

## **Acquisitions and Donations policies of the Main Library**

### **Acquisitions policy of the Main Library**

The aim of the Main Library is to provide support for the core reading lists in the masters courses taken by substantial numbers of the College's students, while maintaining the historic strengths of the Library and the best coverage we can of the areas and disciplines listed below.

In all fields suggestions are welcome and will be carefully considered. Acquisitions are limited by the resources provided to the Library by the College and external benefactors; decisions also have to take into account the availability of particular publications elsewhere in the University. The Library will not take on new subscriptions to any journals available to members on-line.

The Main Library acquisitions policy covers:

- the modern history, politics, economics, society and international relations of Europe, and the European Union;
- the same for Northeast Asia (excluding Japan, which is covered by the Bodleian Japanese Library in the Nissan Institute) and Southeast Asia;
- books in English and other Western European languages on the above disciplines relating to Russia and other countries of the former Soviet Union, as well as Eastern Europe;
- books on African topics which feature largely in masters courses taken by substantial numbers of the College's students;
- international relations;
- economics and development studies, with particular reference to courses taken by substantial numbers of St Antony's students;
- comparative politics and political theory, with particular reference to courses taken by substantial numbers of St Antony's students.

The Main Library does not acquire works on general philosophical or literary subjects and offers only a limited coverage of British history and politics.

### **Policy on donation of material to the Main Library**

From its beginnings in the 1950s the Main Library has greatly benefitted from gifts from many donors and we continue to be very grateful for the continued support we receive in this way. Constraints on space and resources necessarily mean that we have to be selective in what books we can accept, and we are unable to consider offers of further unpublished material.

All offers of book collections to the Main Library must be referred to the Librarian for consideration by the Management Executive Team at its next meeting with the Librarian. Potential donors normally provide lists of the books on offer.

The following criteria are applied in considering whether or not the Library can accept a donation or bequest of books:

1. The material must fall within the scope of the Library's acquisition policy.
2. Resources required for receiving, processing and cataloguing material will be taken into account.

3. The availability of the same books in other Oxford libraries or in electronic form will be taken into consideration.
4. The books must be in sound and unmarked condition unless there is an exceptional case for acceptance.
5. Donations and bequests are accepted on the understanding that the books become the property of the College on receipt.
6. Books to be added to the library's holdings will be catalogued and processed as time and space permit. They will be integrated with the existing stock and cannot be kept as discrete collections.
7. The donor will be acknowledged on each catalogued item's bookplate and in the annual College Record.
8. Items that are not retained, either at the time of receipt or subsequently, may be passed to other libraries, sold or otherwise disposed of, the proceeds of any sales being used to the benefit of the College.