

## Collection Development Policy 2009-10

### **1 Mission**

1.1 The mission of Cambridge University Library is to deliver world-class library and information services to meet the needs of the local, national and international scholarly community and to support the University's mission to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence.

1.2 It will achieve this through:

- the acquisition, organisation and dissemination of library materials in all formats
- support for the exploitation by users of the rich and diverse collections
- the development of a highly motivated, knowledgeable and skilled staff
- the preservation and housing of the collection for future generations

the cost-effective management of resources.

### **2 Introduction**

2.1 The University Library is one of six legal deposit libraries in the UK and Ireland. The collections are housed in the University Library ("main library") and its four Dependent Libraries ("dependent libraries") and contain over 7 million volumes in total.

2.2 The University Library, by virtue of the legal deposit privilege, acquires almost every book published in the UK or Ireland, irrespective of its academic level or its intended readership and as such, its legal deposit collections form part of the National Published Archive. For any additional items, purchase decisions are made in the light of the fact that the University Library contains a diverse range of material and purchases are concentrated on academic material. The University Library acquires original academic works on appropriate subjects and in appropriate languages but does not acquire, except in special circumstances, books at a 'sub-academic' level. Books aimed at college students or undergraduates, including basic textbooks, are not purchased unless the legal deposit collections have failed to satisfy a perceived need. It is occasionally difficult to assess whether a book is a textbook or a work of greater originality. Most purchase decisions are not made on the basis of detailed knowledge of the individual book but on recognition of the publisher or author, or on other relevant clues to its quality, level or depth of coverage.

### **3 Aim of the Collection Development Policy**

3.1 The aim of the Collection Development Policy is to provide a framework for the maintenance and development of the University Library's collections, to indicate priorities, to establish selection criteria across the range of different subjects, languages and media and to create a consistent and coherent basis for the future development of the collections. It includes the policies of the main library, Science Libraries (comprising the Central Science Library and the Betty and Gordon Moore Library), the Medical Library, and the Squire Law Library, and indicates the relationship between the collections held at these locations and relates them to the holdings of the departmental and faculty libraries in Cambridge.

### **4 Scope of the Collection Development Policy**

4.1 The policy is an inclusive statement of aims rather than a description of the collections which have been built up in the past. It sets out the University Library's aspirations, which are intended to be realistic rather than utopian. Implementation is dependent on the availability of resources.

4.2 The policy provides guidance to staff engaged in selection. It is not exhaustive in its provisions and not every item considered for acquisition will be unambiguously included or excluded by the policy. In the past much has depended on an individual's knowledge,

experience, common sense or intuition and this will continue to be so. The collection development policy complements these qualities.

4.3 It is intended to provide information to staff, suppliers and to readers about the principles on which the collections are acquired, to create an awareness of the objectives and to form the basis for future developments and modifications as circumstances require.

4.4 The Legal Deposit status of the University Library, under the terms of the 2003 Legal Deposit Libraries Act and previous Acts, forms the cornerstone of the University Library's position as a major research library and the implications of this are wide-ranging.

4.5 By relating the holdings of the University Library to the collections held within departmental and faculty libraries, the policy aims to facilitate collaboration between librarians across the university, and thus to assist in the development of a coherent approach to academic library provision in Cambridge.

4.6 The University Library upholds the principle of free speech and does not discriminate against material on the grounds of race, religion, sex, political controversy or social acceptability. Serious books or periodicals falling within the normal criteria for selection but expressing opinions or containing illustrations which might be considered blasphemous, offensive or distasteful are acquired, subject to any legal restrictions.

## **5 Access to the collections**

5.1 The University Library's collections are made available for use in a variety of ways. Items may be used on the University Library premises by anyone who is a registered user of the University Library; for admission rules, see <http://www.lib.cam.ac.uk/admissions/>.

5.2 Items that are particularly rare or valuable, or limited editions, may be subject to use only in a specialist reading room under supervision. In cases where the University Library holds both a printed and microfilm copy of a newspaper, serial or monograph, use of the microform copy is the preferred option.

5.3 The University Library participates in the national and international ILL arrangements. For further information, see <http://www.lib.cam.ac.uk/deptserv/ill/>

5.4 Library items may be copied in accordance with copyright law. Reproductions of items from the main library's collections can also be requested by individuals by contacting the Imaging Services department, see <http://www.lib.cam.ac.uk/deptserv/imagingservices/index.html>. For material in the dependent libraries, please see their websites.

5.5 All material acquired for the University Library's collection is catalogued in conformity with accepted bibliographical standards including the Anglo-American Cataloguing Rules (AACR2), and Library of Congress Subject Headings (LCSH). The main library and the dependent libraries use their own classification schemes. Information and further details can be found at <http://www.lib.cam.ac.uk/class/index.html>

5.6 Catalogue records are also added to the British National Bibliography (BNB). Users can search the University Library's catalogue online at <http://www.lib.cam.ac.uk/newton/> and <http://copac.ac.uk/>

## **6 Accessions Committee**

6.1 Multi-year commitments, including new journal or database subscription; finite multi-item resource whose total cost is expected to be above a specified limit; one-off major expense as well as cancellation of journal and database subscriptions are subject to consideration by a subgroup of senior staff acting as the Accessions Committee. Their brief is to consider not only the importance of the resources under consideration, but also to balance the competing demands on finance of acquisition policy. Meetings are held twice a year with a period either side for proposals to be submitted and to provide the widest possible representation on any proposals.

## **7 Guides to the collections**

7.1 Information giving detailed descriptions of the many collections held in the University Library can be found at <http://www.lib.cam.ac.uk/collections.htm>

## **8 Preservation**

8.1 The University Library is committed to the retention and preservation of the collections it holds in perpetuity. It aims to maintain the integrity of original objects through programmes of environmental control, the use of suitable object housing and comprehensive interventive conservation treatments. The University Library consistently works to the standards of best practice set by recognised international conservation and preservation bodies and strived to provide readers with access to the collections wherever possible.

## **9 Retention and disposal**

9.1 Although the Legal Deposit Libraries Act contains no legal obligation to retain material deposited under its provisions the University Library regards itself as being under an obligation to do so. Once added to the collections very little material is subsequently discarded. Exceptions to this policy fall into the following categories and in all cases exclude material received under Legal Deposit:

- Material published on a cumulative basis and wholly superseded by a later cumulation, e.g. when a work is published monthly and updated cumulatively during the year, culminating in an annual volume.
- Printed national bibliographies used to be kept as a reference tool. However, for many countries these have now been superseded by online catalogues produced by national libraries. In such cases, recent issues of the national bibliography have been discarded.
- Superseded pages of a loose-leaf publication which is updated in the main library and/or dependent libraries.
- Superseded editions of some foreign university calendars and prospectuses. Superseded transport timetables (although timetables received by legal deposit which cover the whole country or which relate specifically to Cambridge are retained).
- Duplicate copies of material in cases where more than one copy is needed for short-term use. Examples of this type are often reference works (e.g. Who's Who). In all cases one copy of each publication is always retained.
- Original hard copies of material which has been replaced by online access if the retention of the hard copy presents particular storage or conservation problems. This is a rare occurrence and normally applies only to newspapers.
- In very exceptional circumstances material which proves impossible to store or to preserve may be discarded even though a microfilm is not held. This applies only to newspapers or to other material so voluminous that microfilming is impractical. Examination papers of other universities may fall into this category and some have been discarded, in all cases after ensuring that the issuing university did not require them for its own collection.

9.2 The majority of electronic titles is acquired via subscription. They may be cancelled as a result of very low demand, as demonstrated by usage statistics, which are carefully monitored, or when superseded by an alternative format. In the case of electronic titles, continued access is normally available indefinitely following cancellation to those issues published during the subscription period. This does not usually apply to online databases.

9.3 Continuing access to electronic titles cannot be guaranteed once the format in which they are published becomes technically obsolete. However, the University Library

supports and participates in research programmes in digital preservation in order to address this issue in the longer term.

## **10 Donations, transfers and deposited material**

10.1 Donations that enhance the collections and fit in with the general aims of the Collection Development Policy are welcomed. See 10.6 for more information on how to donate.

10.2 Recently published British and Irish books which appear to have been sent direct by the publisher or author as legal deposit copies are treated as such. Other donations of British and Irish books which are not duplicates are normally retained, except for paperback editions of books already held in hardback and for types of material not claimed through legal deposit.

10.3 Non-duplicate books published abroad are retained if they make a reasonably substantial contribution to research in a subject area of actual or potential interest to users of the University Library.

10.4 Books in poor physical condition are discarded unless there is a strong reason for their retention. Donations are accepted only if they are made without conditions as to their binding, cataloguing etc. but there may be occasional exceptions.

10.5 Departmental and faculty libraries are under an obligation to offer to the University Library any book or serial title of which they wish to dispose. The criteria for acceptance are the same as for donations.

10.6 Collections are occasionally but rarely accepted on deposit. See <http://www.lib.cam.ac.uk/catalogueguides/recommendations.html>.

## **11 Legal Deposit**

11.1 The University Library is entitled to claim for up to 12 months after publication a copy of every publication in printed form published in the UK and in Ireland. In practice the Agency for the Legal Deposit Libraries, acting also on behalf of the Bodleian Library, Trinity College Dublin and the National Libraries of Scotland and Wales, claims almost every book or pamphlet of which it becomes aware. Selectivity is exercised over serial publications, but the scale of monograph publishing is such that selectivity at the claim stage on a title-by-title basis is not practicable. While almost all books published by commercial publishers are claimed, some material published outside normal book-trade channels slips through the net, including some publications produced by companies whose primary purpose is not publishing, by voluntary organizations, university departments, research organizations and private individuals.

11.2 A few categories of material are deliberately not claimed - such as books published in large-print format where the text is available in normal editions - and some categories are discarded on receipt - such as advertising brochures, price lists, blank diaries, announcements of meetings or exhibitions, financial information issued to shareholders or clients of financial institutions, local transport timetables or the minutes of local authority meetings.

11.3 Hardback and paperback editions of a work both received by legal deposit are not regarded as duplicates and both are retained.

11.4 The scope of the legal deposit intake of books is extremely wide and no subject area is excluded from it. Some publishers based outside the UK and Ireland also deposit those of their publications which are imported for sale in this country. As publishing has become more international a pattern has developed over the years, although the details of the deposit arrangements by publishers change continuously. Many of the major university presses in the USA, as well as other academic and technical publishers (notably in the medical area) deposit some or all of their publications.

11.5 Although the Agency for the Legal Deposit Libraries claims five copies of each publication it is not always successful in obtaining all of them. The University Library would normally expect to receive books which it had drawn to the Agency's attention,

books with obvious Cambridge connections, or books relating to East Anglia and the adjacent English counties. Whereas the co-operative selection of periodicals is a major feature of the legal deposit system, as far as books and pamphlets are concerned it arises on an occasional ad hoc basis.

11.6 Some books published in the UK and Ireland are not received by legal deposit, either because they are not claimed within a year of publication, as specified by the Legal Deposit Libraries Act, or because the publisher does not respond to claims. The University Library may purchase these books if they are in demand by readers, if they are works of an academic nature, or if they relate specifically to Cambridge or East Anglia. Purchases may also be made if the books do not seem to be held elsewhere in the legal deposit system. Whereas books published in Scotland, Wales or Ireland will almost certainly be held by the appropriate library in each of those countries there is much less certainty for books published in England. Purchases of material which has eluded the provisions of the Legal Deposit Libraries Act are therefore concentrated on books published in England.

11.7 Material published for private circulation to a restricted group (e.g. for a circle of friends or by subscription to a society) or published to order by a specific client is not claimable under the Legal Deposit Libraries Act. In practice some of this material is received and some is acquired through the main library's corporate membership of the appropriate society or association. Local history publications are an important example of this type and the main library aims to acquire publications of academic or local historical interest either by legal deposit or by purchase. Market research reports, and some other management information publications, are often published 'to order' rather than through normal publishing distribution channels. The main library acquires what is available through legal deposit, sometimes accepting the publisher's embargo on its availability for a specified period after publication. These publications are normally very expensive and are not purchased unless a reader's recommendation can make a powerful argument in an exceptional case. Books published by private presses are normally claimable under the Legal Deposit Libraries Act and many of them are received, but for some expensive books, published in small editions, claims are not pressed. Some significant items are not received by legal deposit and are purchased, sometimes at a discounted price agreed with the publisher.

11.8 Occasionally publishers withdraw a book after it has been received. In some cases a new edition or corrected reprint is subsequently published to replace it; in other cases no new publication ever appears. The original edition is normally retained, even in those cases when, as a result of legal action, the book cannot be made available to readers in the foreseeable future.

11.9 Material published in the Isle of Man or the Channel Islands is not subject to the Legal Deposit Libraries Act and cannot be claimed, although a few publications are received as if by legal deposit. Books of academic significance are purchased but no attempt is made to cover these publications comprehensively.

11.10 Some publications in non-print format are currently received, usually when they are published in conjunction with a printed book or periodical. The Legal Deposit Libraries Act 2003 extended legal deposit legislation to cover electronic publications. Secondary legislation will further define its application to specific types of electronic material which will include online databases, electronic journals, handheld material (CD-ROMs, DVDs) and online publications published in the UK and Ireland. The main library will provide access to the entire collection of electronic publications deposited under these arrangements in the UK national repository managed by the British Library on behalf of the legal deposit libraries but will not normally ingest or hold copies locally. The number of simultaneous users of a given publication in the main library will be determined by the publishers.

## **12 Recommendations**

12.1 Selection for purchase is generally made by specialist staff, thus providing continuity, consistency and breadth of coverage. The University Library welcomes recommendations from faculties and departments, including for books on reading lists, and from individual library users. When an item is relatively expensive, or is considered to be of highly specialized interest, acquisition on inter-library loan might be more appropriate than purchase. Recommendations may be rejected if they fall outside the selection criteria described in this document or on the grounds of cost, particularly when a continuing financial commitment, such as a periodical subscription, is involved.

