

Churchill College Library: Collection Policy

1. Purpose of the policy

The purpose of the collection policy is to provide a framework for the maintenance and development of the Library's collections, to indicate priorities and to establish selection criteria.

The policy is a statement of aims, not a description of the collections which have built up in the past. It is intended to give guidance to Library staff and to provide information about the principles on which Library stock is acquired.

2. Purpose of the collection

The primary purpose of the Library is to support the teaching needs of the University. It is a working undergraduate library, particularly for courses taken by large numbers of undergraduates in the first two years, rather than the more recondite requirements of Part II and Part III students, who are expected to make greater use of the University Library and Faculty/Department Libraries. The main focus of attention of the College Library should be in satisfying this function. It is not a research library. (It does include a very small number of collections which reflect the broader interests and experiences of the College, but these must remain severely limited for reasons of space: see sections [6](#) & [7](#) below.)

The responsibility of the Library includes not only providing material for current teaching but also anticipating future requirements such as new teaching programmes, including those for Part III and postgraduate students.

The Library also provides:

- i. General Reference section containing encyclopaedias, dictionaries, atlases and other general reference works,
- ii. Academic Skills Collection including books on writing reports and dissertations, and applying for jobs
- iii. Wellbeing Collection with books on common health problems (mental and physical), and other topics relevant to student welfare such as adjusting to university life, self-esteem, gender and sexuality.

The Academic Skills and Wellbeing Collection are designed to complement the welfare and advisory service provided by the College and the wider University.

3. Recommendation and selection

There are several procedures whereby material is selected for purchase for the Library:

- i. Departmental and Faculty booklists. These arrive annually, mostly during the summer months. Titles which college librarians are urged to acquire in multiple copies for their libraries because of anticipated heavy demand are marked as such by the Department/Faculty concerned. Such titles are purchased immediately. Other titles are purchased as funds permit. If any list is excessively long, it is passed to the relevant Director of Studies for priority marking. If any title is excessively costly it is passed to the relevant Director of Studies for endorsement.
- ii. Recommendations from Directors of Studies.
- iii. Recommendations from students. These are purchased immediately if they are core recommended reading on an undergraduate booklist. If a title is very expensive or highly specialist then the recommendation is passed to the relevant Director of Studies for endorsement before purchase. Recommendations from students reading for the M.Phil and other postgraduate degrees are similarly treated.
- iv. Standing orders are placed for certain series only when it is clear that every volume, or almost every volume, in the series will be appropriate to the Library stock and would otherwise be ordered individually

Material purchased by the Library is not restricted to printed texts. Compact discs and DVDs are acquired if the content is not available online. Scientific and anatomical models such as skeletons and molecular modelling kits are also acquired.

4. Periodicals

Most periodical titles likely to be of use to undergraduates are held by the University Library, the Betty & Gordon Moore Library, the Squire Law Library or various other Faculty/Departmental libraries. The College Library does not in general subscribe to new periodical titles because each new subscription involves a continuing and constantly increasing commitment in terms of both finance and space.

5. Electronic information

Information distributed electronically involves intricate negotiation regarding license agreements for multi-user use. The University Library negotiates license agreements for an increasing number of electronic books, datasets and journals, which are then made available via the University Library's web pages and the library catalogue.

The College Library contributes an annually to central funds for electronic resource purchases, with the understanding that College Libraries' contributions are spent on resources to support undergraduate teaching and learning.

6. Donations

[See the Churchill College Library Donations Policy, revised by Annie Gleeson and endorsed by the Library Committee 1st February 2022]

7. Disposal

It is impossible for the Library to retain indefinitely all the material it acquires. The following categories of material are most likely to be discarded:

- i. Superseded editions. The previous edition of a text is automatically discarded when a new edition is published and acquired by the Library. This is a vital element in the maintenance of Library stock, particularly in the case of updated science or law texts, where an out-of-date text could be positively misleading.
- ii. Duplicate copies of texts which are seldom used.
- iii. Books arriving as part of a donated collection which have no relevance for the Library (see the policy on books donated to the College Library).

Directors of Studies are urged to be diligent in going through the books in their subject to withdraw 'dead wood'. The Librarian is able to assist in this procedure by supplying relevant lists ordered by date of publication, so that the oldest books can readily be identified, as can frequently borrowed material.

Books which are withdrawn from Library stock are disposed of through a dealer, the proceeds being reinvested in Library funds.

Revised by Annie Gleeson and endorsed by the Library Committee, 1st February 2022

Previous version by Mary Kendall. 23rd January 2012