



**BALLIOL**  
**COLLEGE**  
UNIVERSITY OF OXFORD

## Balliol College Library

# Collection Development Policy

Accepted by Library Committee 26 February 2015;

Last updated: 5 September 2019

## I. Introduction

### I.1 Library Mission Statement

Balliol College Library aims to be the intellectual hub of the College. It endeavours to deliver 24 hour access to the resources and working environment to fully support undergraduate study in all subjects offered by the College. In addition, it seeks to offer space and materials for graduate students and Fellows as resources allow. The Library also aims to provide information literacy expertise for all its readers. The Library liaises with other library services in Oxford University to provide access to and support the use of electronic resources.

The main study collections in the Broad Street Library are intended for the use of members of College only, however, if items in the collection cannot be found elsewhere in the University, access to read those items in the Library may be granted to members of the University with a proper educational purpose.

The Library aims to collect, preserve and promote the College's intellectual heritage. It houses the College's special collections, comprising of institutional records (College Archives), personal papers, medieval manuscripts and rare books, which have the potential to support and enhance the teaching and research aims of the College.

The College recognises that, as an owner of unique research material, it has an obligation to facilitate the research of scholars world-wide, and to actively improve access for other external audiences with educational purposes, insofar as is consistent with the primary function of the Library, and with considerations of preservation, conservation and security.

## 1.2 Purpose of collection development policy

The collection development policy serves as a framework for the development and maintenance of the Library's collections in line with its mission statement. It aims to provide transparency of Library procedure to the Library's stakeholders. It supports staff in stock acquisition, maintenance and disposal, ensuring consistency in these activities in the long term.

## 1.3 Review of the collection development policy

The collection development policy will be reviewed by the Librarian, in consultation with the Library staff and Library Committee every two years, or sooner if the need arises. The next review is due in February 2020

# 2. Collections

## 2.1 Background

Balliol College has had a Library since at least May 1276 when a standard university text, Boethius' *De musica* (MS 317), is recorded as having been donated to the College by Peter de Cossington. The first dedicated Library building followed in the early fifteenth century and still makes up part of the Library today.

Over the centuries the focus of Library provision in College has shifted from catering exclusively for the interests of Fellows, to supporting mainly undergraduate courses. In accordance with a renewed promotion of academic excellence in College in the early nineteenth-century use of the Library was permitted to undergraduates in 1837. In 1877, the old Hall adjoining the Library was given over to undergraduate study space. Today the Broad Street Library is used as a study space, mainly by current students, and houses modern books, journals, and audio-visual material.

In 2011 the conversion of St Cross Church into a Historic Collections Centre was completed to house the College's special collections of institutional records, personal papers, medieval manuscripts and early printed books.

## 2.2 Breakdown of the main collections

### 2.2.1 Main study collection

The Library's principal purpose in acquiring materials is the provision of resources for members of Balliol College. The Library primarily provides materials for undergraduates and graduates on taught courses reading for degrees in the following subjects, and in the joint-honours schools with which they are associated:

Biological Sciences; Biomedical Sciences; Chemistry; Classical Archaeology and Ancient History; Classics; Computer Science; Economics and Management; Engineering Science; English Language, and Literatures in English; Fine Art; History (Ancient and Modern); Law; Linguistics; Mathematics; Medical Sciences; Modern Languages (French, German, Italian, Spanish); Oriental Studies; Philosophy; Physics; Politics.

The Library also makes available other materials that support students' study and welfare.

The Library mainly acquires monographs and textbooks, reference works, journals, and law reports. It also acquires selected DVDs and learning aids (e.g. skeletons). It would consider purchasing electronic resources not covered by OXLIP+ (University Library Services electronic resource provision) if the need arose.

As of July 2014 the main study collection includes approximately 70,000 books and 70 currently subscribed journal titles. Around 1,000 new books are bought for the main study collections each year and further additions are acquired by donation. It is housed in the Broad Street Library and searchable through the University-wide library catalogue, SOLO.

### 2.2.2 Special collections

The special collections preserve the College's institutional history and intellectual heritage. They support and enhance teaching and research in College. They represent a unique, world-class research collection, offering access to which can further the College's research and charitable aims more generally.