## **13 Printed materials in European languages**

13.1 Purchases are concentrated on academic material.

13.2 Standing orders are placed for many series when it is clear that every volume, or almost every volume, in the series will be appropriate to the collections and would otherwise be ordered individually.

13.3 Books embargoed in the UK, or withdrawn by British publishers before or after publication, but which are published in other countries, are acquired whenever possible. In some cases these books cannot be made available to readers in the short term for legal reasons (e.g. the law of libel) but they are acquired in the expectation or hope that they will be available for use in the long term.

13.4 While quality of scholarship is an important criterion for acquisition the policy is not totally inhospitable to the maverick, or even to the disreputable or distasteful, in circumstances where the subject matter is of legitimate academic interest.

## **14 Language**

14.1 The major part of the holdings is in the English language. The legal deposit collections are overwhelmingly in English. English-language publications from the United States, from Commonwealth countries, from Scandinavia and the Netherlands, and from a wide range of other countries, form an important part of the University Library's purchases.

14.2 Nevertheless English-language material is not in itself sufficient. Literary texts and criticism in languages studied in the university are essential, as is a range of other material in many languages. French is the language most likely to be accessible to users and original academic works in most subjects in the humanities and social sciences are collected. German material is collected on a similar basis, numerically in greater quantity in order to reflect the larger publishing output of German-speaking countries, and the predominant importance of German for certain academic disciplines. Books in languages other than English are normally acquired only if they fulfil one or more of the following criteria:

1. when they relate to the culture of the language area concerned
2. when they are works by an acknowledged expert in the field
3. when coverage in English, or in the language appropriate to the area, is generally perceived to be inadequate, or to be inappropriate in the case of less accessible languages
4. when the main library's coverage approaches comprehensiveness e.g. on Cambridge
5. when it appears that the author is making an important and original contribution to the subject

14.3 Italian, Spanish and Russian are covered less intensively than French and German and the uneven range of material in these languages reflects their relative importance in specific subject areas. (Details are noted in Appendix A)

14.4 Editions of texts in classical and later Latin, and in classical and Byzantine Greek, are bought extensively, as are commentaries, bibliographies etc, relating to them, and works on Latin and Greek literature, and all aspects of Greek and Roman history and civilisation generally. Such works are bought in most European languages. (See Appendix A)

14.5 Other languages which are taught in the university are represented significantly in the collections, especially in literary texts, critical works on the literature, comparative studies, reference works and material relevant to the history and culture of the appropriate country or linguistic area.

14.6 European languages not taught in the university do not receive the same level of literary coverage, although important literary material and works by established authors are acquired for the study of comparative literature or for their historical or sociological significance. Historically the Scandinavian languages as well as Hungarian, Czech and Slovak have been strongly represented in the collections, but since the university discontinued the teaching of these languages there has been less justification for continuing to acquire material on the previous scale.

14.7 The coverage of material in languages which have never been taught by the university is very restricted. No attempt is made to provide systematic coverage of contemporary literature in such languages. While some material is collected for general reference purposes, purchases are made on a very restricted scale. Such purchases may include material of particular relevance to the country concerned, archaeological, historical, artistic, linguistic or statistical, and of the works of a few clearly established major authors.

## **15 Categories**

### 15.1 Translations

15.1.1 Literary works are acquired in the original language and often in English; translations into other languages are only acquired if the translator or the translation has special significance. Non-literary works may be acquired in English as well as in the original language but, while it is not always necessary to acquire the edition in the original language, this will often be acquired before an English translation is available.

15.1.2 Translations into a more accessible language (usually French or German) are often preferred to the original language, if no English translation exists. Translations from English into other languages are acquired only if the translator or the translation has special significance or if the original author is represented by special collections (e.g. Sterne).

### 15.2 New editions

15.2.1 If there has been substantial revision, if a long period has elapsed since the previous edition, if the subject has undergone rapid change, or if the previous edition has been heavily used, a new edition may be acquired.

### 15.3 Reprints and facsimiles

15.3.1 Reprints and modern facsimiles may be acquired for heavily used items and to save wear and tear on the original edition. Facsimiles of manuscripts are purchased selectively, normally when the manuscript is of outstanding importance or when it complements the existing holdings of manuscripts or printed books.

### 15.4 Hardbacks and paperbacks

15.4.1 Whenever a book is simultaneously available in hardback and paperback, and the content of both versions is identical, the hardback is preferred.

## 15.5 Pamphlets

15.5.1 Pagination is often a guide to the importance of a particular item. Pamphlet material (defined as paperback material of 48 or fewer pages) is often not suitable for purchase but exceptions are made for items of particular importance, if the author is of special significance, or if there is a dearth of material published in a more substantial format.

## 15.6 Theses

15.6.1 Unpublished theses are not normally purchased although donations may be accepted. The interlibrary loan system is normally a more appropriate method of gaining access to this material. Published versions of theses are considered in accordance with the normal criteria. For Cambridge University theses 31.7

## 15.7 Portraits and photographs

15.7.1 Works consisting primarily of photographs or illustrations may be purchased if the photographer or the subject is of particular significance, or in special cases if no similar material has been received by legal deposit. For the acquisition of photographs and portraits see 31.11.

## 15.8 Material of recreational interest

15.8.1 The legal deposit collections will normally meet any need for recreational material relating to leisure activities, hobbies, sport and travel, but if no appropriate material has been received by legal deposit, in special cases purchase can be considered.

## 15.9 Diaries and calendars

15.9.1 Diaries which contain no information other than that usually associated with a diary, such as significant calendar events, mathematical information and other facts and figures, are considered to be items of stationery and are not collected. Calendars are not collected.

## 15.10 Embargoed and confidential material

15.10.1 Access conditions to embargoed and confidential material is negotiated on a case-by-case basis, with the aim of minimising restrictions in the interest of facilitating use of the publications, balancing the need of the reader with sensitivity. Where an embargo period is specified, arrangements are made to acquire the material after the embargo period has elapsed.

15.10.2 In cases where the publisher considers the material confidential, for whatever reason, the University Library observes any restricted access provisions desired by the depositor, including preventing photocopying or reader access. Bibliographic details of such items are not withdrawn from the OPAC.

## 15.11 Multiple copies, replacement copies

15.11.1 The University Library aims to acquire as many books meeting its selection criteria as possible. In general, this means that only a single copy of each work is acquired, which is then housed at the most appropriate site. Occasionally, however, circumstances necessitate the acquisition of more than one copy, e.g. works in very high demand, works where both reference and borrowable copies are needed, works required in more than one location within a library or in different libraries (e.g. English language dictionaries), and interdisciplinary works of interest to two or more distinct user groups based close to different libraries.

15.11.2 Additional copies, usually of reference books, needed for staff purposes on a long-term and continuous basis are occasionally acquired when a need can be shown.

## 15.11.3 Replacements for lost or missing items

The Library will:

- Consider for replacement all items reported lost by readers as that information is received
- Consider for replacement other items officially noted as “missing” two years after that status was assigned (and apply the same two year window to long overdue items that haven’t formally been recorded as “missing”)
- Acquire replacements \*selectively\*, in accordance with the Collection Development Policy
- Consider all reader requests to replace lost or missing items as they arise, regardless of the above

#### 15.12 Modern second-hand material, purchase of collections

15.12.1 Purchase decisions are made in accordance with the importance of the individual item, taking into account its price and physical condition. Items purchased include British and Irish books not originally received by legal deposit at the time of publication, material acquired by the University Library but which has subsequently been stolen, damaged or subject to deterioration, and books for which there is a demand from readers or which fill gaps in existing holdings. Second-hand books can often now be located via the internet.

15.12.2 When collections are offered for purchase they are considered on their merits and are normally acquired on the understanding that unwanted material can be discarded. Occasionally the specialist nature of a collection is such that its purchase enhances the holdings significantly, but collections are not purchased unless they contain a substantial proportion of material which is not held and which the University Library would wish to acquire in accordance with its normal criteria.

#### 15.13 Reference works in the main library

15.13.1 Encyclopaedias, dictionaries, bibliographies and directories are extensively acquired in most academic subjects to complement legal deposit material. In areas covered by the dependent libraries only those reference works which are historical or biographical or which are appropriate to non-specialist readers are acquired.

15.13.2 Items are extensively acquired from overseas on subject matter relating specifically to the country of origin.

15.13.3 The collection development policy builds on the particular strengths of the reference collections which include general encyclopaedias in the principal Western languages; language dictionaries, both monolingual and multilingual (of which one, wherever possible, is English), including dialect, slang, etymology, synonyms and antonyms, loan words and subject-specific; biographical encyclopaedias and dictionaries, including registers of alumni; personal bibliographies and subject bibliographies, including subjects not otherwise well represented in the main library's collections; directories of individuals, institutions and organisations.

15.13.4 By their nature reference works are well suited to electronic, particularly to online, publication. Therefore, assuming reliable access for all readers, electronic versions of reference works are preferable to print. Whenever possible online equivalents are acquired of serial bibliographies and superseded printed volumes discarded, if bought, or removed to closed stacks, if received on legal deposit. Online equivalents of major monographic reference works are selectively acquired, in the case of a few key titles even when the print edition is received on legal deposit. Print editions of such works are generally retained on the shelves of the Reading Room. Occasionally the online equivalent of an older, but still well-used, monographic reference work is acquired and

the printed volumes transferred for reasons of security and conservation to the Rare Books Department.

## **16 Special collections in the main library**

16.1 The main library contains many special collections which contribute to the overall richness of its holdings. Some of these collections are kept together (e.g. Royal Commonwealth Society, Bible Society, Society for Promoting Christian Knowledge, Rosenthal collection on South Africa), others are specialities which have grown over the years, such as works by and about particular authors, e.g. Joyce, Swift and Goethe. The main library acquires material to build on these existing strengths and aims at extensive coverage of these subjects, which are noted individually in Appendix A.

## **17 Periodicals**

### **17.1 Legal Deposit**

17.1.1 The University Library is entitled, under the terms of the Legal Deposit Libraries Act 2003, to claim every periodical and newspaper published in the UK or Ireland. In practice considerable selectivity is exercised. All academic journals are claimed, and almost all are received.

17.1.2 Lists of new periodical titles are circulated to the main library by the Agency for the Legal Deposit Libraries on a weekly basis. New titles are added to these lists through a variety of channels. The lists are not comprehensive and some titles do not come to the Agency's attention, especially in the early stages of their existence. All titles are considered when they appear on a list. Decisions are made in conjunction with the other legal deposit libraries, including the British Library, in accordance with agreed policies and procedures which are designed to ensure, as far as possible, that the National Published Archive contains at least one copy of each title, but also to avoid the unnecessary retention of every title in all six libraries. Consideration is given to the collection policies of the dependent libraries.

17.1.3 The criteria used in selecting non-academic periodicals for claim include subject material, level of coverage, intended readership, publisher, place of publication, pagination (i.e. size) and format. Most periodicals intended to be read by professionals in their field are claimed, whereas greater selectivity is exercised for periodicals aimed at general readers, specialised enthusiasts or a narrow geographical community. Publications such as newsletters and information bulletins are normally claimed only if they relate to an academic subject or interest group. Periodicals consisting of advertising material or price lists, puzzle or crossword books and in-house journals of commercial companies are not normally claimed. Publications consisting of 2 or 4 pages containing information about the housing market or emanating from financial institutions are usually rejected, although more substantial publications of this type are claimed. Borderline material is claimed if it is published in the counties of eastern England (from Essex to Nottinghamshire).

17.1.4 University examination papers are collected and retained for Cambridge Tripos papers only; school examination papers were collected from the major examination boards in the 1960s and 1970s, but they are no longer collected extensively.

17.1.5 University prospectuses were taken extensively up to 2006 but from then on only handbooks, undergraduate and postgraduate prospectuses from the Universities of Cambridge and Oxford, Anglia Ruskin University, and London University are acquired and retained. Postgraduate prospectuses from all UK universities offering courses in librarianship are collected and retained.

17.1.6 The Periodicals department no longer keeps all diaries and calendars, but only those where there is a strong case for retaining them and if they contain information not easily found elsewhere.

17.1.7 Mass-market leisure journals are the subject of a 1998 agreement between the legal deposit libraries. New titles in this category are allotted to libraries according to subject. New titles in subject areas not allotted to Cambridge can be claimed and the policy is to claim a small representative sample of titles in these areas. For full details of the mass-market leisure journals subject allocations see Appendix B.

17.1.8 Publications of local interest, intended for circulation in a restricted local area are only claimed if they relate to Cambridgeshire. Local publications containing significant articles on local history or archaeology are claimed, irrespective of locality.

17.1.9 Newspapers are claimable in the same way as other periodical publications. Because of the problems of storage and conservation they are claimed very selectively. National daily and Sunday newspapers are received via legal deposit. Local newspapers are not claimed, with the exception of the *Evening Standard* and newspapers published in Cambridgeshire and its immediate vicinity.

## 17.2 Purchase

17.2.1 New recommendations are considered individually by senior library staff. All major academic periodicals are assessed and factors such as academic importance, depth of coverage, language, cost and format are taken into account. Scientific, medical and legal titles are referred to the librarians of the appropriate dependent library. Recommendations for new periodicals are referred to the Accessions Committee.

17.2.2 Periodicals are purchased in major languages to support research and teaching in the university, and occasionally in less major languages when the content relates to the appropriate language or geographical area. Purchases are normally restricted to academic journals but also include significant titles of general interest or relating to current affairs, such as *Time* and *New Yorker*. Recreational and leisure journals are not purchased.

17.2.3 Indexing and abstracting periodicals are normally acquired in electronic formats, so that they can be more readily consulted. Electronic versions of subject-specific bibliographies are acquired only where general bibliographies do not cover a given subject in sufficient depth. Where unavailable electronically, print versions are acquired if they cover areas of research interest to the university.

17.2.4 Purchases are made to fill gaps in existing sets, including legal deposit sets, and to provide sample issues to consider for subscription.

17.2.5 Reprints or second-hand copies of periodical titles are purchased in accordance with the same criteria if they were not acquired at the time of publication. Occasionally reprints of periodicals are purchased in order to protect the original edition from heavy use, or to fill in an important gap left by a decision not to claim a legal deposit copy.

