly improve access to the collection, it would introduce selection biases, e.g. differences of opinion about what constitutes 'medical' or 'health-related' material
4: External storage combined with catalogue improvements	Using external storage to release space to allow for Sussex University Library expansion and systematically listing/cataloguing the basement using external storage where required. Archive collections catalogued at The Keep.	Speed: would allow the development of the ground floor quickly Cost: cheaper than putting the entire collection in storage and re-cataloguing it. Collection care: use of The Keep will ensure archive collections are appropriately managed to national standards	Cost: there will inevitably be an upfront charge for storage with an external company and a longer-term contractual commitment Working conditions: the basement is not an ideal location for cataloguing, listing and sorting of the collections Ground floor: there will need to be a shelf inventory created before this part of the collection is put in storage. This will take several months.