The special collections comprise institutional records, personal papers, medieval manuscripts and early printed and rare books. They can be broken down into the following collections:

#### 2.2.2.1 College Archives

Balliol's administrative archives date from the earliest years of the college – earlier, in some cases – almost to the present day. Muniments establishing corporate integrity and title to property survive in abundance from the thirteenth-century, and registers of members, accounts, etc. begin about 1540. The College Archives are housed and consulted in St Cross. The Archives have been well described and are currently undergoing formal arrangement. A summary catalogue is available online and further detail on request.

#### [2.2.2.2 Modern Papers](#)

Balliol holds more than 70 personal archives and collections of personal and professional papers, ranging in size from single items to dozens of archive boxes, and nearly all directly related to former Masters, Fellows and Members of the College. Creators of archives and subjects of collections include: Matthew Arnold and the Arnold family, Robert Browning, Sir John Conroy and the Conroy family, Robertson Davies, TS Eliot, Graham Greene, Gerard Manley Hopkins, the Jenkyns family, Benjamin Jowett, Harold Nicolson and Algernon Charles Swinburne, to name only a few. The Modern Papers collections are housed and consulted in St Cross. The state and quality of cataloguing of these collections varies widely. Extant lists have been posted online 'as-is' and are gradually being upgraded to ISAD(G) standard.

#### [2.2.2.3 Manuscripts](#)

Balliol has more than 350 medieval manuscripts (eleventh-sixteenth-century), many created for and most of them formerly used as part of the Fellows' working library; more than half of the collection was the private library and gift to Balliol of one man, William Gray, Bishop of Ely (d.1478): 'by far the finest, as well as the largest, private collection to survive in England from the Middle Ages' (R.W. Hunt VCH Oxfordshire iii 82). Several are unica – sole surviving copies of texts. There are also small collections of early modern (sixteenth-eighteenth-century) manuscript books; Oriental manuscripts in numerous languages, scripts and formats; and individual manuscripts of the nineteenth and twentieth centuries. All the manuscripts are housed and consulted in St Cross. MSS 1-450 are described in RAB Mynors' *Catalogue of the Manuscripts of Balliol College Oxford*, Oxford: Clarendon Press, 1963. This is now online via the Archives & MSS website with updates and additions, currently totalling 478 items.

#### [2.2.2.4 Cherry Record Collection of Josephine Reid's papers & books relating to Graham Greene](#)

Acquired in September 2014, The Cherry Record Collection of Josephine Reid's papers and books relating to Graham Greene comprises correspondence, dictaphone transcriptions, signed first editions and ephemera collected by Josephine Reid, Graham Greene's secretary from 1958 until 1992. It has now been catalogued and is housed at St Cross.

#### [2.2.2.5 Early printed books](#)

The College has a collection of approximately 20,000 early printed books, on a diverse range of subjects. The core collection consists of the historical Fellows' library, built by donations, largely during the seventeenth and eighteenth centuries. Among the most significant donations were the bequests of Thomas Wendy (1613-73) in 1677, Nicholas Crouch (1641-89), and George Coningesby in 1768. Another large collection, particularly strong in eighteenth-century law

books, was added with the absorption of part of New Inn Hall Library in 1887. Collection strengths include English literature, Italian literature, Politics, Philosophy and Economics, Classics, pamphlets.

Currently over half the early printed books remain uncatalogued. A recent project to catalogue the donation of Nicholas Crouch has made inroads into this material, providing descriptions of 3,619 items including a large number of bound volumes of pamphlets containing ephemeral and unique material, but there is still much to do. This collection is currently split between St Cross and Broad Street. At Broad Street it is officially split again between the Annex and the Old Dean's Room. There are also currently still 758 items in the catalogue with the Basement Stack location.

#### *2.2.2.6 Swinburne Collection*

The Swinburne Collection comprises first editions of the work of Charles Algernon Swinburne (Balliol 1856) and supporting texts. It is the working collection of Swinburne scholar, Rikky Rooksby which was sold to the College in 2013. This collection has been largely catalogued but work is still on-going to finish off the final few volumes. As of August 2019 239 items from this collection had been listed on the catalogue. It is currently at St Cross.

#### *2.2.2.7 Balliol Biographies Collection*

The Balliol Biographies Collection comprises books containing significant biographical material about alumni. As of August 2014 it contained 1,114 volumes. This collection is currently catalogued on SOLO to international standards for modern books. It is currently at St Cross.