17.2.6 Subscriptions are taken out to a small number of titles for staff use, such as Times Literary Supplement. A few titles are also purchased, e.g. The Times, Times Higher Education Supplement. The Financial Times is bought on the day of publication and retained. From 2010 no British or Irish newspapers are received on microfilm.

17.2.7 Whenever possible the University Library acquires periodical titles in their original format. Microfilms may be purchased to complete sets or to fill gaps. As far as newspapers are concerned electronic access has become more easily available and is preferred to microfilm, which was phased out from the end of 2009.

17.2.8 With the advent of electronic journals the pricing models of periodical subscriptions *per se* have become more complex. The main library is seeking to develop its subscriptions to take account of the much greater use made of periodicals in electronic format and is supporting the efforts of the Journals Coordination Scheme in expanding electronic access to titles formerly available only in print format. The University Library is a member of the international initiative LOCKSS (Lots of Copies Keep Stuff Safe) which enables long-term preservation of digitally-produced content and as such is carefully monitoring further initiatives in this area to ensure no decisions to rationalize print periodical subscriptions in favour of electronic journal purchases lead to loss of materials. Further information on the Journals Coordination Scheme is available at <http://www.lib.cam.ac.uk/journals/>.

17.2.9 Subscriptions to print periodicals that publishers change over time to include or those that are replaced by electronic versions will be updated accordingly with the aim of enhancing access. The main library will always usually prefer to subscribe to titles in both print and electronic versions combined whenever the electronic is freely available in the subscription offer. When a print periodical ceases and is replaced by an electronic version a subscription will continue to the electronic version providing any increase in cost does not exceed that normally expected from percentage cost increases in periodical subscriptions year on year.

17.2.10 No cancellations will be made to subscriptions in both print and electronic version without consultation with the Journals Coordination Scheme.

17.2.11 The main library will de-duplicate subscriptions in partnership with libraries in the university also participating in the Journals Coordination Scheme, consulting jointly to judge in which location each title is best made singly available (in print) in future. The prime emphasis of de-duplication will be on titles for which one or more subscriptions include access to the electronic version, but titles for which no electronic version is available may also be considered. Cancellations of titles will be made with all due respect to the historical composition of the main library's collections in the relevant subject areas, but acknowledging that – *pace* the as yet unresolved issues of long-term preservation of electronic journals – the electronic version stands sufficiently in place of the print to render the cancellation immaterial for user access. Titles that are candidates for cancellation but which cannot be cancelled due to license restrictions from certain publishers will be held on file pending opportunities for cancellation offered by those publishers

## **18 Official Publications**

18.1 The Official Publications department receives UK material from official bodies under the legal deposit arrangement direct from TSO; the Scottish Parliament; the Welsh Assembly; the Irish Stationary Office and indirect via the Agency for Legal Deposit Libraries.

18.2 Some non-UK material is received under depository arrangements with such bodies as the United Nations and the European Union.

18.3 Some material is donated by bodies such as the Council of Europe and the Organisation for Security and Cooperation in Europe, and some governments such as Turkey and Taiwan.

18.4 The type of material described in 18.1 to 18.3 is in many cases available online and it is anticipated that a decreasing volume of this material will be issued in printed format in favour of online access.

18.5 Published output from Western Europe, the United States, Canada, Australia and New Zealand is also likely to show a change in emphasis away from printed texts to electronic publications. The department therefore expects to reduce print subscriptions to

modern Parliamentary records from these countries and rely increasingly on official websites, such as 'Thomas' in the case of the United States.

18.6 Archaeological surveys, official histories, major historical documents, legislation and statistics of all types from the countries mentioned in 18.5 will continue to be purchased until it can be demonstrated that their equivalent in electronic format is both functional and viable.

18.7 Conventional acquisition will be concentrated in three geographical areas: India, Malaysia and the Far East; The West Indies and Anglophile Africa and collecting will concentrate on

- Parliamentary records and legislation
- Official histories, historical documents and archaeological surveys
- Publications of the national libraries
- Environmental studies and public health
- Statistics of economic indicators, national accounts, population, trade, industry and transport, and social indicators such as labour, health, crime and education.
- Development plans
- Census reports
- Statistical abstracts

18.8 Material (both in print and electronic form) not deposited by the major intergovernmental organisations such as the World Bank/ IMF, the OECD and the WTO is purchased, but the department is keeping this area under constant review, given that government and intergovernmental publishing is rapidly changing.

## 19 Music

19.1 Printed sheet music published in the UK and Ireland is received by legal deposit. Major publications not received through the normal procedures are claimed or purchased.

19.2 Monuments of music and collected editions of composers (class M200) are collected comprehensively.

### 19.3 Printed music

19.3.1 Printed music by major international composers (classes M205-M400) is collected extensively, and by less well-known composers selectively, often on the recommendation of members of the Music Faculty.

19.3.2 The collections of popular printed sheet music acquired by legal deposit are occasionally supplemented by the purchase of foreign publications, for example of published transcriptions of jazz/popular recordings, or of collections of songs by non-British popular singer-composers, of whom the main library has acquired biographies or collections of verse.

19.3.3 New editions of old printed sheet music (i.e. from 18th century and earlier) are purchased if the original is lacking, if the new edition is a significant improvement, or if the original copy is in a non-borrowable class or condition.

19.3.4 Folk music from all parts of the world and non-European art music are purchased, especially from China and Japan, to complement the Picken collection.

19.3.5 Antiquarian and second-hand sheet music is acquired if it is not held in any library within the university (e.g. Pendlebury Library, Fitzwilliam Museum Library, King's College Rowe Music Library). This is purchased to fill in gaps in the legal deposit receipts, to complement existing special collections (e.g. Marion Scott collection of Haydn editions, F.T. Arnold collection of figured bass music) or to build up a

representative collection of examples of the major developments in the history of music printing (to complement the H.E. Poole archive on early music printing).

#### 19.4 Books on music (classes M410-M850)

19.4.1 The collection builds on and extends an extensive English-language coverage of books of music (classes M410-M850) on all topics treated in an academic or serious manner and purchases material to supplement the legal deposit intake in order to achieve this. This includes most books given a review in a select number of musicological or music library journals.

19.4.2 The major European languages and Russian are well represented. Coverage in other languages is more selective, usually restricted to topics specific to the countries of those languages.

19.5 Music manuscripts are acquired to complement existing collections (which are strong in 17th century lute tablatures and 18th- and 19th-century scores) and to expand the holdings of 20th century music, particularly of non-published forms of music (e.g. film music).

19.6 Sound recordings (classes Rec/CD/CT) in the forms of discs, cassettes or CDs are acquired only by legal deposit or donation, or as supplements to purchased printed materials.

19.7 Microforms of individual publications or manuscripts are acquired by the Pendlebury Library for specific research requirements. Larger microform collections are acquired generally only of non-British collections, e.g. the Haydn printed music in the Hoboken collection in Vienna, the catalogue of the music collections of the Bibliotheque Nationale or the Bute collection of Italian opera libretti in Los Angeles.

### 20 Maps

20.1 The Map department contains the greatest concentration of maps and atlases within the university. Some maps are also in other parts of the main library, and in College libraries. These are taken into consideration in the acquisition policy of the department.

#### 20.2 Legal Deposit

20.2.1 Particular care is taken to ensure that official topographic and thematic mapping, and locally produced maps and atlases are acquired via legal deposit.

20.2.2 Items considered to be of lasting academic importance may be purchased if they are not received via legal deposit.

#### 20.3 Purchase of modern maps and atlases

20.3.1 The majority of the maps acquired belong to map series. Since the maps of a series are rarely published simultaneously, a standing order often needs to be placed with a supplier for every new sheet published. Whether every new edition of a sheet is acquired will depend on the anticipated demand for that series, but an interval between editions greater than 20 years is considered to be unacceptable.

20.3.2 Countries vary enormously in the extent to which they are mapped by official and commercial bodies. Priority is generally given to the purchase of topographic mapping produced by official mapping agencies. Where commercial mapping is acquired, this tends to be in the form of town plans and road maps or atlases.

20.3.3 Up-to-date maps of the whole world are acquired at a minimum scale of 1:250,000. For areas where there is a known or anticipated demand for larger scale maps these are also acquired. Generally speaking these areas would be European countries and those areas further afield which feature in the teaching and research activities of the university. Except for town plans, maps at a scale larger than 1:25,000 are rarely purchased.

20.3.4 The Map department attempts to acquire all available national atlases. These are usually produced by government bodies in the country concerned and, apart from general topographic coverage, provide a ready source of thematic mapping often unavailable in other forms.

20.3.5 The Map department does not seek to maintain comprehensive coverage of foreign thematic series such as geological or soil maps because of the massive expense that would be involved. Such mapping may, however, be acquired at a regional or continental level for basic research purposes. The specialist map holdings of, for example, the Department of Earth Sciences and the Scott Polar Research Institute are taken into consideration.

#### 20.4 Purchase of antiquarian maps and atlases

20.4.1 Antiquarian purchases are assessed on their individual merits. Gaps in the collection are filled as funds allow. The Map department does not attempt to acquire every single version of a map, since often the differences are very small. The aim, instead, is to acquire examples of mapping from a variety of periods. The Map department purchases a limited number of topographic views, particularly of the local area.

20.4.2 When selecting manuscript maps for purchase the Map department concentrates primarily on the local region - notably the counties of Cambridgeshire, Norfolk, Suffolk, Essex, Hertfordshire, Bedfordshire, Northamptonshire and Lincolnshire. Again, existing holdings are considered carefully before purchasing. The holdings of the County Record Office are also taken into account.

20.4.3 Facsimiles of important antiquarian items, which would otherwise be unavailable to users, are purchased where possible. Facsimiles may also be acquired where it is desirable to save wear and tear on an original or where significant scholarly analysis is included.

#### 20.5 Purchase of books

20.5.1 The Map department recommends for purchase certain categories of books. These include basic reference tools such as gazetteers and catalogues of other important map collections, as well as scholarly works on general, regional and historical cartography and carto-bibliographies.

#### 20.6 Language

20.6.1 The visual nature of maps means that the language of publication is not always a primary consideration. The language used on most mapping is that of the producing country, but in circumstances where an English or western European language alternative is available this might be chosen in preference.

20.6.2 The language used for books is more significant. Research into the history of cartography is particularly strong in the Netherlands, Spain (especially Catalonia), France and, to a lesser extent, Germany and Italy. Books published in these countries, in their native languages, on some aspect of cartography in that country, would normally be purchased. For books in other languages, particularly in non-Roman scripts, consideration is given to the subject of the work, its international significance, the existence of other works on the subject and, to some extent, the nature of the work - particularly the number of illustrations.

#### 20.7 Donations

20.7.1 A major source of donated maps, atlases and gazetteers is the Ministry of Defence Map library, which disposes of unwanted material to a number of other institutions according to a list of preferences. Once received by the Map department such items are checked against existing holdings, and material not required is passed to other libraries. The Map department's stated preferences are reviewed from time to time.

20.7.2 The Map department has an extensive collection of postcard views, most of which have been acquired through donation.

## 20.9 Non-printed materials

20.9.1 The Map department acquires large scale mapping of UK material in digital format.

## 21, 22, 23 **Oriental, Japanese, and Near and Middle Eastern languages**

### 21 **Chinese**

21.1 The Chinese collection is intended to facilitate research in all aspects of Chinese culture. The scope of accessions embraces all periods from pre-history to the present day. Collection policy continues to focus on traditional Chinese culture, but has evolved in accordance with recent developments in teaching and research in the university to place more emphasis on areas such as modern Chinese law, politics and economics, modern Chinese literature and film studies.

21.2 Materials collected originate in the territory of the People's Republic of China, Hong Kong and Taiwan and are predominantly in the Chinese (Han) language, with the addition of a few materials written in the languages of ethnic minorities in China.

21.3 The main library aims at extensive coverage of works of permanent research value in the subject areas covered by class FB. Translations from western languages into Chinese are not generally collected, nor are works in Chinese on modern science. Special importance is attached to obtaining the latest bibliographies and reference works and to maintaining complete runs of the most significant collectanea or reprint series, which contain rare works not available elsewhere.

21.4 Because of the importance of Japanese sinology a considerable quantity of Japanese materials relating to China is added to the Chinese collection.

21.5 Policy is co-ordinated with the Needham Research Institute (East Asian History of Science Library), especially in the areas of traditional Chinese medicine, the history of Chinese science and archaeology.

### 22 **Japanese**

22.1 The Japanese collection policy gives priority to primary research materials, reference books, bibliographies, statistics, collections of data and source materials. The main library has strong historic collections in traditional Japanese studies and purchases books in the humanities to maintain and build on these collections, especially in the areas of classical and modern literature, history, religion (Buddhism, Shinto etc.) and bibliography. Collections in the social sciences have been developed more recently and there is a greater emphasis on primary research materials. Purchases are made in the areas of modern history, economics, politics, sociology and management.

22.2 Books are not acquired in the areas of science and technology, except in the history of science.

22.3 Japanese books on sinology are acquired and are added to the Chinese collection.

22.4 Periodicals are acquired extensively across the whole area of the humanities and social sciences. Over 400 current titles are received by purchase, exchange or donation.

22.5 Korean books and periodicals are not purchased but donations are accepted in accordance with the overall policy.

### 23 **Near and Middle Eastern languages**

23.1 The 'Near East' is widely defined and, in this context, extends from Morocco to Mongolia and from Ethiopia to Kazakhstan. The languages covered include Arabic, Hebrew, Persian, Turkish, the range of Iranian and Turkic languages across central Asia,

the languages of the Caucasus (principally Georgian and Armenian), Coptic, Amharic, Aramaic, Syriac and the languages of the ancient Near East, as well as Yiddish, Mongolian and Urdu.

