

# Newcastle University Library Special Collections: a case study in getting to know your collections

Dr Melanie Wood

Special Collections and Archives Librarian

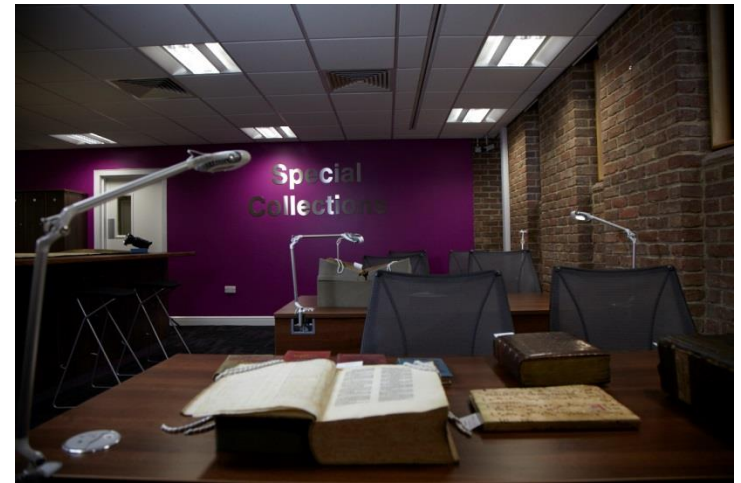
Melanie.Wood@ncl.ac.uk

# Purpose of Using the COPAC CCM Tools

1. To help us get to know the value of our collections better
2. To enable us to make more effective collection management decisions



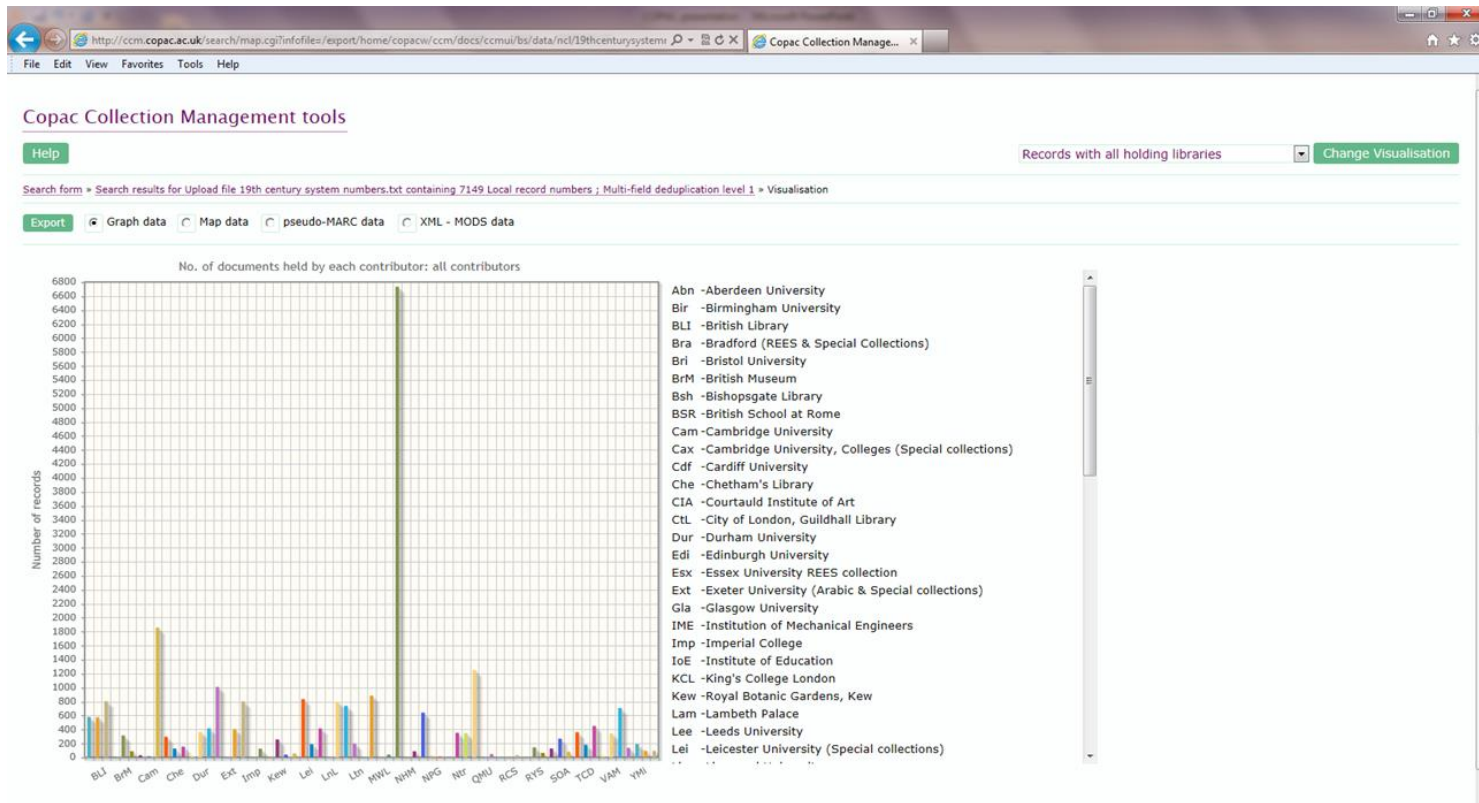
- Cataloguing backlog
- Pressure on environmentally-controlled storage space
- Under-utilised collections
- Ambition to raise our profile



- Selected collections:
  - candidates for weeding
  - candidates for marketing
- Obtained list of local record numbers from LMS (Aleph)
- Batch search to obtain collection profiles
- Combined results with data on collection usage
- Wrote reports with recommendations for senior managers

# What we discovered

- Some of our collections are more 'special' than we thought



- The CCM Tool can be integrated into standard collection management workflows
- Influences:
  - acquisitions
  - cataloguing
  - preservation
  - conservation
  - digitisation
  - exhibitions
  - dialogue

- Results are obtained quickly
- It is helpful to see how copies are distributed geographically
- Deduplication facility is useful, but less so for pre-1801 publications
- Shelf checks are still necessary: copy-specific information, physical condition
- Collection Development Policy v. scarcity of copies