

College Library Collection Management Policy

1. Purpose of collections and governance

- 1.1 St Antony's College Library's collections are primarily used by current members of St Antony's and are primarily funded by the College. Collections are supplemented by donations (in the form of materials and funds).
- 1.2 While current College members maintain regular access to the College Library, other readers are admitted by appointment only for the purpose of accessing materials which are not available within the Bodleian Libraries.
- 1.3 Day-to-day responsibility for management of the collection lies with the College Librarian. Ultimate responsibility for collection management lies with the Governing Body.
- 1.4 St Antony's College Library is committed to working with its stakeholders to ensure a transparent, integrated approach to collection management. Accordingly, this document will be kept in review by the College's Management Executive Team.

2. Holdings (figures given are as at March 2023)

- 2.1 The College Library currently holds more than 62,000 published items as well as archival collections.

2.1.1 *Books*

The majority of the Library's holdings are printed volumes.

2.1.2 *E-books*

All current members of St Antony's have access to the electronic resources provided by the University and colleges (in collaboration). St Antony's College Library has made small contributions to the College Libraries E-book Fund (CLeF) since 2020/21. Participation provides the College with an opportunity to select and purchase resources which the Bodleian Libraries have not purchased (due to lack of funds/subject matter).

2.1.3 *Pamphlets*

The College Library currently maintains a collection of approximately 2,500 pamphlets.

2.1.4 *Journals*

The Library maintains current subscriptions to fewer than 10 hard copy journal subscriptions (those which are not adequately available in electronic format). In addition, it holds approx. 370 journal titles in print (no. of individual issues unknown) which were acquired either as donations, or through subscriptions which are no longer active.

2.1.5 *Microfilms*

The Library holds approximately 1345 microfilms. Acquisition of microfilm and microform is now avoided where possible; digital formats or print are preferred.

2.1.6 *Archival collections*

The College Library houses approximately 60 collections of archival materials relating largely to twentieth-century Europe. The Library's collection of Sir John Wheeler-Bennett papers (historian of 20th-century German and diplomatic history, adviser and founding Fellow of the College) are particularly important. Other significant collections include the Amy Buller collection (relating to Buller's work on Anglo-German relations in the 1930s), the Sir John Stavridi collection (covering Sir John's work with the British government and secret mission to Greece during WWI), and the papers of G.E. Harvey and Peter Murray (British civil servants in colonial Burma). The College Library no longer actively seeks to acquire new collections of archival material, and is not usually able to accept further donations of archival material.

2.1.7 *Audio-visual materials*

The Library keeps a small quantity of CDs and cassettes (largely acquired as supplements to textbooks). The Library no longer collects audio-visual material.

2.1.8 *Theses*

The Library keeps approximately 600 theses (most were produced between 1970s-1990s). The Library no longer collects theses. However, the Bodleian Libraries (open to all members) aims to hold every DPhil thesis deposited at the University, and substantial holdings of MLitt and MPhil theses. It is now mandatory for students completing a research degree at the University of Oxford (registered to a programme of study on or after 1st October 2007) to deposit an electronic copy of their thesis with the Oxford University Research Archive (ORA).

3. Cataloguing and classification standards and practice

- 3.1 St Antony's College Library seeks to ensure all of its published holdings are catalogued following standards and formats which enable integration with the University's shared Library Management System.
- 3.2 Published material is classified consistently using a modified version of the Library of Congress classification system.
- 3.3 The Library will ensure that any archival collections which are catalogued in future adhere to international cataloguing standards.

4. Selection and acquisition

a) Subject matter

- 4.1 The Library aims to provide support for the core reading lists of Master's courses taken by substantial numbers of the College's students.
- 4.2 The Library actively encourages suggestions for purchases. In all of the following fields, suggestions are welcome and will be carefully considered. Emphasis is placed on the study of contemporary Europe, including Russia and the former Soviet Union, Africa, China, and South Asia.
 - Politics and international relations
 - Public policy
 - Global governance and diplomacy
 - Migration and refugees
 - Economics and development
 - Modern history (mainly 1850-present, with reference to courses undertaken/subjects studied by current members)
 - Sociology
 - Social and cultural anthropology
 - Social Science of the Internet
 - Comparative and international education
 - Research methods and study skills
 - Welfare (self-help for members)
 - Materials which refer specifically to St Antony's College, including biographies of the College's members (past and present), its art, and architecture
 - Topical books of general interest in the College's fields

- 4.3 The College Library does not collect works which relate primarily to subjects covered by other libraries on site (i.e. Latin America, Japan, Russian-language materials on Russia/Eurasia, or the Middle East).
- 4.4 The College Library does not ordinarily acquire works on literary subjects, or learning languages, but will provide such materials should they feature on the reading lists of core courses taken by substantial numbers of members.
- 4.5 Texts must be in English; the Library will purchase materials in other languages when there are exceptional reasons to do so only.
- 4.6 Subscriptions and standing orders will be reviewed regularly, and where demand is low, may be cancelled.

