University of Sheffield | The University Library

Conservational Collection Collection Development Plan

Background:

The purpose of this collection is to preserve long-term access to rare or last-copy material identified as part of wider national initiatives

1. What does it contain:

- Print periodicals that have been identified by the UKRR as preservation copies, and are no longer required as part of the ongoing periodicals collection
- Print books that have been identified by UK PBC as amongst the last copies in the UK, and are no longer required in any other library collection
- Print books identified for local retention including donations never to be withdrawn from stock, reference only items, items related to our Special Collections, and items from collected works/sets where at least one item fits the conservational collection criteria

2. Location:

- Items are located on Western Bank Library (WBL) L1 (closed access), L2 and L3

3. Metadata & Discovery

- Items will be discoverable on StarPlus
- Physical items will be Dewey Decimal Classification (DDC) classified in accordance with sector standards

4. Selection of new items:

- Items will be identified to join the conservational collection in preference to withdrawal if they meet the above criteria (section 1)

October 2026

5. Relegation/Withdrawal

- The Library will not actively withdraw items from this collection
- All reasonable steps will be taken to retain the material in perpetuity

6. Review of Criteria

- The criteria will be reviewed as required by the Library Collections Steering Group