### 23.2 Arabic

The main focus of research and teaching is on the classical heritage of Arabic literature in its widest sense, on the turath (the traditional religious, historical and literary heritage), together with the classical and modern language, linguistics, and representative modern literature. A secondary focus is on contemporary Middle Eastern politics and society, including modern history, culture and conflicts in the region. Sociological studies on Islam in the modern Middle East and the wider world is also included. The main library aims to acquire material extensively in these areas, but much more selectively in other subject areas.

### 23.3 Aramaic, Syriac and other Semitic languages, languages of the ancient Near East.

The main library acquires research materials relating to these languages and literatures and to their archaeological, historical, religious and cultural background. While most of this material is published in western languages some is published entirely in the relevant script.

### 23.4 Hebrew and Yiddish

The main library acquires material in the area of Biblical studies, Hebrew and Semitic linguistics, other languages of Jewish communities, post-Biblical Judaica, Hebrew literature (including Rabbinic literature and modern Hebrew literature) and academic works published in Israel on near eastern subjects and on Jewish history. A small amount of material in Yiddish is acquired on the same basis as other languages which are not taught in the university.

### 23.5 Persian

The main library acquires material in the areas of classical literature, representative modern literature, the Iranian and Persian language in all periods, Iranian and classical Islamic history and culture, Islam, and Qajar and modern Iran.

### 23.6 Turkish

The main library acquires material in the areas of Ottoman and Islamic history, with some modern history, classical literature, including works on Islam, language and representative modern literature.

### 23.7 Central Asian Languages

The main library acquires basic works on the Turkic and Iranian languages of the area and a small amount of material directly relevant to the Islamic history and Arabic, Persian and Turkic literatures of the area. A few works of modern literature are acquired, especially when these are closely connected to the literature of other Islamic countries (e.g. Tajik and Azeri).

### 23.8 Languages of the Caucasus (primarily Georgian and Armenian).

The main library acquires editions of, and the principal works closely concerned with, the Christian oriental texts and the most important works of classical literature. Material is also acquired in the area of Byzantine studies, linguistics, bibliography, manuscripts and Iranian epic and folklore.

### 23.9 Mongolian

The main library occasionally acquires material to support the research of the Mongolian Studies Unit, but this is on a very small scale.

### 23.10 Urdu and other South Asian Arabic script languages

The main library acquires a small amount of material in Urdu and other Arabic script languages of south Asia. (Responsibility is shared with the Indian section but, because of the script, accessions are handled by the Near and Middle Eastern section.)

23.11 The main library has extensive collections of Hebrew, Arabic, Persian and Turkish manuscripts, as well as the Taylor-Schechter Genizah Collection. Printed materials relevant to these manuscript holdings are acquired. For the purchase of manuscripts see 28.

### 24 South Asian and related languages

24.1 The main library aims to acquire materials published in the languages of south and south east Asia. Areas covered include the languages and literatures taught in the Faculty of Oriental Studies, archaeology, anthropology, linguistics and history. The collections also support the research and teaching of the Faculty of Divinity, covering Buddhism and Hinduism. The Dharam Hinduja Institute of Indic Research specializes in Vedic studies. Material on the Four Vedas is an important part of the collections.

24.2 The languages and literatures covered are, in order of importance, Sanskrit, various Prakrits (Pali, Apabhramsa etc.), Tibetan, Hindi, Bengali, Punjabi, Gujarati and Malayalam. Other languages and literatures of south and south east Asia are collected to a lesser degree.

24.3 Dictionaries, grammars and bibliographies form an important part of the collections. Subject areas such as the modern politics and sociology of the region, and other social science areas, are normally covered by the Centre for South Asian Studies and purchases are made in only the most exceptional circumstances.

### 25 Other languages

25.1 Materials in the languages of Asia and Africa (other than those covered in 22-25) and in the indigenous languages of America and Oceania are not normally purchased. One notable exception to this general principle relates to linguistics. (See also Appendix A)

25.2 Donations may occasionally be accepted in exceptional circumstances.

25.3 Material may be acquired by either purchase or donation in exceptional circumstances, if the item is of particular bibliographical significance or if its content relates specifically to an area of special strength in the main library's holdings. The inclusion of a summary in English, or another western language, may be taken into account.

### 26, 27, 28 Non-print materials and other formats

#### 26 Microforms (including microforms of manuscripts)

26.1 Microforms of collections of printed works, produced by commercial publishers, are considered for purchase when this is the only realistic way of acquiring the material. However, electronic resources are preferred. Microform collections are not normally purchased if the original material is readily accessible in a major library in the UK.

26.2 Microforms of manuscript collections, produced by commercial publishers, are considered for purchase but are not normally acquired if the originals are readily accessible in a major library or archive in the UK.

26.3 Microforms of individual monographs are rarely purchased but exceptions may occasionally be made for works of particular importance when the hard copy is unavailable.

## **27 Audio and audio-visual materials**

27.1 The University Library does not actively collect material issued in any of these formats, but cassettes and computer disks are often received in conjunction with a printed item received by legal deposit or by purchase.

27.2 Audiobooks, although not liable to legal deposit, are nevertheless often received independently of the printed work.

27.3 For sound recordings of music see 19.6.

## **28 Electronic publications**

28.1 The University Library's electronic collection aims to support research and teaching in the university in all subject areas by providing access to publications, bibliographic and full-text, where the electronic version offers advantages over print, for example by widening access or providing improved search and retrieval or analysis capabilities. Although the University Library's collecting policy is broadly format-neutral, decisions on the acquisition of individual titles take into account long-term preservation and access factors affecting the format.

28.2 The University Library will not normally acquire both the electronic and print versions of publications where the content is substantially the same, except where the print version is already in the collection and access to the electronic can be justified on the basis of improved functionality.

28.3 The University Library may seek to acquire access to electronic publications in conjunction with one or more departmental or faculty libraries, where appropriate to their subject interests.

28.4 Full-text electronic publications acquired include: electronic journals, reference works (especially encyclopaedias and dictionaries), full-text literature databases, historical documents, and maps. Electronic versions of rare books and manuscripts are acquired to facilitate consultation of fragile material, support preservation of the originals, and provide access to important collections available in other libraries and archives. Electronic full-text may also be acquired to support cross-searching of books, manuscripts and documents.

28.5 Electronic versions are acquired of national broadsheet newspapers, current and retrospective and their indexes.

28.6 Electronic books are acquired to support research unless received under legal deposit. It is expected that undergraduate level electronic books will be acquired by the faculties, departments and colleges.

28.7 A substantial proportion of official publications issued by governmental and non-governmental organisations previously acquired in print formats are freely available online, either to the general public or through national data centres such as the Economic and Social Sciences Data Service to UK higher education. The main library acquires further electronic publications in this area, notably those issued by NGOs (including the OECD and United Nations) through subscription where relevant to research interests in the university.

28.8 In addition to subscriptions to electronic publications within the JISC collection the University Library is entitled to access to a number of titles in the JISC collection made freely available to UK higher education. This includes research and teaching material, both text and multi-media, held by national data centres such as MIMAS and EDINA.

## **29 Rare Books (including 'Cam')**

29.1 The Rare Books department purchases books and pamphlets in European languages printed before 1900. This range covers periodical publications, often in collected editions, but including, for example, individual early newsbooks and runs of periodical issues.

Some purchases contain music (play-texts, opera librettos) and maps (topographical and travel books) but the chief responsibility for antiquarian music rests with the Music department and for maps and atlases with the Map department. While all European languages, ancient and modern, are within the remit of the Rare Books department, the main modern languages predominate.

29.2 The general principle for book selection is that of building on the existing strengths of the collections, thus increasing their already rich research potential. Purchases are concentrated on works of substantial interest. The range of these collections is very wide, but the following categories are of special importance:

- 1) incunables and post-incunables, i.e. books printed up to 1520 (These tend to be expensive, and hence occasional, purchases.)
- 2) works of significance for classical scholarship and its history
- 3) architectural books
- 4) the history of science, mathematics, medicine and psychiatry
- 5) books of special relevance to Cambridge, e.g. the history of the university, city and county, and important Cambridge figures
- 6) books about Ireland, and books printed in Ireland
- 7) English literature and political history of the Restoration and early eighteenth century
- 8) French and German literature and philosophy of the eighteenth and early nineteenth centuries
- 9) the history of the book and the book-trade, typography and book-illustration
- 10) special author collections, especially Montaigne, Swift, Sterne, Rousseau and Goethe

29.3 Care is taken to avoid purchasing books of which there is a copy in another Cambridge library. Books are not purchased for the sake of their provenance or binding, but from time to time copies are purchased because they contain significant annotations. Otherwise duplicate or near-duplicate copies of an edition are not purchased, nor are multiple editions of a work, unless they are known to contain substantial textual variations.

29.4 Translations of foreign works into English are often purchased; in other instances only translations of major works or translations by major figures are purchased.

29.5 Books are not normally purchased if the main library already holds a microform, digital resource or printed facsimile.

29.6 With few exceptions books which are in poor condition or which appear to be overpriced are not purchased.

29.7 In exceptional circumstances the negative factors referred to in 29.3-31.6 may be overturned for items falling within the categories of special interest in 29.2

29.8 The main library subscribes to the digital resource *Early English Books Online*, which contains versions of virtually all English books printed from 1473 to 1700 and to the *Eighteenth Century microfilm* series and its digital version *Eighteenth Century Collections Online* which cover English books of that period. Coverage of continental books on microfilm is very patchy and this fact together with their fairly easy availability

and rather lower pricing has directed the acquisition of originals in the past decade more strongly toward continental books.

29.9 A number of areas of special research value derive from, or have been enhanced by, the acquisition within the last twenty years of particular collections - for example, the history of psychiatry (Hunter), English Restoration literature and politics (Brett-Smith, Verney). The financial resources for this kind of collection development may well be less easily found in the future and so only collections with a duplicate ratio of less than a third are seriously considered for purchase. (A somewhat higher ratio may be allowable for deposited or donated collections.) Nevertheless it has sometimes been possible to establish the main library as a pre-eminent centre for research in a particular subject by the acquisition of a single collection, and this possibility forms part of the policy for the future.

#### 29.10 'Cam' and 'Cam Papers'

29.10.1 The main library aims to acquire a comprehensive collection of books and pamphlets relating to the university and city of Cambridge and to the historic county of Cambridgeshire (i.e. including the Isle of Ely, but excluding Huntingdonshire and the Soke of Peterborough). This collection (class 'Cam') also includes material relating to the new larger Cambridgeshire as a whole and to the wider geographical area in which Cambridgeshire predominates, which might be described as the Fens or 'mid-Anglia'. Material relating specifically to places included within the boundaries of the larger Cambridgeshire but outside the boundaries of historic Cambridgeshire (e.g. Huntingdon, St Neots, Peterborough) or to places immediately adjacent to the county (e.g. Royston, Newmarket) is also acquired but is not added to class 'Cam'.

29.10.2 Class 'Cam' includes material whose content relates to the geographical area defined in 31.10.1, including works of fiction set in the county, whenever the setting is significant rather than merely incidental. Material suitable for class 'Cam' is almost always claimable by legal deposit and much of the collection is acquired in this way. Some material is purchased for the collection, for example if legal deposit claims have failed or if an item is considered to be of such restricted local interest that the other legal deposit libraries would not wish to receive it. Such purchases are almost always inexpensive. In the case of academic works of which the main library needs a freely borrowable copy a second copy is purchased for this purpose.

29.10.3 'Cam Papers' includes a range of ephemeral material, generally outside the scope of legal deposit, in which the main library is interested solely because of its local nature. The focus of the collection is the university and colleges rather than the city and county. The collection includes posters, notices, leaflets and programmes issued by university or college societies, or in conjunction with various official or unofficial lectures, seminars, courses and meetings, theatrical or musical productions, memorial services etc. Material in this collection is acquired by donation and is now limited to ephemera relating to university societies. Ephemera of an official nature form part of the university archives.

29.10.4 The main library actively acquires material at the Societies' Fair, held at the beginning of each academic year. Other material is acquired more haphazardly, whenever members of staff come across individual items, or when officers of university societies donate material. The visits of library staff to the Societies' Fair are also used to publicise the existence of the collection and to encourage societies to deposit or donate their papers.

29.10.5 The minute books and correspondence of university societies, and their other official records, are acquired whenever possible. These are handled by the Manuscripts department.

#### 29.11 Portraits and photographs

The main library has a collection of portraits (prints, photographs and reproductions of paintings; class 'Portraits'). A large proportion has Cambridge connections, and also a few paintings. In addition to this the E.H.L. Jennings Collection contains c. 100,000 portraits of historical personages. There is no general collection of photographs, although a number of archives include photographs, often relating specifically to Cambridge. Other collections, such as the Vickers archive and, most notably, the Royal Commonwealth Society collection, contain photographic materials. The main library does not normally seek to acquire portrait or photographic materials, except when they complement an existing collection (e.g. Royal Commonwealth Society), but such materials are received from time to time as part of larger collections.

### **30 Manuscripts and archives**

30.1 The main library contains very extensive collections of manuscripts and archives which have been accumulating since the thirteenth century. High priority is attached to adding manuscripts and archives of research interest to the collections. Oriental manuscripts are acquired selectively in accordance with the same criteria as western manuscripts.

30.2 The main library seeks to acquire only original and unique material and would not, for instance, acquire a collection of photocopies of papers housed elsewhere. Nor would the main library acquire collections of printed ephemera, press cuttings and the like, although occasionally material of this type is accepted as part of larger collections.

30.3 Collections deposited on loan are rarely accepted, although exceptions are occasionally made, especially for material transferred from elsewhere within the university.

30.4 The manuscripts and archives which are acquired normally fall into one or both of the following categories:

- 1) material concerning the university of Cambridge and its members
- 2) material which enhances or complements the existing manuscript holdings

The first category includes, at one extreme, the university's official records (which go into the university archives) and, at the other, private papers of individuals who studied at Cambridge. Papers concerning the city and county of Cambridge are not normally acquired as these are more properly the concern of the County Record Office.

The second category is a large one because of the range and variety of the main library's holdings. Examples of acquisitions in this category would be additional papers of a person or corporate body whose papers are already held, or a manuscript in a field in which the main library is already strong (e.g. Middle English manuscripts).