b) Media and accessibility

- 4.7 The availability of particular publications elsewhere in the University will be taken into account.
- 4.8 Low-use material which is accessible to members through other libraries within the University will not be purchased.
- 4.9 The Library will not purchase printed materials (incl. books and journals) where digital copies are available to members unless digital copies provide an inadequate substitute for print. This may be a result of:
 - Restrictive licensing conditions (e.g. licenses may provide access to an insufficient number of readers, be available on site only, or be granted on a temporary basis only)
 - Incomplete content (e.g. digital copies may lack some chapters or illustrations)
 - Lack of functionality (e.g. platforms and formats may be difficult to navigate)*
 - Personal circumstances of users (e.g. readers may seek to compare multiple texts simultaneously – a process which can be particularly awkward where readers lack access to multiple reading devices/screens)*

* The Library would normally expect readers to contact the Library to request print materials in these circumstances; print copies will not usually be purchased pre-emptively on these bases. However, needs may be inferred through high demand for existing printed copies and will be addressed where identified.

- 4.10 In response to members' purchase suggestions for texts which are not already available elsewhere in the University or where existing copies are inadequate, the

Library will take the following into account when considering whether to purchase print or digital copies:

- Reader needs
- The costs of digital vs print (if digital copies are significantly more expensive but print copies do not meet the needs of readers, the Library may contact other libraries for assistance)
- Digital licensing conditions (in alignment with the Bodleian Libraries, the College Library will not usually purchase single-user licences and will look to purchase texts which will remain accessible in perpetuity)
- Differences in content
- Functionality

4.11 The Library does not collect audiovisual materials.

4.12 The Library does not collect microfilm and microform where digital or print formats are available.

5. Donations

5.1 The Library is usually unable to consider offers of unpublished material.

5.2 The Library will only accept materials which meet its acquisitions criteria (see section four).

5.3 All offers of book collections to the College Library must be referred to the Management Executive Team. Potential donors will be asked to provide lists of the items they are offering.

5.4 Resources required for receiving, processing and cataloguing material will be taken into account.

5.5 The availability of the same books in other Oxford libraries or in electronic form will be taken into consideration.

5.6 Books must be in sound and unmarked condition unless there is an exceptional case for acceptance.

5.7 Donations and bequests are accepted on the understanding that they will become the property of the College on receipt.

5.8 Items to be added to the Library's holdings will be catalogued and processed as time and space permit. Books will usually be integrated with the existing stock and cannot be kept as discrete collections.

5.10 The donor will usually be acknowledged on each catalogued book's bookplate and in the annual College Record.

- 5.11 Items that are not retained, either at the time of receipt or subsequently, may be disposed of (see section seven).

6. Storage and preservation

- 6.1 Material which carries a heightened risk of theft or damage (e.g. material which is rare or unique, fragile, particularly valuable) will usually be kept in locked storage areas (accessible to staff only).
- 6.2 Material which carries a heightened risk of theft or damage will usually be made available for consultation within the Library under staff supervision only.
- 6.3 All material produced pre-1900 will be kept in locked storage areas.

7. Retention and disposal

- 7.1 The first priority is to retain items which support the studies and research of current members.
- 7.2 Materials which are rare or unique and hold historic value or have enduring value for other reasons (e.g. provide particular insight into the heritage of the College) will usually be retained indefinitely.
- 7.3 Materials which are in low demand (have not been used for 10 or more years), which are not rare or unique, do not hold historic value, and do not have enduring value for other reasons, may be permanently removed from the collection on the condition that approval is given by the Management Executive Team. Proposals to withdraw books will be circulated to the full Governing Body for comments prior to MET consideration. Withdrawn materials may include (but are not limited to):
- Superseded editions
 - Duplicate copies
 - Print copies of periodicals which are available to members in digital format
 - Items which are in poor physical condition
- 7.4 High-use inexpensive and damaged/fragile items which can be replaced by inexpensive copies in better condition, may be withdrawn and replaced by the Librarian without prior consultation with the Management Executive Team.
- 7.5 High use items which are in poor condition and which cannot be replaced by copies which are in better condition may be rebound (as long as original bindings are not highly valued).
- 7.6 The Library will always seek to dispose of any withdrawn materials responsibly.

- 7.6.1 Where practicable, the Library will offer withdrawn items to other libraries/archives (periodicals will be offered to the UKRR when possible), and/or members of the College.
- 7.6.2 Withdrawn materials which have resale value may be sold (the proceeds of which will be used to the benefit of the College).
- 7.6.3 Withdrawn items which cannot be rehomed will, wherever possible, be recycled through other means.

Approved by Governing Body
May 2023