



Collection Management Policy

Purpose of the Collection Management Policy

This collection management policy provides a baseline for the management of the College Library collections. This policy helps define the purpose of the Library, its collections and services. The policy will inform the Librarian, students and Library/College staff on the selection of material for acquisition and disposal.

Purpose of the College Library

St Edmund's College Library collection supports undergraduate and taught postgraduate courses. The Library supports the teaching, learning and research that lie at the heart of the College community by providing a modern, efficient and welcoming Library service that enables all members of College to fulfil their academic potential. The College Library forms part of the framework of Libraries within the University of Cambridge which consists of College Libraries, Faculty and Departmental Libraries and the main University Library (UL) and this policy should be understood within that framework.

For undergraduates, the emphasis is on supporting Part I courses, but Part II, and Part III texts may also be purchased when specifically requested by students. The Library also aims to support the purchase of core texts for taught postgraduate courses, especially where there are several students taking the course or where the books are likely to be more widely used by students studying other courses. For more specialized Part III and research texts, it is expected that students will use Faculty or Department Libraries and the main UL, though, as stated earlier, these items may be purchased when requested by students. Where a book may not be considered appropriate for the College Library, Library staff will work closely with colleagues at the Faculty, Departmental and main UL Libraries as well as the University Ebooks team to ensure that all St Edmund's students have access to the texts they need.

Budget

Following discussion with the College Bursary, a sum is allocated for purchase of Library books at the start of each financial year from the College's annual budget. The Librarian is responsible for the selection and purchase of materials. Expenditure on books is not allocated per head or per subject but the Librarian monitors expenditure and ensures that it reflects the number of students taking a subject and the specific needs of different disciplines. When new Tripos papers or an entirely new Tripos are introduced, for which the college will be recruiting students, there may need to be some initial spending dedicated to meet the need for new books.

Acquisitions: Print books, Journals, Magazines/Newspapers, Electronic Resources, Other Formats

Print books

The Librarian selects from reading lists supplied by Faculties and Departments. Where such lists are extensive, effort will be concentrated on obtaining copies of 'starred' or prioritised titles and titles not available electronically. Print books are also purchased for the Library in response to recommendations from students and Directors of Studies. In general, the Librarian makes decisions about purchasing based on professional judgement and experience, but when more expensive items or specialist material is requested, the Librarian may seek advice from the relevant Director of Studies.

The Librarian also selects books for general use in subject areas such as study skills, academic writing & research methods and wellbeing.

Book selection is made according to the following principles:

- a) Books are purchased if they meet the primary purpose of the Library as outlined above.
- b) Books are purchased in paperback format where available, on grounds of cost.
- c) In general the policy is to acquire only one copy of a book. However, in some subject areas with a large number of students, such as Medicine and Law, multiple copies may be purchased if items are in great demand and budgets allow.
- d) New editions are purchased when recommended on reading lists, requested by students or Directors of Studies or when the previous edition has been well used or is out of date. In general, all copies of older editions are removed.
- e) The Library does not collect fiction for leisure reading. Fiction will only be purchased for the main collection if it meets the primary purpose of the Library as outlined above.
- f) In general, ebooks are viewed as equal to print books and when an ebook is available, the Librarian will not purchase the print edition unless requested by students or DoSs (if it's not essential reading). If a book is essential reading and an ebook exists, the print book may be bought if funds allow.

When selecting from a reading list, priority for purchase will initially be given to titles available as print only, unless a student asks for a specific print title. In some cases, the Librarian will also liaise with the University ebooks team to ensure purchase of an ebook copy of a text that may be out of print or too expensive to purchase in print. Second-hand copies may also be bought of books no longer in print, or too expensive to buy new.

Print journals

The Library does not hold any print journals. The majority of journals are available electronically and the College contributes towards ejournal subscriptions and has the right to make recommendations for new titles to the University Library.

Magazines and newspapers

The Library does not hold any magazines or newspapers.

Other formats

The Librarian may purchase other non-book formats, such as medical flashcards, from the book budget to support academic courses at the request of students or Directors of Studies.

Electronic resources

All members of College have access to electronic resources (databases, ejournals and ebooks) as members of the University. The College Library pays an annual sum to the University Library to contribute to the purchase of electronic collections. The Librarian liaises closely with centrally run schemes for the purchase of ebooks and ejournals, making requests to support the needs of St Edmund's College members where appropriate, either in addition to purchasing print versions for the College Library or as an alternative where the decision has been made not to purchase a book for the College.

Additional Collections

St Edmund's House Collection

The St Edmund's House Collection is a collection of religious books, mostly dating from the 19th or early 20th century and of a Catholic nature, deriving from the College's historic foundations. This is a closed collection (i.e. nothing is added to it). Items are catalogued, stamped and labelled. They are housed in the two Teaching Rooms in the Library and are available for loan using the self-issue machine.

Other Collections

In addition to the main collection, the Library has the Ruskin books (housed in the Library Assistant's office) and the Shackle Economics Collection (both of which are closed collections) and the Cambridge Collection and Wellbeing Collection, both of which can be added to and suggestions for additions are welcome from College members.

Evaluation and disposal

To ensure that the collections remain current and relevant, it is necessary to evaluate and remove books regularly. The Librarian identifies books which are no longer useful for removal and disposal. The following criteria are used to assess the usefulness of a book when considering it for removal:

- a) Currency, and/or the availability of new editions
- b) Physical condition
- c) Borrowing history and its past level of use

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- d) Relevance of subject
- e) Availability elsewhere within the University

Replacement editions may be purchased for damaged, outdated or missing books, where they are still deemed to fulfil the primary purpose of the Library collections in support of teaching and learning. Directors of Studies are asked to review the collection in their subject area regularly and recommend additions/removals.

Donations

Due to space limitations and limited staff time, the Library is only able to accept books which meet the primary purpose of the College Library. Potential donors of books are advised to contact the Librarian in advance, and, if possible, provide a list of titles being offered for the Librarian to check against current holdings. The Library does *not* accept print journals, items in poor physical condition, or out-of-date items.

For larger donations, the Librarian will refer the offer to the Fellow Librarian for consideration and, where appropriate, may liaise with the Head of Development to formulate a response to the donor. Once accepted, books received by donation become part of the College Library collection. They will be placed in the relevant subject areas in the Library and may be evaluated and removed at any time in the future in line with this policy.

Books donated by Fellows and distinguished guests of the College which do not meet the criteria to be accepted into the College Library collection may be added to the book collection held in the SCR.

Review of the Collection Management Policy

This Collection Management Policy will be reviewed every three years by the College Librarian and the Fellow Librarian and proposed amendments will be submitted for discussion by the Library & Study Services Sub-Committee.