

Lucy Cavendish College Library
Collection Development Policy
Revised April 2021

1. Purpose of the Collection Development Policy

This collection development policy provides a framework for the future development of the College Library collections. The policy forms part of the College Library strategy which in turn is part of the College strategy. The policy informs the decision-making of Library staff on the selection of material for acquisition and disposal. The policy is an expression of the aims and aspirations of the Library, the fulfilment of which may be influenced by the availability of resources.

2. Purpose of the College Library

The purpose of the College Library is to support the mission and aims of the wider College. 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 Cambridge University which consists of college libraries, faculty and departmental libraries and the main University Library (UL).

Lucy Cavendish College Library collection supports undergraduate and taught postgraduate courses. For undergraduate courses the emphasis is on Part I, but Part II texts will also be purchased when they will be well used. 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 subjects. For more specialised Part II and research texts, it is expected that students will use faculty or department libraries and the main UL. Where a book may not be 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 Lucy Cavendish students have access to the texts they need for their studies.

3. 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 annual budget. The Librarian is responsible for the selection and purchase of materials for the collections. Expenditure on books is not allocated per head or per subject but the Librarian monitors expenditure and ensures that expenditure is approximately proportional to the number of students taking a subject. When new Tripos papers or an entirely new Tripos is introduced for which the college will be recruiting students, there may need to be some initial spending to cover the needs of the new papers.

4. Print books

Print books are purchased for the Library in response to recommendations from students and Directors of Studies. The Librarian also selects from reading lists supplied by faculties and departments. Where such lists are extensive, effort will be concentrated on obtaining copies of 'starred' or otherwise prioritised titles. In general the Librarian makes a decision about purchase based on meeting the purpose of the collection, but when more expensive items or specialist material is requested the Librarian will 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.

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 due to 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 sometimes be purchased if items are in heavy demand and budgetary restrictions 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. In general one copy of the previous edition is retained and all copies of older editions are removed. However for some subjects, such as law and pharmacology, all copies of previous editions will be removed.
- e. Books in languages other than English will normally only be purchased if they are for MML, FAMES or Classics Tripos papers. Otherwise, books in languages other than English are seen as the responsibility of the faculty, department and main UL libraries. The Librarian will liaise with colleagues in these other libraries to secure access to non-English works for Lucy Cavendish students.
- f. The Library does not collect fiction for leisure reading except in the Scribbling Women or Children's Literature Collections (see below). Fiction in any language will only be purchased for the main collection if it meets the primary purpose of the Library as outlined above.
- g. In general, ebooks are viewed as supplementary to print books based on student feedback. However when an ebook is available the Librarian may purchase fewer multiple copies of a print book. When selecting from a reading list, priority for purchase will initially be given to titles available as print only. When a student recommends a book for purchase, there is an ebook available, and the print copy is not likely to be high use, the Librarian may suggest that the student uses the ebook rather than proceeding with the purchase of a print copy. 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.

5. Print journals

The Library has a small number of back runs of print journals, some of which are kept in the closed access basement store. After a thorough review of print journal use in 2015 and with the full approval of Directors of Studies in affected disciplines, the Library no longer has any active print journal subscriptions. All journals are available electronically and the College contributes towards e-journal subscriptions and has the right to make recommendations for new titles through the University Journals Coordination Scheme.

6. Magazines and newspapers

The Library subscribes to a number of magazines that are popular with students. However, back runs are not kept beyond a year.

7. Other formats

The Librarian will purchase other non-book formats, such as DVDs or anatomical models for medical students, from the book budget to support academic courses at the request of students and Directors of Studies.

The Library does not purchase DVDs for a "leisure collection" but the Student Union do have a collection of leisure films.

The Library has recently established a small collection of board and card games to support student wellbeing. Additional items will be bought at the request of students using funds generated by Library booksales, when available.

8. Electronic resources

All members of college have access to electronic resources (databases, e-journals and e-books) as members of the University. The College Library pays an annual sum to the University Journal Coordination Scheme (JCS) and to the ebooks@cambridge service managed by the main UL to contribute to these electronic collections. The Librarian liaises closely with these centrally-run schemes, making requests for the purchase of e-book and e-journals to support the needs of Lucy Cavendish 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.