30.5 The assessment of potential acquisitions also takes into account the amount of space they will take up and what resources in terms of making the material accessible to readers, cataloguing, conservation and administration they are likely to absorb. Where material is declined a more appropriate home may be suggested.

30.6 The application of the principles outlined above varies somewhat according to whether material is acquired by purchase, donation or loan. For example single autograph letters are not normally purchased but would be accepted as a donation. Material of real research interest might be accepted as a donation even if it did not fall into one of the categories in 30.4.

30.7 Theses approved for the award of Cambridge higher degrees are deposited in the main library. These include all Ph.D., M.Litt., M.Sc., M.D. and M.Chir. theses, as well as those submitted for other higher degrees (e.g. D.D.). No undergraduate dissertations are required to be deposited, but those submitted for the B.A. degree in geography, and which

are awarded first-class honours, are transferred to the main library from the Department of Geography, normally 3 years after submission.

30.8 Some prize essays and lectures in the university are required by Ordinance to be deposited in the main library. Other prize essays and lectures, although not subject to deposit regulations, are also received by arrangement, albeit selectively.

### **Dependent Libraries**

#### **31 Science Libraries (consisting of the Central Science Library and the Betty and Gordon Moore Library)**

31.1 The University Library's current working collections in the sciences (excluding clinical medicine and clinical veterinary medicine) are located in the Betty and Gordon Moore Library (hereafter Moore) and the Central Science Library (hereafter CSL). The long-term retention and preservation of stock in these subject areas is the responsibility of the main library.

31.2 The primary function of the science libraries is to provide the information needed to support the research and teaching needs of the university in the subject areas outlined below:

- Moore: pure and applied mathematics (including mathematical statistics), physics, astronomy, computer science, materials science, and engineering.
- CSL: chemistry and chemical engineering, earth sciences, hydrology, remote sensing, environmental sciences, biological sciences (plant sciences, zoology, biochemistry), pre-clinical biomedical sciences (pathology, physiology, pharmacology, genetics, anatomy), neuroscience, and microscopy (with the exception of purely technical material or applications to engineering or materials science, which is collected by the Moore). Some duplication in these areas at the Medical Library is necessary and desirable.

31.3 Additionally, the Moore is the main library for the Faculty of Mathematics, while the CSL holds the historical collections of the Cambridge Philosophical Society.

31.4 The science libraries acquire material (predominantly journals and monographs) chiefly at advanced academic, research, and professional levels. Such material received by the main library through legal deposit in appropriate subject areas is selectively located in the science libraries, and this intake is complemented by purchased material. A significant number of journal titles is acquired through the CSL's exchange programme, while donations and transfers may be accepted if they contribute to the science libraries' ability to satisfy user needs.

31.5 Historical, sociological, biographical, and elementary/popular material in the sciences, as well as interdisciplinary material falling within the remit both of the science libraries and the main library, is retained by the main library. The most appropriate location for interdisciplinary material whose subject matter would qualify it for selection by two or more dependent libraries is determined via discussion amongst the librarians involved.

31.6 The science libraries are in principle single copy libraries, but additional copies may be acquired where a particular text is heavily used or heavy use is anticipated. In such instances, the location of high-demand material in either the short loan or reference classes is preferred to the purchase of large numbers of multiple copies.

31.7 The majority of new acquisitions are in English, this being the standard language of scientific communication, but material in major European languages is also acquired.

31.8 The science libraries' policy of open access to their monographic collections means that all paperback monographs acquired through legal deposit which are to be located in either library must be bound on arrival.

## **32 Medical Library**

32.1 The Medical Library is the central library for staff and students working on the Addenbrooke's site, supporting the education, research and health-care practice activities of the university (especially the Faculty of Clinical Medicine and the Addenbrooke's-based departments of the Faculty of Biology B), Medical Research Council units, and the Addenbrooke's and other local NHS Trusts. It also serves NHS staff in the community and the region. It does not support basic nurse education, but does support post-basic courses for qualified nurses and midwives. It does not provide information for patients or the public. It is primarily a working library, with an emphasis on the currency of its collections and resources.

32.2 The Medical Library interprets 'collection development' to embrace printed materials and other media. The latter cover, to an increasingly important degree, electronic resources served both from within the library and from external sites, including but not restricted to multimedia, CD-ROMs, and remote databases. Audio-visual formats (videocassettes, audiocassettes and slides) are no longer acquired.

32.3 Journals constitute the most important part of the medical literature, and account for the major part of the Medical Library's collections. Titles are selected at advanced academic, research and professional levels. Subscriptions are usually approved only when the title in question has been recommended by a user of the Medical Library. Legal deposit titles are located in the Medical Library when staff in the main library and Medical Library staff judge this to be appropriate.

32.4 External resources are in some cases governed by contractual restrictions limiting access to specific user communities such as higher education or the NHS. In these cases the same resources may be duplicated across more than one contract to ensure that different user communities have access to broadly similar resources.

32.5 The Medical Library acquires monographic and reference material at advanced academic, research and professional levels. Teaching texts, including multiple copies of standard works, MCQs, and test papers are acquired for clinical and other health sciences students. Books received on legal deposit in the main library are selectively located in the Medical Library to complement the latter's collections. Popular-level works are not normally acquired.

32.6 The collection is classified according to the US National Library of Medicine scheme (supplemented by Library of Congress) and is focused on clinical medicine. Titles are purchased covering virtually the entire spectrum of health-care practice, viz. medicine, surgery, public health, psychiatry, diagnostic imaging, medical laboratory sciences, nursing, allied health sciences, and hospital administration. Other areas, such as dentistry, are covered only by the acquisition of legal deposit material.

32.7 Pre-clinical medical education is not supported, being the responsibility of the School of Biological Sciences' departmental libraries in central Cambridge. However pre-clinical sciences - anatomy, physiology, and especially biochemistry, microbiology, pathology, and pharmacology - are an essential element in medical laboratory sciences and so are covered as a necessary adjunct to clinical practice. Some duplication in these subjects at the Central Science Library is necessary and desirable.

32.8 The history of medicine section includes secondary texts on the subject, together with primary material relating to Cambridge and its contribution to medicine. This collection is intended to supplement those at the main library and the Whipple Library.

32.9 In addition to clinical texts, there is a small collection of general classical and contemporary non-medical literature to support the study of medicine and the humanities.

32.10 Virtually all acquisitions are in English, this being the standard language of scientific communication.

32.11 Donations and transfers are accepted in accordance with the University Library's overall policy.

32.12 In keeping with the Medical Library's primary role as a current working library, its stock is regularly weeded to ensure the currency of its core collections. Stock thus identified, if received by legal deposit or a unique holding in Cambridge, will normally be relocated to other parts of the University Library; other duplicate material will be discarded.

### **33 Squire Law Library**

33.1 The Squire Law Library is one of the largest academic legal libraries in the United Kingdom and houses the primary law collection for the University of Cambridge. The aims of the Squire Law Library, and with reference to its collection building, are four fold:

- to support the teaching and research aims of the Cambridge Faculty of Law and to help sustain the Faculty's national and international reputation as a centre of excellence in legal studies.
- to respond to the needs of new teaching courses and evolving research interests of the Faculty and its various Centres. In broad terms the library aims to respond in its collection building to the changing law and the many evolving legal systems around the world.
- to contribute to the mission of Cambridge University Library as one of its four dependent libraries.
- to contribute to the building of the University Library's world-class research collection by maintaining a top quality academic law library that incorporates national, international and historical material.

The Squire Law Library's collections support the undergraduate Tripos and postgraduate LL.M programmes by ensuring that sufficient copies of key texts and other publications are available, where resources permit, in order to allow students to have adequate access to the material provided on their reading lists. The Squire Law Library also aims to maintain and develop collections of a broad nature that support and reflect the research interests of the law academics, the PhD law students and any official visitors to the Faculty of Law.

33.2 The Squire Law Library aims to develop its collections by embracing relevant printed materials and electronic versions (through subscription services – eg. Lexis, WestLaw UK, HeinOnline - and free internet gateways – eg, BAILII, Intute) of legal material covering primary and secondary legal sources of law. CD-ROMs, microfiche and microfilm are also acquired where appropriate. Materials that are considered in the acquisitions selection process include reference works, parliamentary papers, government reports, treaties, legislation, abridgements and commentaries, journals and law reviews, loose-leaf works, textbooks and monographs. The collecting of selected antiquarian law books and reports is also included as part of the acquisitions policy.

33.3 The Squire Law Library collects mainly academic teaching and research books and publications that are considered appropriate for undergraduate or advanced research work. Practitioner works are obtained only where requested for teaching and research purposes. "A" level texts relating to the study of law are not included.

33.4 The Squire Law Library maintains a full academic collection relating to the law of England and Wales, Scotland, Northern Ireland and the Republic of Ireland. It collects extensively in the countries with a common law tradition including the USA and the Commonwealth Countries (including the major jurisdictions of Australia, Canada, India, New Zealand and South Africa). For comparative purposes the Squire Law Library also aims to build research collections for all civil law jurisdictions of Europe. The library has always maintained in depth sections for France, Germany and Italy but also aims to keep current primary and secondary materials for other European countries.

The collection development policy also extends to the following headings: Public International Law, European Union Law, Roman Law, Canon Law, Legal History, Jurisprudence, Medical Ethics, Conflict of Laws and Comparative materials that are concerned with more than one jurisdiction.

33.5 Within each jurisdiction and collection heading and, where financial resources permit, the Squire Law Library aims to acquire materials relating to all aspects of the law (both public and private law) that are of interest to the Faculty and its student and research population.

33.6 The majority of works are maintained in the English language, though texts in French, German and Italian are also acquired both where their jurisdictions are concerned and also in relation to the European Union, Conflict of Law and Public International Law collections. Other materials are acquired in the vernacular when recommended or where received as donations.

33.7 The method of acquisition falls into four main categories, (i) purchases using major agents, suppliers and publishers (ii) legal deposit via the main library where books and serials are concerned (iii) donations received from individuals, organizations and, where review copies are concerned, the editorial committee of the Cambridge Law Journal (iv) Cambridge Law Journal Exchange programme for law reviews by other Law Schools world wide.

Materials are selected for acquisition via recommendation from Faculty members, Tripos and LL.M course reading lists, interest from researchers (including law PhD students), publishers' catalogues, legal literature, library literature and bibliographies, accessions lists and current awareness services. Items for acquisitions are evaluated according to quality, relevance, interest, cost, availability, language and format. Consideration is given to the number of copies needed or the relevant methods of access in order to allow appropriate provision to the user.

33.8 The Squire Law Library's collection development policy takes into account the interests of other Cambridge libraries (e.g. Criminology, Economics, History and Management Studies) and co-ordination regarding acquisitions that overlap across related disciplines does occur where it is feasible to do so. Some duplication is necessary where specific teaching and research occurs in more than one Faculty (eg. in subject areas like corporate governance or tax law). In order to ensure a more complete coverage given the limitation of resources, co-ordination at a national level is regularly discussed and explored with other leading law libraries such as the Institute of Advanced Legal Studies (London) and the Bodleian Law Library (Oxford).

## **Appendix A**

### **SUBJECT ANALYSIS BASED ON THE MAIN LIBRARY'S OPEN SHELF CLASSIFICATION SCHEME, INCLUDING THE SCIENCES LIBRARIES.**

What follows is an attempt to map the collection development policy in some detail against the main library's classification schedules. It is important to recognise at the outset, however, that more and more academic material is interdisciplinary in nature, and does not fit neatly into a classification scheme devised in the 1930s. Every attempt is made to

reflect new areas of research interest in the collections, and works on concepts such as memory, identity, the body, performance and the visual are collected extensively.

### **1-173 RELIGION (Code RE)**

The main library acquires material extensively on most subjects in this area, especially in the philosophy of religion, Christianity, Judaism, Islam, Buddhism and Hinduism.

**1 Philosophy of religion** etc. This is an area of particular importance. Material is acquired extensively in English and German, as well as major works by established authors in other languages.

**2-4 Oriental religions.** Material is acquired in English and German, and to a lesser extent in other European languages, on Buddhism and Hinduism. (For purchases in non-European languages see 19-22) Other religions are covered more selectively.

**5 Religions of Africa, America and Oceania.** Material is acquired in English and, to a limited extent, in French for Africa and in Spanish for Latin America.

**6 Atheism** etc. Material is acquired in English, German and French.

**7-10 Judaism.** Material is acquired extensively on the history and theology of Judaism, especially in English and German. Liturgical works are acquired on a smaller scale. For purchases in Hebrew see 22.3.

**13-14 Islam.** Material is acquired extensively on the history and theology of Islam, especially in English, French and German. For purchases in Arabic and other languages of the Islamic world see 22.

**16 Theosophy.** Little is acquired beyond the legal deposit material.

**18-41 Bible.** Critical editions and texts are acquired extensively. Translations are not normally purchased since many are received by legal deposit or by the Bible Society. General commentaries, scriptural criticism, historical works and reference books are acquired in English, German and French.

**43 Christianity.** Material is acquired extensively, especially in English and German.

**44-45 Theological literature.** Texts and studies of patristic and mediaeval theologians are acquired extensively, mainly in English, French, German, Spanish and Italian. Patristics handbooks are normally acquired only in English, French and German.

**47-53 Systematic and Dogmatic Theology, Moral Theology.** Material is acquired extensively in English, German and French, although Apologetics (51:7) is not collected beyond the legal deposit material.

**55 Pastoral Theology.** This subject is not covered extensively although purchases are made selectively in English and French.

**57-59 Ecclesiastical Institutions, Worship, Liturgy & Ritual, Christian Antiquities.** Material is acquired extensively in English, French, German and Italian. Church finance (57:7) is not collected beyond the legal deposit material.

**60-64 Church History.** Material is acquired extensively in English, French, German, Italian and Spanish, and, more selectively, in other languages for material relating to the relevant area. Material on the Reformation (61) is acquired extensively to complement the Acton Collection, including selected material in minor European languages. There is special emphasis on editions and translations of, and critical works on, Erasmus.

