



LEE LIBRARY
WOLFSON COLLEGE

Collection Development Policy

Context

The aim of this Collection Development Policy is to explain the Library's role as an information resource in its own right and in relation to library provision elsewhere in the University, and to outline the means by which this role is fulfilled. The document serves as a framework for maintaining and developing the existing collections, and for determining future priorities. It is published on the Lee Library webpages so as to provide a clear point of reference for all existing and potential Wolfson members, and thus help manage expectations of the College's library resources.¹

Among other things, the present Policy seeks to describe in general terms how subject coverage in the collections is managed. It is unusual for the Collection Development Policy of a college library to specify particular subject strengths, but, given the nature of Wolfson's student population, it will be helpful for staff, current students and potential applicants if the Lee Library collections are developed along clearly focused lines. However, it must be stressed that these are intended to be general guidelines, and that they must be interpreted flexibly as necessary. Recommendations from students will still be encouraged and demand for individual subjects regularly reviewed.

Brief statement of purpose

The Lee Library collections are maintained to support Wolfson students reading for taught courses primarily at undergraduate level, and to a lesser extent at taught graduate level. While current members of college (students, fellows, CRAs and staff, along with visiting fellows are scholars) are welcome to use the Reading Room as a place to work, no one group should expect the Lee Library to satisfy all their information needs. Rather, the Library's role is to complement the coverage provided elsewhere in the University.

Subject coverage

It is not practical for the Lee Library to cover the full range of subjects taught at Tripos level in the University, nor to cater for all subjects to the same degree. The Library budget is not subdivided by subject, and money is spent to help build up and develop particular areas as the need arises. The following criteria are used as a guide to determining priorities:

- Subjects in which Wolfson regularly admits mature and affiliated undergraduates

¹ <https://www.wolfson.cam.ac.uk/current-students/library>

- Subjects in which Wolfson regularly admits students for taught graduate courses whose information needs overlap with those of undergraduates
- Subjects for which resources at departmental level are in high demand
- Subjects for which dedicated funding is available (by donation)

Coverage is best for those subjects in which the range of optional papers in Parts I and II of the Tripos is limited. Thus, most of the core texts required for the compulsory papers and a number of the most popular optional papers are available in the following subjects: Law, Medicine, Engineering, Natural Sciences (Biological and Physical) and Computer Science. Students reading for the LLM and MPhil in Economics, Land Economy and Real Estate Finance will also find that their basic needs are catered for, but must expect to use departmental and faculty libraries and eresources@cambridge² for access to specialist monographs and journal literature.

Overall coverage in subjects where a higher proportion of optional papers are offered is less comprehensive, notably in some of the arts and humanities, but efforts are made to ensure that up-to-date copies of key texts for popular papers in Parts I and II are available in Archaeology, Divinity, English, History, HSPS, Mathematics, PBS, Philosophy and Land Economy. A selection of basic methodological texts for the social sciences is maintained that is useful at both undergraduate and taught graduate level.

The infrequency of admissions to Wolfson at undergraduate level means that the Lee Library cannot undertake to provide comprehensive coverage for either Part I or Part II in the following subjects: History of Art, Anglo Saxon Norse and Celtic, Education, MML, Music, Oriental Studies, though the library strives to provide core texts to such students when enrolled at Wolfson.

General note about Undergraduate and Taught Graduate coverage

Books required for a Part II course are generally *not* considered to be of lower priority than books for Part I, providing they are not very specialised, as it is possible that a title may be of wider benefit to taught graduates (especially related MPhils) and research students in College. The degree of specialism, and the case for acquiring a copy for the Lee Library, will be determined by the Librarian, supported by advice from the relevant Director of Studies.

The Lee Library systematically acquires material for relatively few MPhil courses (though much of its subject coverage in some areas will be relevant, as suggested above), but strives to work with MPhils when the need arises to provide core texts for lectures and texts needed for dissertation research.

Methods of selection

- Lists of recommended titles for the forthcoming academic year are distributed by a number of departmental and faculty libraries in late summer (generally end of August, early September); these are checked against the catalogue and may be passed to the relevant Director of Studies for Wolfson who is asked to highlight the priorities for purchase. Most textbooks are updated as a matter of course when the Librarian becomes aware of a new edition, but advice may be sought from the relevant Director of Studies if the title appears not to be in regular use. Reading

² <https://www.libraries.cam.ac.uk/eresources>

lists for subjects that are not distributed to libraries, and for certain popular MPhil courses, are sought from departmental and faculty websites and by liaison with other library staff as appropriate.

- 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 Wolfson students.
- Books are purchased in paperback format where available due to cost.
- Suggestions for purchase from students are encouraged and accepted by email, the on-line form available on the College Website or via a pre-printed form available in the Library.

Number of copies

Multiple copies of the most popular textbooks in Law and Medicine and occasionally other subjects are acquired as demand requires, and one copy always kept in the Library for reference-use only. In general, however, multiple copies are restricted in favour of greater breadth of coverage overall.

Additional material – reference, study skills

Non-subject specific reference works, including dictionaries and encyclopaedias, are acquired when current holdings need updating and as the budget allows, but are no longer a collection priority as the University Library's coverage of reference material is very extensive and is complemented by an expanding collection of electronic resources, most of which are also available off-campus.

A collection of study skills literature is maintained, of general and some discipline-specific interest. This is supplemented and updated as necessary.

Collection profile as a whole

This policy describes current acquisitions practice. Different criteria applied in the past, so that the Library contains some material that does not readily fit into categories and is retained because it may be useful for research purposes. The online catalogue can easily be searched to find out if a particular book is held.

Donations

- Donations of books are accepted if they meet the criteria applied to the purchase of new material, but the donor is advised that the Library does not guarantee to retain any material permanently and that the Librarian reserves the right to dispose of it in the most appropriate manner.
- In general, prospective donors are encouraged to contact the Librarian in advance to signal their wish to donate material to the Library. Wherever possible, potential donors are asked to send a list of the titles on offer to enable staff to select those most appropriate for the collection.

- Donation is the sole source of recreational material, including contemporary fiction and travel, which is accepted as space allows and generally shelved in the Lee Room.

Electronic resources

The Library does not undertake to purchase any networked information resources (including journals) independently, for reasons of cost and the burden of administration. All College members *in statu pupillari* may make use of the electronic resources provided by the University Library, many of which are available with a Raven password from anywhere in the world. Wolfson contributes financially to the ebooks@cambridge project and to the University's Journals Coordination Scheme, and is keen to support such collaborative initiatives wherever possible.

Disposals

- The Librarian regularly reviews stock in popular sections and weeds out superseded editions as necessary. Superseded editions are always replaced in Law. The immediately previous edition is generally kept in Medicine and Economics, as space allows, but older editions are withdrawn. Notice of new editions in popular subjects (including Law, Medicine, Economics and Science) is received monthly by email from Heffers, reading lists are checked when issued and older material is also discovered by browsing sections during the vacations.
- Opportunities for consultation with Directors of Studies over stock refreshment are sought wherever possible (e.g. shelf lists are distributed by email, visits are encouraged), but a proactive approach by Library staff is usually necessary to ensure that subject collections are kept up to date.
- Withdrawn books are collected by Anybook.biz for sale online and a percentage of the profits from those sales is returned to the library for purchase of additional books. In practice, this amounts to £100-300/year.

*Meg Westbury
Lee Librarian
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