9. Scribbling Women Collection

The Scribbling Women Collection is an informal collection of works of fiction written in English by women from 1750 to the present day. All books in this collection are donated by members and friends of the College. Items are not catalogued but are stamped and labelled. They are available for loan on an informal basis, on an honour system rather than using the Library borrowing system. The collection is mainly housed in the Kwi Ok Yeu Room at the top of the Library, with a sub-collection at Histon Road and a selection of crime fiction in the Paul Paget Room in Oldham Hall.

In 2015, Library Committee agreed that the available shelf space was at capacity and collection size (then at 1,377 books) should be kept static. The general donations policy and the evaluation and weeding criteria outlined in this document also apply to the Scribbling Women Collection.

10. Children's Literature Collection

The Children's Literature Collection is a student-led initiative created by the Library in collaboration with the Lucy Cavendish College Children's Literature Society. The aim is to build a discrete collection of children's books intended not only for those with an academic research interest in the field of children's literature, but also for all College members who enjoy reading children's literature for pleasure as well as any College members with children.

Since this is primarily a leisure collection and a departure from our usual collection development policy, books will not be purchased using the academic book budget. Instead, the Library will spend up to a maximum of £50 from booksale income on new purchases each academic year. All other funding for this collection will come through fundraising by the Children's Literature Society.

The collection development policy for this collection has been developed in response to feedback and requests from students in collaboration with the Children's Literature Society. The Library will collect, in the following order of priority, as funding levels permit:

- a. Books requested by students, keeping a "wishlist" of requests where these outstrip available funds.
- b. All 16 books shortlisted for the Carnegie and Greenaway Medals each year.
- c. Works by authors and/or illustrators who studied in Cambridge (at the University of Cambridge or at Anglia Ruskin University).

In line with the general collection development policy, duplicate copies of books already held will not be added to the collection. Only books in new condition will be accepted as donations. Any books donated to the collection will be checked against the wishlist and the collection development policy before being accepted.

11. Special Collections

The Library has a collection of rare books including the Founders' Collection of Children's Books, the Giles Collection on Heraldry and the Rogers Collection of books on oriental subjects. These legacy collections are stored separately from the main collection and are not borrowable. There is also the Brooks Collection on the history of Christendom, with special reference to Reformation studies,

donated by Dr Peter Newman Brooks. Dr Brooks still occasionally donates new titles for this collection.

Rare books and special collections are not purchased but are sometimes received by donation. Offers of donations of rare books and special collections will be considered by the Librarian and Library Committee.

The Library also houses a human skeletal collection donated by Dr Corinne Duhig. The collection comprises some 383 articulated specimens and 3 skeletons intended for medical/anatomy teaching along with a further 192 specimens of archaeological material. The collection is stored in a secure room because of its value and sensitivity and items may be lent to students on request.

12. Evaluation and weeding

In order to ensure that the collections remain current and relevant to subjects being taken by Lucy Cavendish College students, it is necessary to regularly evaluate and remove (weed) books.

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

Books which are very low use but may be of use to future students may be moved into the Basement Store to make room on the open shelves for new acquisitions. Replacement editions may be purchased for damaged, outdated or missing books, where they are still deemed to still fulfil the primary purpose of the Library collections in supporting teaching and learning. Directors of Studies are asked to regularly review the collection in their subject area and recommend additions/removals.

13. Donations

All potential donors are advised to contact the Librarian in advance, and if possible provide a list of books being offered for the Librarian to check against current holdings. For larger donations, the Librarian will refer the offer to the Library Committee for consideration and, where appropriate, may liaise with the Head of Development to formulate a response to the donor.

Due to space limitations and limited staff time, offers of books will only be accepted if they meet the primary purpose of the College Library. Once accepted, books received by donation will be dispersed among the relevant subject areas in the current stock. Unwanted donated books will be disposed of as seen fit by the Librarian. This may be by passing them to other libraries or offering them for sale.

The Library does not accept back issues of journals or items in poor physical condition.

All books received by donation become part of the College library collection and may be removed at any time in the future according to the policy for weeding.

14. Review

This Collection Development Policy should be reviewed every three years.

April 2021