**65-67 History of Specific Churches, Eastern Churches.** Material is acquired extensively, including works in Greek and Russian. For material in Near Eastern languages see 23.

**69-113 Roman Catholic Church.** Material is acquired extensively in English, French, German, Italian and Spanish, and in other languages for material relating to the relevant area. Scholarly works on local history are collected down to the level of the diocese or major city, but not to parish level. To complement the Acton Collection the history of the Church in Germany is of particular importance. Source materials on the Inquisition (93:1) are acquired, especially in Italian, Spanish and Portuguese. Works on monasticism (100-104) are acquired extensively, including cartularies. Scholarly, but not popular, works on individual houses are acquired. Works on the history of guilds and fraternities are acquired extensively, particularly in German and Italian, both at a city level or with a broader coverage if discussing important guilds.

Works on liberation theology are acquired, including those in Spanish and Portuguese.

**115-116 Protestantism.** Material is acquired extensively in English, French and German and in other languages for material relating to the relevant area.

**117-135 Church of England and Anglican Communion.** Most material is acquired by legal deposit but other works in English, especially from the U.S.A. and Commonwealth countries, are acquired. Purchases in other languages are restricted to major publications.

**136-160 Protestant Churches.** Much material is acquired by legal deposit but other works in English are acquired, especially for Baptists (136-137), Congregationalism (139-140), Quakers (141), Methodists (144-145), Presbyterianism (148-151) and Puritanism (152). Acquisitions on the Lutheran churches (142-143) include material in German and the Scandinavian languages, and those on Calvinism (153-155) include French and German.

**165-173 Missions.** Material is acquired extensively in English, French, Italian and Spanish and, more selectively, in other languages for material relating to the relevant area.

#### **180-198 PHILOSOPHY (Code PH)**

**180-194 Philosophy, Ancient Philosophy, Logic, Ethics.** Material is acquired in English, French and German whenever the work appears to make an original contribution, as are major works by established authors in other languages. Important texts by modern philosophers are acquired in the original language and in English. Studies of individual philosophers and of philosophical schools are acquired in English and in the language of the philosopher or school; major works in other languages (especially German and French) may also be also acquired. Classical philosophy is covered extensively in most European languages. Historical precedent makes Hegel an author of particular importance for the main library's collections.

**196 Psychology.** Works on the history of psychology and studies of individual psychologists are acquired extensively to complement the Hunter collection, in English, French and German. Material in other languages is acquired when appropriate to the particular psychologist or country under consideration. Theoretical works are concentrated on material in English.

#### **198 Occult, Astrology, Psychic Phenomena, Witchcraft**

**Occult and Astrology.** Academic works on the sociology and anthropology of the subject are acquired in English, French and German, but popular works are not.

**Psychic Research.** Material is acquired in English, French and German to complement the collection of the Society for Psychical Research but acquisitions in other languages are very selective.

**Witchcraft.** Material is acquired extensively on the history and sociology of witch crazes in English, French and German, and more selectively in Spanish. Original historical sources and archival materials are collected.

## **200-245 SOCIAL AND POLITICAL SCIENCES (Codes SS; PS; EC; ED)**

**200 Social Sciences, Sociology.** Material is acquired extensively in English to supplement the legal deposit intake. Major theoretical works are acquired in French and German, and, to a lesser extent, in Russian, Italian and Spanish, especially works by established authors. National, regional or local sociological studies are acquired, provided that their content seems to be substantial, in the language appropriate to the area concerned, or in a more accessible language.

**202 Statistics.** Theoretical materials are acquired, mainly in English but also, selectively, in French and German. Statistical abstracts are acquired extensively in the Official Publications Department.

**204 Demography.** Theoretical materials are acquired, mainly in English, and national and regional studies are acquired in the language appropriate to the area. Of particular importance are materials in English, French and Dutch, although an increasing volume of demographic research is now also produced in German. There is a growing interest in Iberia, in China and in Asia in general. Official census material is acquired extensively by the Official Publications Department. This subject is of particular importance in view of the presence in Cambridge of the History of Population and Social Structure unit.

**206 Politics, Political Science.** Original texts are acquired in the original language and in English. Critical studies are acquired extensively in English, French, German and Italian. In other languages acquisitions are limited to works by established authors and, in the relevant language, to studies of the text, thinker or school under consideration.

**207-208 Central and Local Government, Public Administration.** Material is acquired principally in English but major works in other languages are acquired selectively, especially when they relate to the relevant area.

**210 Church and State,** see classification numbers 57-59.

**211 The State and the Individual.** Material is acquired extensively in English, French and German and major works in other languages are acquired more selectively, especially when they relate to the relevant area.

**212 Imperialism, Immigration etc.** Material is acquired extensively in English, French, German, Spanish and Portuguese.

**214-215 International Relations, International Law.** Material on international relations is acquired extensively in English, French, German and Russian, and in other languages when appropriate for the subject in a specific locality. International law is primarily the responsibility of the Squire Law Library, but there is much material which is relevant to both international relations and international law. In doubtful cases the material is acquired, even if it is also held in the Squire Law Library. Major works in English on international law are occasionally purchased if a demand can be demonstrated.

**216-219 Political Parties and Movements.** Material is acquired extensively in English, French, German and Italian. In other languages studies of parties and party systems are acquired selectively, especially when they relate to the relevant area.

**220 Economics.** Works on economic history, on the history of economics and on individual economists or schools of thought are acquired extensively in English, French, German and Italian. Major works in other languages are acquired more selectively, especially when they relate to the relevant area. Theoretical works are concentrated on material in English, but the works of significant economists are also acquired in the original language. Basic textbooks are not purchased.

**221 Agricultural Economics, Land, Rural Sociology etc.** Material is acquired in English and in other languages when relating to the relevant area. Geographical areas of

particular importance include Latin America, especially Mexico and Brazil, for which material in Spanish and Portuguese is acquired, and Commonwealth countries, especially India. Theoretical works on development economics, and on other subjects in this class, are concentrated on material in English, but also include the works of major economists and sociologists writing in other languages.

**222 Public Finance.** Most acquisitions are in English but include works in other languages on international debt (especially in Spanish on Latin America). Works on taxation are mostly in English but major historical works in other languages are acquired. Material on tax law is not normally purchased, as it is collected by the Squire Law Library.

**223 Money.** Material is acquired extensively in English. Major historical works in other languages are acquired as are works on the European Union, if they are not published in English. Material on inflation is acquired in English, German and French, and also in Spanish for Argentina and Mexico and in Portuguese for Brazil. Acquisitions on the balance of payments, saving and investment are principally in English.

**224 Insurance, Pensions.** Acquisitions are concentrated on material in English but major historical and European Union works are acquired in the appropriate language if not published in English.

**225-227, 229 Transport and Communications, Trade and Industry, Industrial Relations etc.** Most acquisitions are in English but include works in other languages if they are historical studies or are major works relating to the relevant area. Histories of major companies are acquired in English, or in the appropriate language. Material of a specialised or technical nature is not normally acquired.

**228 International Trade.** Material is acquired extensively in English. Works in other languages on historical aspects of the subject, on the European Union or on the North American Free Trade Area. Works in Spanish on Mercosur are collected extensively. The Official Publications Department acquires material published by international organizations extensively in this area.

229 see classification numbers 225-

**230-231 Cooperative Movement, Socialism, Communism, Anarchism.** Material is acquired extensively in English, French, German, Italian and Russian. Works on Marx, Gramsci and Lukacs are of special importance. Works in other languages are acquired if they are by established authors or if they relate to the relevant area.

**232 Social Welfare.** Theoretical works are concentrated on material in English but historical works are acquired in other languages as are substantial works of a local nature, especially those relating to the Commonwealth.

**235 Economic Issues.** Works on energy- and green-related issues are acquired extensively in English, and also in other languages when the locality is relevant. Works on other aspects of this portmanteau class are acquired more selectively, usually in English.

**236 Crime.** Most acquisitions of theoretical works are in English. The holdings of the Institute of Criminology and of the Squire Law Library are taken into account. Works on national security, terrorism, espionage and the political aspects of crime are acquired extensively in English and in other languages when they relate to the relevant area. Material relating to the Mafia and other similar organizations in Italy are acquired in English and Italian.

**238 Social Institutions.** Most acquisitions are in English, especially relating to the Commonwealth and U.S.A. Academic works in other languages are acquired when they

relate to the relevant area, and are acquired extensively when they cover freemasonry, guilds and confraternities.

**240 Education.** Material on the history of education is acquired extensively, especially the history of European universities, including original sources and biographical registers. Histories of schools are not acquired, except for British schools abroad and other special categories, such as Jesuit colleges and Jewish schools in the German-speaking world. Works on the historical and social aspects of literacy are acquired, mainly in English. Works on the sociology of education are acquired selectively but theoretical works on education and teaching are not normally acquired. The holdings of the School of Education library are taken into account.

**244 Social Issues and Problems.** Works on the family, sexual orientation, slavery, racism and ethnic communities are acquired extensively in English and in other languages when relating to the relevant area. Works on other aspects of this diverse class are acquired more selectively, usually in English.

**245 Women's Studies, Feminism.** Historical and local area studies are acquired extensively in English and in other languages relevant to the area, especially French, German and Spanish. Theoretical materials are acquired mainly in English, but works by established authors are also acquired in other languages.

#### **250-298 LAW (Code LW)**

The Squire Law Library is the major library for material in this subject area. The main library acquires little beyond the legal deposit intake but purchases are made in areas such as English legal history (251:5), Roman law (272), Canon law (273) and Mediaeval law (274-), where the focus is historical as well as legal, and in the sociology of law. Such purchases are in English, French, German and Italian, and in other languages when relating to the relevant area.

#### **300-337 MEDICINE (Code ME)**

The principal collection of books on medicine is held at the Medical Library. The main library holds the books received by legal deposit, except for those on clinical medicine which are deposited in the Medical Library. The main library acquires little beyond the legal deposit intake but does purchase major works in the following areas, in English, French and German and in other languages when they relate to the relevant area:

**300:1-300:4 History of medicine, Biography of physicians, Medical philosophy and ethics, Medical missions**

**325:1 Medical geography**, especially works of geographical, historical or sociological importance

**326:3 History of psychiatry**, to complement the Hunter collection

**334 Social Medicine, Public Health**, especially works relating to the historical, economic, political, administrative, sociological or environmental aspects of the subject. The Official Publications Department also acquires material (e.g. from World Health Organization) in these areas.

#### **340-397 SCIENCE (Codes SP and SB)**

The Science Libraries hold the main collections in this subject area, and cater for the research and teaching needs of the university. They attempt to acquire monographs and reference material at advanced academic and research level to support the taught and research courses of study leading to the M.Phil. degree and higher. Undergraduate teaching is not supported at the main library and popular level works are not collected, unless they present a viewpoint or display a style which is of intrinsic value.

Recommendations from readers and from university departments are considered for material not held elsewhere in Cambridge, for interdisciplinary material and for particularly expensive items beyond the resources of an individual departmental library. Purchases are concentrated in the following subject areas, principally in English, but also in other languages when they relate to the relevant area:

**340 History and Philosophy of Science etc.** Works in English, French and German, and more selectively in Italian, Spanish and Russian, are acquired by the main library. The holdings of the Whipple Library are taken into account but some duplication of major works is desirable. Academic material on Newton and Darwin is acquired in any language, if not published in English. Works relating to the main library's scientific manuscripts (e.g. Kelvin, James Clerk Maxwell), and to the university's collection of scientific instruments, are acquired.

**342-344; 345; 347; 348-351; 352-357 Astronomy, Geophysics, Meteorology, Mathematics and Computer Science, Physics**

New material in these areas is acquired by the Betty and Gordon Moore Library

**360-363; 365-368; 370-397 Chemistry, Chemical Technology, Earth Sciences, Biological Sciences.**

**382-384 Zoological Sciences.** The present collections in the main library display uneven coverage for reasons of historical accident. The Central Science Library is hospitable to recommendations for material not held elsewhere in Cambridge, for interdisciplinary material and for significant works on the flora and fauna of Commonwealth countries. Important illustrated works are considered for purchase if they are not held elsewhere in Cambridge.

**382:4 Environmental Sciences.** Because of the growing importance of this subject, and its interdisciplinary nature, works are acquired in English and in other languages when they relate to the relevant area. This applies to works on any environmental subject, irrespective of their place in the classification scheme.

**400-410 FINE ARTS (Code FA)**

The holdings of the Fitzwilliam Museum and of the Faculty of Architecture and History of Art are taken into account, especially when expensive purchases are considered. However some duplication is necessary and desirable, especially for works on mainstream aspects of the subject. Recognised areas of special importance in Cambridge include Carolingian and early mediaeval art, Biblical iconography, Renaissance art in Italy, France and Germany, Dutch and Flemish art of the 17th century, modern Latin American art, Scottish architecture and the theory of colour.

Scholarly works of art history, biography and the theory and philosophy of art are acquired extensively in English, French, German, Italian, Spanish, Dutch and Russian, and in other languages to reflect the national artistic tradition of the relevant countries. Works in other languages are considered particularly sympathetically when they offer the only or most comprehensive treatment of important or representative artists, especially if illustrations predominate.

Exhibition catalogues and catalogues of collections or galleries are acquired extensively to maintain a collection of the catalogues of major galleries, major exhibitions (irrespective of location) and any exhibitions of recognised major artists. Attempts are made to identify important living artists (mainly European and North American and Latin American) and to acquire catalogues of their work. Material is collected in English or the most appropriate language, French or German versions of multinational publications otherwise having precedence. Materials, primary or secondary, documenting popular art

movements and minor or ephemeral artistic activity are collected selectively, mostly in English.

Technical manuals and works of practical instruction are not normally acquired beyond the legal deposit intake.

Collectors' handbooks and price lists are occasionally acquired to supplement the legal deposit intake, usually in response to specific recommendations.

**410:9 Minor arts.** Historical and critical works on the arts themselves are acquired selectively, mainly in English. Material is selected for its relevance to the cultural background of particular areas, interrelations with other arts and its socio-economic importance.

