

Library Collection Development Policy

This policy informs decision-making on both the acquisition and disposal of library material.

1. Selection and acquisition

1.1. The Library supports students across the full disciplinary range of programmes studied at the College. The book collection therefore reflects this and encompasses the following subjects:

- Anthropology
- Applied Statistics
- Computer Science
- Criminology
- Education
- Geography and the Environment
- International Development
- International Relations
- Management
- Mathematics
- Medicine
- Politics
- Public Policy
- Social Policy and Intervention
- Sociology
- Zoology

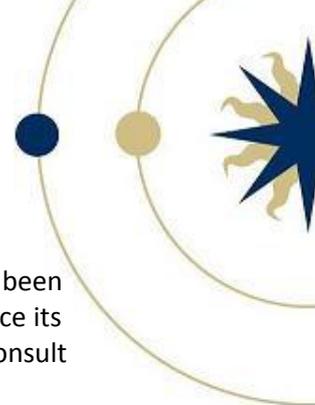
1.2. As a College Library, the intention is to supplement the provision of the Bodleian Library and the departmental libraries not to act as a substitute for them.

1.3. The Library aims, as a minimum, to have the essential texts from the core graduate reading lists for each of the subjects listed in 1.1. The Library also houses a research methods collection, a collection of books by Oxford authors of wider interest to college members and user manuals for various software packages.

1.4. College members are strongly encouraged to recommend books for the Library to purchase. Recommendations can be made in person, by email to library@gtc.ox.ac.uk or online via our book suggestion form.

1.5. The Library purchases books from Blackwell's and from Amazon as these suppliers ensure that the books are available as quickly as possible.

1.6. The Library purchases multiple copies of a book where demand is sufficient. Where a title is available freely as an e-book within the University, the Library would buy one printed copy and members would be expected to consult the online version. Guidance on how to do this would be given.



1.7. When a book is in high demand and an appropriate number of copies have already been purchased, the Library will move the title to the short loan collection. This will reduce its loan period from a term to one week allowing members a greater opportunity to consult a copy.

1.8. Given the extensive e-journal coverage provided centrally by the University, the Library subscribes to a handful of printed journals only:

- British Medical Journal
- Harvard Business Review
- New England Journal of Medicine

2. Donations

The Library welcomes donations of books particularly if the work has been authored or edited by college members. Space constraints mean that the Library has to be selective in what can be accepted. The following are guidelines for potential donors:

2.1. Donated books are gratefully received if:

- They fall within one or more of the subject areas listed in 1.1.
- They do not duplicate existing holdings (unless those are heavily used).
- They are current and not out of date editions.
- They are in good condition (i.e. not needing repair or heavily annotated).

2.2. Unsuitable donations may be offered to college members and other Oxford libraries or sold to second-hand booksellers.

2.3. The Library cannot guarantee that donations will be kept in perpetuity.

2.4. The Library is unable to accept books on temporary deposit or loan.

2.5. All donations will be acknowledged by the insertion of a bookplate within the front cover of the book.

2.6. The Library is unable to accept back runs of journals or archives of personal papers.

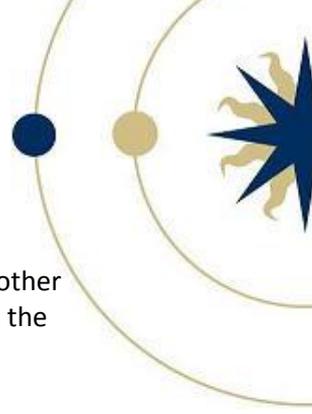
3. Weeding and disposal

The Library regularly monitors the usage of books and checks for new editions and titles to ensure that the collection is as relevant and up-to-date as possible. As a result, systematic weeding is undertaken across the subjects with the following points being adhered to:

3.1. A book will not be weeded if it is the only copy in Oxford.

3.2. A book will be weeded if:

- It has been superseded by another book or edition.
(*N.B. where titles are in demand, the previous edition will be kept.*)
- It is damaged and beyond economic repair.



3.3. Weeded books will be offered to college members in the first instance and then to other Oxford libraries. Any remaining books will be sold to a second-hand bookseller with the profits being used to supplement the acquisitions budget.