#### *2.2.2.8 Balliol Authors Collection*

The Balliol Authors Collection comprises post-1800 titles written by and/or with significant editorial input from alumni. This collection is mainly built by donation. It is housed in the Basement Stack. Historically this has been partially catalogued onto SOLO but a recent project has significantly increased coverage and the entire collection should be catalogued by the beginning of 2020. As of August 2019 2,336 items from this collection had been listed on the catalogue.

#### *2.2.2.9 Jowett Library (1257 volumes).*

This collection is currently catalogued on SOLO to international standards for modern books. It is currently mainly at St Cross but parts of it remain in the Basement and the Annex.

#### *2.2.2.10 ICS collection (1281 volumes)*

This collection is currently catalogued on SOLO to international standards for modern books. It is currently at St Cross.

#### *2.2.2.11 General nineteenth-century books in basement*

The nineteenth century was a flourishing period in the College's intellectual history. Many of the books used then remain in the Library. Although they do not often receive core student use, they are the subject of special collections enquiries from the academic world outside of the College. They also represent an important part of the College's intellectual history. Although they are not currently counted as a discrete collection, some thought should be given to their housing, preservation and promotion. There are 10,434 items (5477 separate bibliographic entities) in the basement with a publication date 1800-1900. There are c.1000 more that are uncatalogued.

### 3. Selection and Acquisition

#### 3.1 Main study collections

##### 3.1.1 Sources of recommendations for acquisition

###### Tutor recommendations

The Library actively seeks stock selection and recommendation by College Tutors. Titles recommended by Tutors are normally purchased, in the most appropriate and accessible format, unless they are either unobtainable or, individually or collectively, very expensive. In the latter case the decision whether to purchase will go to Library Committee.

###### Student recommendations

The Library also encourages recommendations from other members of College, especially undergraduates. Items are acquired when recommended unless they are expensive (over £100) or thought to have limited potential relevancy to future students. In either of these cases the endorsement of a Fellow in the subject area is sought before purchase. In the latter case, the recommendation may be referred to the relevant subject library where it will get more use.

###### Reading lists

Every effort is made to secure books on reading lists for core subjects currently taught in the College. Where such lists are extensive, the Library's efforts are concentrated on obtaining copies of 'starred' or otherwise prioritised titles. At the discretion of the Librarian, key texts for optional papers and Masters' courses and other works of more general interest are also to be purchased, so long as the acquisition of these works does not hinder the acquisition of core texts.

### New editions

The Library aims to keep titles already in the Library current, acquiring new editions of items that are in use in the collection as budgets allow.

### Other sources for selections

Recommendations from faculties/departments (via mailing lists) and, occasionally, lists and promotions from suppliers will also be taken into account when making selections.

### 3.1.2 Criteria favouring acquisition

The following criteria will add weight to an item's suitability for acquisition:

- Recommended by a member of College
- On a reading list for a subject taught in the College
- Obviously in demand in Oxford (owned by a substantial number of other Colleges, or all copies on loan in departmental libraries)
- Current in its field
- Likely to be used by College members
- Within budget
- Relating to Balliol College or a member of Balliol College
- Supports student study or welfare
- Supports understanding or promotion of the collections

### 3.1.3 Freedom of expression

The Library upholds the principle of free speech and does not discriminate against books or their authors on the grounds of race, religion, sex, political controversy or social acceptability. Books falling within the normal criteria for selection but expressing opinions or containing illustrations which might be regarded as blasphemous, offensive or distasteful are acquired, subject to any legal restriction.

### 3.1.4 Foreign language materials

For the most part, the Library collects texts in the English language. Nevertheless, provided that the items are recommended by a Fellow of the College, and/or appear on a relevant faculty or departmental reading list, texts in other languages will be acquired insofar as availability allows. The Library endeavours particularly to acquire scholarly editions of 'classics' and modern works in the principal European languages studied in the College, although this does not rule out the purchase of translations of such works into English, wherever appropriate.

### 3.1.5 Reference works

Encyclopaedias, dictionaries, bibliographies and other standard reference works are acquired very selectively in paper editions. The Library's policy seeks to maintain a current general-purpose reference collection, of use to most readers in an age when such information is often readily available in electronic form.

