

## Edinburgh Napier University Library

### War Poets Collection Policy

#### **Purpose**

The purpose of the Collection is to provide documents relating to the history and development of the Craiglockhart Campus, currently the Business School and to provide works by and about its inhabitants, prior to the buildings becoming part of Edinburgh Napier University.

#### **Content**

The collection will contain materials, in a variety of formats, about the Craiglockhart building, and by and about the inhabitants of the building, including W. H. R. Rivers, Siegfried Sassoon and Wilfred Owen.

#### **Acquisitions**

Only material falling into the above category will be acquired. Monitoring of printed & electronic material for relevance to the Collection will be the responsibility of the designated Campus Library Manager. Requests for purchases for the Collection should be submitted by the CLM and authorised by the budget holder: that is, the SMT member responsible for Special Collections. Approved purchases will mainly be purchased using the War Poets Collection Development Fund. Cataloguing and classification will be undertaken by, or under the auspices of the Bibliographic Services Manager. Processing will be undertaken by the CLM responsible for the Collection.

#### **Availability**

Material in the collection will normally be available for consultation only. Some material may be lent for exhibition or display.

#### **Web site**

Web page(s) associated with the Collection include a description of the Collection, the contact name for enquiries, and links to other relevant pages, e.g. *Hydra* transcriptions. The CLM will be responsible for the maintenance of these web pages, in consultation with colleagues with the relevant technical expertise, and subject to the University guidelines.