#### **412-418 PERFORMING ARTS AND RECREATION (Code PA)**

**412 Rhetoric and Elocution.** The theory, politics and sociology of rhetoric, and rhetoric as a facet of individual writers, is acquired extensively in most European languages (although it is not necessarily classified at 412). Historical, sociological and linguistic aspects of elocution are also acquired. Textbooks and readers are not acquired, beyond the legal deposit intake.

**413-414, 416-418 Recreation and Sport.** Scholarly works on the history, sociology and philosophy of sports, games and recreational activities are acquired in English and increasingly, in French and German. English-language books of a less scholarly but documentary nature on major world-wide sports and on sports of British or Commonwealth relevance are acquired selectively. Works on Fairy Chess are acquired to supplement the main library's special collection on this subject.

**415 Theatre, Cinema, Television, Radio, Circus, Dance.** Historical and critical works, but not those of a popular nature, are acquired extensively in English and in other languages when they relate to the relevant area. The University's teaching and research interests in drama and film are taken into account and material is acquired extensively in English, French, German, Spanish and Italian.

416-418 see classification numbers 413-

#### **420-448 TECHNOLOGY (Code TE)**

The Betty and Gordon Moore Library holds the main collections in many of these subject areas. These classes have an affinity with the science classes (see above at 340-397). The University Library attempts to acquire monographic and reference material at advanced academic and research levels. Undergraduate teaching material is not normally acquired. Professional level material is acquired only when it complements research in the university and popular level material is not normally acquired.

**420 General Technology, Industrial Archaeology.** Historical, philosophical and sociological works are acquired by the main library in English and, more selectively, in other languages. Industrial archaeology is acquired in English but in other languages only when the work relates to the relevant area under consideration.

**422-424 Military, Naval and Aeronautical Science.** Historical works and material of significance for the study of political science or international relations are acquired in English and in other languages, notably German, French and Russian. Technical works are acquired only in English and not on an extensive scale.

**425 Business Science, Management, Accountancy, Marketing etc.** Historical and theoretical works are acquired in English, and, very selectively, in other major languages. Practical works and basic textbooks are not normally acquired, beyond the legal deposit intake, but the research needs of the Judge Business School are taken into account.

**426-433 Transportation, Engineering, Mining, Manufactures.** Historical works and material with particular economic or social significance are acquired, mainly in English. Technical works are not normally acquired, beyond the legal deposit intake, but material on the historical and technical aspects of the printing industry is acquired by the main library.

**428-431 Engineering**

These classes have been closed in the main library with the exception of works on the history, biography and other non-technical aspect of each subject area. All other new material is acquired by the Betty and Gordon Moore Library.

**432 Mining and Metallurgy.** New material in these areas is acquired by the Betty and Gordon Moore Library

**436 Building etc.** Acquisitions are minimal beyond the legal deposit intake.

**437 Town and Country Planning, Urbanization etc.** Academic works on urbanization, urban conditions and the history and theory of town and country planning are acquired in English and German, and in other languages when they relate to the relevant area. Textbooks and technical material are not acquired, beyond the legal deposit intake.

**438, 440-445 Forestry, Agriculture, Veterinary Medicine, Fisheries.** Works of historical or sociological significance are acquired in English and, occasionally, in other languages, but scientific and technical material is not normally acquired.

**439, 446, 448 Gardening, Food and Drink, Domestic Economy.** Purchases are limited to works covering the historical, sociological or artistic aspects of these subjects in English or in other languages relating to the relevant area. Technical and popular works are not acquired beyond the legal deposit intake.

440-445 see classification number 438-

446-448 see classification number 439-

**460-466 ANTHROPOLOGY AND ARCHAEOLOGY (Codes AN and AR)**

The holdings of the Haddon Library are taken into account but duplication of major works is necessary and desirable.

**460-461 Anthropology, Ethnology.** Material is acquired extensively in English, French and German, and in other languages when relating to the relevant area.

**463-465 Mythology, Folklore.** Material is acquired extensively in English, French and German, and in other languages when relating to the relevant area. Collections of texts, in the original language or in translation, are acquired on the grounds of definitiveness, representation (to ensure some coverage of all cultures), quality of editorial matter, independent literary merit of the translation, and the quality of book production and illustration.

**466 Archaeology.** Material is acquired extensively in a wide range of languages, including individual excavation reports. The existence of summaries in English, French or German, and the scale of the illustrations are both relevant factors when considering the acquisition of material in less accessible languages.

474-488 LOCAL HISTORY OF ENGLAND, SCOTLAND, WALES AND IRELAND  
see classification numbers 540-558

490-498 AUXILIARIES TO HISTORY (Code HG)

**490 Costume.** Academic works are acquired in English, French and German and in other languages when they relate to the relevant area. Works of a less scholarly nature offering significant factual information or detailed illustrations are also occasionally acquired.

**492 Numismatics.** The holdings of the Fitzwilliam Museum are taken into account but major works are acquired, especially material of wider historical or economic importance, irrespective of language.

**493 Philately.** Acquisitions are minimal beyond the legal deposit intake, but material relating to postal history (normally classified at 225 rather than 493) is acquired, in the language appropriate to the area.

**494 Heraldry.** Academic works are acquired selectively in English, French and German. Purchases in other languages are occasional and for these the quality of illustrations is a relevant factor.

**496 Genealogy.** Treatises and reference guides are acquired in English and in other languages when relating to the relevant area. Individual family histories are acquired in accordance with the importance of the family concerned, in English or the appropriate language.

**498 Names.** Treatises and reference works are acquired extensively in English and other major languages, representatively in all other European languages.

#### **500-689 HISTORY (Codes HG and HM)**

Historical works are selected primarily on the basis of the country or region they treat. The main library collects systematically on most parts of the world, but some countries and areas are not collected in great depth. Details of each area are given below. Scholarly publications in English and in the language of the area under consideration are acquired although the depth of coverage depends on the area's importance in the collections. Studies of regions, countries and major areas of larger countries are collected but the level of interest in local history varies from country to country. For some countries interest is confined to the country as a whole, whereas for others it extends to regional or provincial level. For most European countries it also extends to the major urban and diocesan level. Village and parochial studies are almost always too particular in their scope to be acquired but caution needs to be exercised. Studies in economic history are acquired in accordance with same guidelines, to the level of local interest relevant for the country under consideration.

Historians working on foreign countries will usually travel to those countries to consult source materials. The main library's collection cannot meet all these needs and seeks to facilitate research abroad rather than to obviate the need for it. For this reason catalogues of foreign archives, including local, diocesan or institutional archives, are of particular value. In the mediaeval and early modern period (up to c. 1700) editions of archival and narrative sources (the originals of which are often difficult to gain access to and to use) are particularly useful and are collected systematically, even at the local level. Printed sources for the modern and contemporary periods are also acquired, but more selectively; it is likely that an increasing quantity of modern source material will be made available electronically.

**500-509 Historiography, World History, History of Warfare.** Material is collected extensively in English, Italian, French and German, more selectively in Spanish, Italian and Russian, and in other languages for the works of established authors or when the works relate to the relevant area. There is growing interest in general works on the history of medieval and Renaissance warfare in English, German and Italian.

**510-512, 515-526 Ancient History.** Material is collected extensively in most European languages, including scholarly works on local history. Classical archaeology is collected extensively for all parts of the Greek and Roman world; the holdings of the Classics Faculty Library are taken into account but duplication of major works is desirable. Works

on Egyptology and the ancient Near East are collected extensively; the holdings of the Oriental Faculty are taken into account but the duplication of major works is desirable.

**514 Jews.** Historical works on Jewish communities are of particular importance and are collected in English and in the languages appropriate to the geographical area. For works in Hebrew and Yiddish see 21.3.

515-526 see classification numbers 510-

**528 Gipsies.** Scholarly works are acquired, principally in English, French and German.

**530-536 General European History.** Material is acquired extensively in English, French, German, Spanish, Italian and Russian, and, more selectively, in other languages. Works on the European Union are of particular importance.

**537-539 World Wars.** Material is acquired extensively in all relevant European languages. The First World War is an area of particular importance, in view of the main library's rich collections of contemporary ephemera and source material. Popular histories, regimental histories and memoirs are mainly received by legal deposit but purchases are made, selectively and usually in English, to supplement them.

**540-558 British and Irish History also 474-488 British and Irish Local History.** Most material is received by legal deposit but scholarly, as opposed to popular, works are purchased extensively. Most purchases are in English, French and German but original works in all other European languages are considered, especially when they relate to local history or archaeology. Material relating to East Anglia is of particular importance. For the 'Cam' collection, relating to Cambridgeshire, see 27.10. Irish history is an area of special strength in the main library and material is acquired extensively to maintain the collections. For material of a less academic nature the collections are hospitable to a wide range of primary source material from abroad which illustrates Britain's place and image in the world, or in particular places at particular times, e.g. popular histories and biographies, propaganda, guidebooks, impressions of foreign visitors. While comprehensive coverage is unattainable and the areas of relevance are unpredictable such material is collected selectively on an ad hoc basis, which cannot be legislated for in a policy document.

**559 British Empire and Commonwealth.** Material is acquired extensively from all parts of the Commonwealth to complement the Royal Commonwealth Society collection. Scholarly works published outside the Commonwealth, especially in English, French and German, are also acquired.

**560-569 France.** Material is acquired extensively in English, French and German. Special importance is attached to the French Revolution and to 18th and 19th century France in general. Works on French colonial history are also acquired.

**570-575 Germany.** Material is acquired extensively in English and German, and, more selectively, in French. Special importance is attached to the following areas (several of them built on the foundations of the Acton collection), and in these areas works in other languages are also acquired selectively: Thirty Years War; Bavaria, Hanover, the Hansa and Prussia; German Jews; the Kulturkampf; First World War; Nazi Germany; German unification; and the fall of the Berlin Wall. Works on the former German colonies, mostly now members of the Commonwealth, are acquired.

**576-580 Italy and Malta.** Material is acquired extensively in English and Italian, with selective purchasing of scholarly works in French and German. This policy extends to the local level, as many major local studies are published in all these languages. Areas of particular importance include mediaeval Italy, the Renaissance, the Enlightenment, the Risorgimento, Mussolini and political history of contemporary Italy. In the field of

colonial history there is particular interest in Italian works on Ethiopia, Eritrea and Somalia.

**582-584 Spain.** Material is acquired extensively in English and Spanish, with selective purchasing of scholarly works in French, German and Italian. Local history is collected extensively for the mediaeval and Civil War periods, and for all periods with reference to Catalonia and Valencia, almost all in English, Spanish or Catalan. Areas of particular importance include mediaeval Spain (especially editions of original sources), the Spanish Civil War (including urban histories and personal narratives), Franco's Spain and the transition to democracy. Colonial history is collected for Latin America and the Philippines, but not for the colonies in Africa.

**585 Portugal.** Material is acquired extensively in English and Portuguese, but on a very small scale in other languages. Areas of special importance include the 'period of discoveries' (1380-1580), Portuguese colonies, and Portuguese relations with England. Local history is not covered systematically.

**586-589 Russia etc., Baltic States.** Material is acquired extensively in English, Russian and German, with some more selective purchasing in French. All periods of Russian and Soviet history are covered. Areas of particular importance include the history of Anglo-Russian relations, medieval Russian and Ukrainian history and 18th century Russian history and culture. Russian and Soviet archaeology, including Central Asia and the Caucasus, is also collected extensively. Purchases in the languages of the Baltic States are minimal.

**590 Poland.** Material is acquired extensively in English, Polish and German, with more selective purchases in French and Russian.

**591-599 Scandinavia.** Material is acquired extensively in English, German and the languages of Scandinavia, although purchasing of works in Finnish is minimal.

**600-604 Netherlands, Belgium, Luxemburg.** Material is acquired extensively in English, French and Dutch, with more selective purchasing in German and Spanish.

**605-606 Switzerland.** Acquisitions are mainly in English, French and German, covering French and German Switzerland, the latter to supplement the Acton collection. Local studies down to the level of individual cantons and major towns are collected. Acquisitions on Italian Switzerland (Ticino) are more selective.

**607-608 Austria.** Material is acquired extensively in English and German, covering all historical periods. Works in other languages are acquired much more selectively.

**609 Hungary.** Material is acquired selectively in English, German and Hungarian, with some purchases also in French and Russian. There is particular emphasis on the Holy Roman Empire and Habsburg periods, contemporary history and Hungarian Jews.

**610 Czech and Slovak Republics.** Material is acquired selectively in English, German, Czech and Slovak, with some purchases also in Russian. There is particular emphasis on the Holy Roman Empire and Habsburg periods.

**611-616 Balkans.** Material is collected extensively in English and German, especially on the Habsburg period, with very selective purchasing in the languages of the area

and in Russian. Coverage in Albanian is even more restricted. Local studies are not normally collected. An area of special importance is the break-up of Yugoslavia and the continuing crisis, including scholarly publications in major languages, and journalistic works based on eyewitness testimony.

**617 Turkey and Ottoman Empire.** Material is acquired selectively in English, French, German and Greek, and occasionally in relevant Slavonic languages. For works in Turkish see 21.5.

**619 Greece.** Material is acquired extensively in English and Greek, with purchases of major scholarly works also in other languages. Local history is covered at the level of major cities, islands and regions.

**620-622 Asia, General.** Material is acquired extensively on Asia in general. Works on Siberia, the Russian Far East and Central Asia are acquired mainly in English and Russian. For works in Central Asian languages see 21.6.

**624-627 China, Taiwan, Japan, Korea.** Material is acquired extensively, mainly in English, with purchases of major scholarly works in other European languages. For works in Chinese, Japanese and Korean see 19 and 20.

**628-631 India, Pakistan, Bangladesh, Sri Lanka.** English-language publications are acquired extensively to complement the Royal Commonwealth Society collection. Local history is collected to the level of regions, provinces, minor kingdoms and major cities. Major scholarly works in other European languages are also purchased. There is particular interest in works in French and Portuguese relating to those countries' former Indian possessions. The holdings of the Centre of South Asian Studies are taken into account.