### 3.1.6 Periodicals

The Library recognises that for most readers in recent years the use of electronic copies of most academic journals, particularly those heavily used by undergraduates, has replaced the use of paper copies.

The Library will work collaboratively with other Library services in Oxford University, to provide the widest possible electronic access to relevant academic journals.

All recommendations for new periodical titles will go through Library Committee. New subscriptions will not normally be taken out in respect of periodicals that are readily available in electronic form within the University. Once a subscription has been agreed, it will in normal circumstances only be cancelled or reconsidered by the Library because of budget restrictions or a considerable reduction in its use over a sustained period of time.

### 3.1.7 Series

Standing orders will be placed for series only when it is clear that every volume, or almost every volume, will be appropriate to the Library's collections and would otherwise be ordered individually.

### 3.1.8 Multiple copies

The Library's policy is to acquire multiple copies of heavily used texts. More copies of a textbook will be acquired when a Tutor or student requests them. In the case of a student request, Library staff may check the equivalent provision at other colleges using SOLO and/or confirm with the relevant Tutor before acquiring more copies.

When replacing textbooks with a new edition, the Library will estimate the number of copies of the new edition needed based on usage statistics for the previous edition from the Library Management System and number of students in the cohort.

### 3.1.9 Audio-visual materials

The Library will acquire DVDs when they are recommended by members of College using the same criteria it uses to select books.

### 3.1.10 Exam papers and examiners' reports

The Library holds hard copies of exam papers and examiners' reports for several years up to 2008/9. After this date the papers are available online through OXAM, which the Library promotes to readers.

### 3.1.11 Other study aids

The Library provides other study aids such as skeletal sets. These will be acquired at the discretion of the Librarian, normally on the suggestion of a member of College.

### 3.1.12 Electronic resources

It is recognised that the most efficient and cost-effective means of providing electronic resources within the University is through collaboration with other libraries. It is further recognised that resources provided by the University Library Services might well require the payment of some proportionate contribution to a central fund (currently contributed by colleges through the Service Support Element of the Joint Resource Allocation Method).

The Library will strive to ensure that its readers enjoy access to a wide selection of electronic resources, selected in accordance with the principles identified elsewhere in this section. Recommendations for subscriptions to or for the purchase of electronic journals, electronic books, datasets, or other electronic publications will be considered on the same basis as those applying to any other published work. However, prioritised electronic journals and ebooks will be pursued collaboratively with other libraries wherever possible. On the exceptional occasions when the College must act alone, the Librarian will weigh the declared advantages of the item against:

- a. the availability of the item elsewhere in the University;
- b. the potential readership;
- c. the initial purchase/licensing cost;
- d. the technical costs involved in making the item available to readers throughout the College;
- e. the costs of maintaining the item on developing systems throughout the lifetime of the resource;
- f. any copyright considerations.

## 3.2 Special collections

The Library maintains contact with reputable book, map and manuscript dealers and with auction houses in the UK and overseas. Possible acquisitions destined for special collections will be considered individually on their particular merits. It is understood that only items with a particularly close connection to the College or to one or more of its former members will normally be considered.

However, it is also recognised that a case, exceptionally, might be made for any such items which enhance collections of material in subjects where the Library has traditional strengths: in Classics, Politics, Philosophy and Economics, Italian and English Literature.

The College will not normally acquire collections of press-cuttings, or photocopies of printed or manuscript collections held elsewhere.

Under a specified price limit, agreed each year through the normal budgeting process, the Librarian shall have authority to develop the special collections selectively according to these principles. Where the asking price or the auction estimate is above this limit, the Librarian shall bring to the attention of the Fellow Librarian and the Master any individual printed book or manuscript, or any collection of such material, which should be considered for purchase.

Fellows of the College are encouraged to bring any relevant items or collections to the attention of the Librarian.

## 4. Donations and Deposits

### 4.1 Donations: Books

#### 4.1.1 Selecting donations

In principle, the Library welcomes donations where they will enhance the Library's established collections. Contributions by or about members of the College are especially welcome.

