



Library Collection Policy

1. Overview

The Institute of Materials, Minerals and Mining (IOM3) is the global network for the materials cycle, promoting sustainability and greater circularity in the extraction, processing and use of natural resources. IOM3 supports professionals in materials, minerals, mining and associated technical disciplines to become champions of the transition to a low-carbon, resilient and resource efficient society. It seeks to be the best professional membership body it can be by providing modern, flexible services; quality technical content; and value for money.

The Library is considered to be a major member benefit and a significant UK, if not worldwide, collection. Based at The Boilerhouse, Grantham, it houses several collections including books, conferences, journals, reference works, reports and maps. Subjects covered are ceramics, composites, materials science and engineering, metals, minerals and mining, packaging, polymers and wood.

2. Mission Statement

The Library supports the Institute's mission to promote the science, design, engineering and technology of materials, minerals and mining and their practical applications and facilitate qualifications, professional recognition and development, and to deliver knowledge, information and networking services to a global membership and wider community.

3. Library Services

Further information <https://www.iom3.org/resources/information-services.html>

3.1 Access

The Library is open on most working days Monday to Thursday from 9am to 5pm (subject to staff availability). We offer access to our collections for members of the Institute and the public (for which a fee may apply). Visitors are required to make an appointment prior to their visit, explaining the nature of their interest, and if possible, forward a list of references in advance. On arrival, visitors are requested to sign the Library Visitor Book.

3.2 Loans

- Books, reports, map loans are available to members resident in the UK only.
- Most books held may be borrowed, however periodicals and reference works are not available for loan, and these are to be consulted in the Library only.
- Loan period is three calendar months, with the possibility of renewing if it is not required by another user.
- For postal requests, members are requested to refund postage costs plus a nominal charge to cover handling.
- All book loans must be made through a member of the Library team.
- Reminder notices will be issued for overdue books.
- Payment may be charged for damaged items. Lost items must be replaced by the borrower.

3.3 Journals

Journals are available for reference only and are to be consulted in the Library or photocopies/scans of specific articles can be requested (delivery dependent on purpose).

3.4 Photocopies and self-copying

- Copies, including self-made copies, are supplied/permitted according to Copyright legislation.
- There is a postal/electronic service or a self-service is available to visitors.
- Charges apply, including for use of visitor's own device.
- For copies supplied by staff, a form must be filled in declaring if copies are required for commercial or non-commercial purposes.
- For self-made copies, including copies made on the visitor's own device, any copies made for commercial use should be declared to staff so royalties can be charged if appropriate.



- A copyright royalty fee will be added to the photocopy/self-copy cost if applicable.

3.5 General enquiries and referral service

Enquiries can be submitted via the Online Enquiry Form available on IOM3 website <https://www.iom3.org/resources/information-services/contact-information-services.html> or by contacting us by email: library@iom3.org

We endeavour to reply within a week of receiving the enquiry. Depending on its nature, advice will be provided of sources from our own organisation, Library holdings and/or suggestions of sources from outside the organisation. We suggest an initial consultation of ICON - IOM3 Catalogue Online, <https://icon.iom3.org>, this is a bibliographic database (incorporating IMAGE) covering the content of the Library.

3.6 Literature searches and data compilation

These can be carried out with a fee by contacting Library staff with details, email library@iom3.org.

4. Donations

The Library accepts donations for the development of the collection. Especially valuable are books which fill existing gaps in the collection and that have relevant content. Donations are evaluated so that the total collection maintains high quality, consistency, and relevance to the needs of the Institute.

The Library will accept issues of relevant journals if they fill gaps in existing runs. Duplicates of titles already held are not normally added, although the Library aims to hold two copies of Institute publications. Other factors, such as condition, publication date or subject matter may eliminate some journals or books from consideration.

Due to space limitations, not all donations can be added to the collection. To avoid unnecessary time and transfer costs spent, a list of the donation offer will be welcome as a first step, and a spreadsheet template for listing authors, titles and other details can be provided upon request.

When, after receiving a donation and for any reason it is not added to the collection, or it is decided later that it is no longer relevant it may be disposed of. Donations generally



cannot be returned, nor can we guarantee they will be kept together where it is more beneficial for the items to be interfiled with existing stock.

The Librarians are unable to place a monetary value on a donation.

5. Disposals

Weeding is an important part of collection management and is essential in a Library where space is limited. The following criteria will be considered when withdrawing materials:

- The relevance of the item's content.
- The physical condition of the item (e.g. flood damage rendering a copy unreadable).
- Whether a duplicate is held by the Library, or, in the case of Institute publications, two copies are already held.

6. Archives and Historic Collections

The collection includes archival items such as portraits, photographs, artefacts, and others relevant to the Institute. The Library seeks to acquire all materials which refer to activities of the Institute.

Further information:

<https://www.iom3.org/resources/information-services/library/heritage-collection.html>

LD 24/11/2022