**632-634 South-East Asia.** Material is acquired extensively in English, especially on the Commonwealth countries in the region (Malaysia, Singapore and Brunei). Works in Spanish on the Philippines and in Dutch on Indonesia are acquired selectively, as are major works in French (especially on Indo-China) and German. The holdings of the Centre of South Asian Studies are taken into account.

**635-639 Middle East.** Material is acquired extensively in English, French and German, on all historical periods. The Jewish-Arab conflict is a subject of particular importance. For works in the languages of the region see 21.

**640-658 Africa.** The arrival of the Royal Commonwealth Society collection in the main library has increased the attention given to materials on Africa. The University's research priorities lie in Anglophone Africa and in the Horn of Africa. There is particular interest in the field of ethnic relations in general. South Africa is an area of special importance and acquisitions are made to complement the Rosenthal collection. Most material is in English but purchases are also made in French (particularly on the Maghreb) and, especially when appropriate to the area, in the former colonial languages, Spanish, Portuguese, Italian, German and Dutch. The holdings of the African Studies Centre are taken into account.

**660 The Americas.** The discovery of the Americas is an area of particular strength and both primary and secondary sources are acquired, especially in English, Spanish, Portuguese and French.

**661 Indigenous Peoples of the Americas.** Material is acquired selectively, primarily in English and Spanish.

**662 Canada.** Material is acquired extensively in English and French, including publications on local history.

**664-669 USA.** Material is acquired extensively in English, with particular interest in the colonial period, the War of Independence, slavery and ethnic relations, Civil War, the American South, foreign relations, Cold War, political culture, civil rights movement, immigration, gender and labour relations, and contemporary history. Local history is covered more selectively, down to the level of the states and major cities. As many academic publications as possible are obtained for the collection, concentrating equally on major trade presses and university presses. However the scale of publishing in the USA is such that only a small proportion of the total is acquired. The main library aims to build collections to support the research interests of the University and to develop collections in line with the growth of these research interests. Publications in other languages are normally restricted to major scholarly works and to material relating to the relevant ethnic group in the USA.

**670 Mexico.** Material is collected in Spanish and English. There is special interest in the Aztecs, the period of Spanish conquest, Mexican Revolution (1910-1920) and contemporary Mexico. Local history is collected to provincial and diocesan level. Other subjects covered include agrarian and peasant conditions, religious history, recent economic history (including inflation and debt crisis) and the cult of the Virgin of Guadalupe.

**671 Central America.** This has not been a priority area in the past, but there is increasing interest, particularly in publications from Costa Rica and Guatemala. Acquisitions are predominantly in English and Spanish.

**672 West Indies.** Attention is concentrated on the Commonwealth countries (in English) and on Cuba (in English and Spanish). Other countries are covered only by major scholarly works.

**673-676 South America.** The collection is particularly strong on Simon Bolivar and the wars of independence across South America. Acquisitions are otherwise concentrated on the continent as a whole, and on Argentina, Brazil and Colombia. Other countries are covered only by major scholarly works, usually in English and Spanish, or (for Surinam) in Dutch.

Material is acquired extensively on Argentina in English and Spanish, especially on Peronism, agrarian questions, economic history, new social and religious movements, the Falkland Islands, and the Menem government. Local history is collected to the provincial and diocesan level.

Material on Brazil is acquired in English, Spanish and Portuguese, especially on the Portuguese colonial period, 19th century debate over slavery, the Vargas and Collor periods, agrarian and economic issues, ecclesiastical history and new social and religious movements. Local history is collected down to provincial and diocesan level and on the cities of Rio de Janeiro and Sao Paulo.

**678, 683 Oceania and Pacific Islands.** Acquisitions are concentrated on Commonwealth countries in the region, usually in English, mainly in the areas of history and anthropology.

**679-682 Australia and New Zealand.** Material is acquired extensively in English, especially in political, social and economic history, including major works on local history at the level of the states and major cities.

683 see classification number 678

**688-689 Polar Regions.** Historical works on the polar regions are acquired, mainly in English, Russian and the Scandinavian languages. The holdings of the Scott Polar Research Institute are taken into account.

## **690-698 GEOGRAPHY (Code GE)**

**690-691 Geography, General.** Theoretical, historical, biographical and reference works are collected in English, French and German. General treatises are normally restricted to English, with some in German. Textbooks are not acquired beyond the legal deposit intake.

**692-693 Physical Geography, Geomorphology, Hydrology.** Little is acquired beyond the legal deposit intake. These classes bear similarities to other areas of the Earth Sciences - see also classification numbers 365-368.

**694 Travel and Voyages.** Historical works and scholarly editions of travel literature are collected extensively in English, French and German, and, when appropriate, in other European languages. Most modern travel writing is received by legal deposit but occasional purchases of material in English and in other languages are made when they have intrinsic literary merit or factual interest.

**695 Human Geography.** Scholarly works in English, French and German are acquired, and also in other languages when relating to the relevant area.

**697 Mathematical and Astronomical Geography.** Surveys are not normally acquired and purchases for this class are minimal. Cartography is collected by the Map department.

**698 Oceanography.** Acquisitions are primarily in English but major works, especially of an historical nature, in other languages are acquired, particularly when they relate to the appropriate geographical area.

**700-759 LITERATURE (Codes CL; LE; LG; LP)** For the relative priority of different languages see also 8.

**700-701 Literary Theory, General and Comparative Literature.** Critical and historical works are collected extensively in English, French, German, Italian, Spanish and Russian, and in other languages when relating to the relevant area. Primary texts in the general language groups are subject to the policy on specific languages (see classification numbers 735-759).

**705 Journalism.** Scholarly historical, biographical and sociological works are collected in major languages. Popular histories of newspapers below national level, or textbooks of journalistic techniques are not collected.

**706-716 Classical Literature.** Material is acquired extensively in all European languages. Particular care is taken to acquire new critical editions of texts, commentaries and literary and textual criticism. Translations are acquired more selectively, most often when accompanied by a new edition of the text or a commentary. The main library aims to provide a translation in a modern European language, preferably in English, of every classical text of which a translation exists. There is a burgeoning interest in mediaeval and Renaissance Latin and many texts are now being edited for the first time. The policy reflects these interests as well as those in epigraphy, papyrology and the history of classical scholarship. The holdings of the Classics Faculty Library are taken into account but duplication is often desirable.

For Modern Greek literature see the general comments at classification numbers 735-759.

**717-719, 733-734 Old English, Middle English, Celtic Literature.** Material is acquired extensively. Critical works are acquired in most languages, as are scholarly editions and anthologies with significant editorial matter. Translations into modern English are also acquired.

## **720-730 Modern English Literature**

While most material is acquired by legal deposit purchases are made extensively. For British writers these include scholarly editions, textually variant editions, works published abroad or by private presses. Attempts are also made to collect American and other Anglophone writers who are considered to be significant or representative, and increasing attention is paid to Commonwealth literature. Foreign-language translations of English writers are restricted to the linguistically innovative or textually significant, to translations by those eminent in their own languages or with significant editorial matter (including anthologies). These restrictions do not apply to the authors in whom the main library has a particular interest, such as Sterne, Swift and Joyce. Critical, historical and biographical works are acquired extensively in English, French and German and, for major authors, in other European languages as well.

733-734 see classification numbers 717-

**735-759 Modern European Literatures.** The main library aspires to extensive coverage of works by and on authors of established reputation in those modern European languages which are taught in the University, viz. French, German, Italian, Russian, Spanish, Catalan, Portuguese, Dutch, Greek and Polish. Because of its relationship with Old Norse, which forms part of the Anglo-Saxon, Norse and Celtic tripos, some modern Icelandic literature is also collected.

For these languages the main library cannot seek to acquire all contemporary creative writing, but an inevitably fallible attempt is made to identify and collect contemporary authors of emerging importance. New editions of literary texts are acquired when they include substantial critical apparatus, but an attempt is made to avoid acquiring endless reprints of plain texts. In these languages significant works are acquired, irrespective of the country of origin. For example, Spanish literature is acquired from any part of Latin America, as well as from Spain itself, and French literature originates also in Belgium, Switzerland, Canada, North Africa and other parts of the former French colonial empire. Portuguese literature is acquired from Brazil and from the former colonies in Africa. In some cases significant literature is produced by ethnic groups which exist as a result of emigration rather than colonialism.

For languages which were formerly taught in the university, but which have been discontinued, the same depth of coverage is no longer justified. This applies primarily to Norwegian, Swedish and Danish, although the main library's rich collections in these literatures continue to be supplemented by major new editions of important authors, and by the works of contemporary authors who are significant and clearly established. Since Hungarian, Czech and Slovak are no longer taught, very little material is now added to the collections.

There is no systematic collection of works in or about Serbo-Croat, Bulgarian, Slovenian, the Baltic languages, Rumanian, Finnish, Albanian or Basque, although the works of a small number of clearly established authors, with an international reputation, may be acquired in the original language, in English, or in translation into another more accessible language (e.g. French), if an English translation is not available.

Thorough bibliographies of critical works on established authors in all European languages are particularly important acquisitions. Critical and biographical studies are acquired in English and in the language of the author under consideration. More caution is required over studies in third languages, although scholarly works in French, German, Italian and Spanish are given consideration, as are scholarly works in any language of authors of classic status (e.g. Balzac, Rousseau, Diderot, Cervantes, Dante, Goethe, Montaigne). Most translations into English are received by legal deposit but purchases are made to fill gaps and in cases where the translation is itself of literary value.

**760-799 LINGUISTICS** (Codes CL; LE; LG; LP)

Works on the grammar, history and sociolinguistics of English, Classical, Celtic, Romance, Germanic and Slavonic languages are acquired extensively. However, works specifically on the southern Slavonic languages, and other European languages (e.g. Baltic languages, Finnish, Albanian, Basque) are acquired more selectively. Descriptive grammars and studies of 'exotic' languages, usually in English, French, German and Spanish, are a valuable research tool for linguists generally, and likely to increase in importance as more and more endangered languages are documented. Theoretical studies are collected in English, French and German, and in other languages when written by established authors.

Major monoglot dictionaries are purchased extensively for their research value, often for the Reading Room reference collection. Bilingual dictionaries, both from and into English, are purchased to fill gaps in the legal deposit intake, as are some bilingual dictionaries where neither of the languages is English (e.g. Spanish-Basque, Russian-Bashkir).

### **810-849 ORIENTAL LITERATURE (Code LO)**

#### **E0-E999 ISLAMICA**

Material in European languages is acquired on the languages and literatures of the areas included in these classes. Most purchases are in English, French and German. Material in French is of particular importance for works relating to North Africa, Syria and Lebanon. Works in other European languages are acquired more selectively, usually if they are by established authors, or if their language has special relevance to the area being considered (such as works in Russian on the languages and literatures of the former Soviet Union).

NB. THE FOLLOWING SECTION IS NOT PLACED ON OPEN SHELVES:

### **850-899, 9851 BIBLIOGRAPHY, LIBRARIANSHIP, MANUSCRIPT STUDIES (Code LS)**

Historical and descriptive bibliography (much of which is placed in the reference collections), catalogues of libraries, the history of the book, palaeography and related subject areas are acquired extensively in English, French, German, Italian and Spanish, and in other languages, such as Dutch, when relating to the relevant area. Works on library history are collected in major languages but practical and theoretical works on librarianship are predominantly confined to English.

Most subject bibliographies are now placed with the subject, and fall under the general guidelines for that subject, but in subject areas which are not collected extensively there is often a case, for that very reason, for ensuring that the main library has the fullest bibliographical coverage to supplement its own selective holdings.

### **900-911 SCHOLARSHIP AND MUSEUMS (Code XX)**

Theoretical works are acquired in English but very selectively in other languages. Works on the collections of particular museums, or on the history of museums or learned societies, or biographies of collectors are acquired, whenever they are at an academic level, in French, German, Italian and Russian.

## **Appendix B**

### **MASS-MARKET LEISURE JOURNALS SUBJECT ALLOCATION**

Mass-market leisure journals are the subject of a 1998 agreement between the legal deposit libraries. New titles in this category are allotted to libraries according to subject. New titles in subject areas not allotted to Cambridge can be claimed and the policy is to claim a small representative sample of titles in these areas

**Cambridge University Library**

Astrology; Bicycles; Coin Collecting; Cycling; Equestrian; Falconry; Hi-Fi; Horse and Dog Racing; Pigeon Racing; Stamps

**Bodleian Library**

Athletics and Gymnastics; Desk Top Publishing; Fencing; Gay and Lesbian Interests; Healthcare and Keep Fit; Models (Construction and Collection); Music Railways and Trains; Rowing; Transport

**National Library of Scotland**

Caravans and Camping; Country Lifestyle and Field Sports; Do it yourself; Eating out; Golf; Mountaineering, Climbing and Caving; Shooting and Guns; Skiing; Slimming; Tourism, Travel and Holidays

**National Library of Wales**

Audio Visual; Dogs; Film and Video; Photography; Radio; Rugby; Television and Radio; Video; Walking and Rambling; Wildlife and Nature

**Trinity College Library, Dublin**

Angling; Arts and Crafts; Beers, Wines and Spirits; Fashion and Style; Fish Keeping; Fishing; Flowers and Florists; Gaelic Sports; Gliding, Hang Gliding & Sail Planing; Interior Design

**British Library**

American Football; Antiques; Badminton; Basketball; Boating and Yachting; Body-building; Bowling; Boxing and Martial Arts; Bridge; Cats; Chess; Computers; Cosmetics & Perfumes; Cricket; Dancing; Darts; Entertainment; Erotic; Football; Games; Gardening; General Interest; Hair & Beauty; Hobbies; Hockey (Ice & Field); Home Computing; Home Economics and Consumer Affairs; House and Home; Humorous Publications; Men's Magazines; Motorcycles and Motorcycling; Motoring and Garages; Netball; Ornithology; Painting and Decorating; Pets; Picture Framing; Snooker and Pool; Speedway; Sports and Recreation; Squash; Swimming; Teenage and Youth; Tennis; Toys and Games; Watersports; Women's Interests.

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