Decisions on whether to accept proposed donations will be judged on the same criteria as for other acquisitions. In addition, when considering donations:

- If possible donations' appropriateness should be assessed prior to their arrival in the Library.
- If the latter is not possible, it is appropriate to agree with the donor to only accept part of a proposed donation and to suggest alternative destinations for the rest of a collection.
- Donations offered in poor physical condition will not normally be accepted unless there are overriding reasons to do so.

- Donations are normally accepted only if they are made without conditions as to their binding, cataloguing, shelving, and retention but in exceptional cases the Librarian has discretion to accept gifts with conditions attached, recorded in a formal agreement.
- It is not Library policy to accept collections or individual items on temporary deposit or loan except in cases where such provision significantly facilitates the work of members of the College and does not impose an undue burden on Library staff. Material deposited on such terms will not normally be catalogued or conserved by staff.

#### 4.1.2 Recording donations

Accepted donations will receive a written acknowledgement from the Librarian and be added to the gift list published in the College Record.

Donations will be marked with a donation plate recording the donor's name, affiliation to the College and date of donation. The donation will also be recorded in the catalogue record for the item.

## 4.2 Acquisitions: Manuscripts and modern papers

### 4.2.1 Selecting acquisitions

In principle, the Library welcomes offers of original material that demonstrably complements the administrative archives of the College and its associated organisations and/or its collections of personal papers or manuscripts.

Decisions on whether to acquire proposed collections of original material will be judged on similar criteria as those for printed material as follows:

- As much information as possible will be collected about the material before a decision is made. If at all possible, the Archivist will appraise the material in person before its arrival at St Cross.
- If appraisal before arrival is not possible, it is appropriate to agree with the depositor to only accept part of the material and to suggest alternative destinations for the rest.
- Material offered in poor physical condition will not normally be accepted unless there are overriding reasons to do so.
- Collections are normally accepted only without conditions as to their preservation, treatment, packaging, cataloguing, and availability of the collection and its catalogue. Some conditions may be acceptable in exceptional cases, and will be specified in the formal deposit agreement.
- Collections or individual items on long term deposit or loan are not normally accepted, except in cases where such provision fits particularly closely with the existing collections, is likely to attract significant research and does not

impose an undue burden on staff. Material deposited on such terms will not normally be prioritised for detailed cataloguing or conservation.

#### 4.2.2 Recording acquisitions

Depositors will receive a written acknowledgement from the Librarian or the Archivist and will be noted in the accessions register on arrival at St Cross.

The collection's provenance, including the depositor's name, will also be recorded in the catalogue record for the item or collection; this may or may not be published in the online or other public versions of the catalogue, according to the depositor's wishes expressed in the formal deposit agreement.

### 4.3 Deposit: College Records

College administrative records will be selected as worthy of permanent preservation using retention scheduling procedures and functional analysis, and administrative accessions will be appraised, by the Archivist in collaboration with College departments and officers, with reference to existing record series in the Archives. Formal transfer of records from College offices to the Archives will be scheduled and documented. [see College Records Management policy, pending]

## 5. Preservation and Conservation

### 5.1 Main study collection

#### 5.1.1 Security

Library staff carry out an annual stock take to monitor losses. A combination of an efficient procedure to encourage students to return late books and monitoring the Library's RFID security system for 'stolen' books results in extremely few losses.

#### 5.1.2 Cataloguing

Cataloguing is an essential element in preserving the collections as well as making them accessible. All items are catalogued on Aleph/SOLO to international standards (RDA and MARC21).

#### 5.1.3 Environment

The temperature and humidity in the main Library should be monitored with readings taken on a weekly basis. The emphasis for environmental conditions in the main Library is on maintaining a pleasant working environment rather than conserving the book stock at optimum levels.

Insect traps are checked regularly by the Oxford Conservation Consortium to make sure that the Library is not subject to any infestation that could damage the book stock or render the building unpleasant to work in.

#### 5.1.4 Conservation

Where appropriate, repairs are undertaken by staff to prolong the shelf life of stock. Professional conservation is not felt to be necessary for the material in the main study collection, but if a damaged item is difficult to replace it may be necessary to get it rebound.

The Library's cleaner undertakes surface cleaning of the main Library on a regular basis. The cleaner also dusts the book stock on a rolling basis so that all the books are cleaned over the course of the year. This prevents build-up of dirt which would otherwise detract from the working environment and attract pests.

## 5.2 Special collections

### 5.2.1 Security: stock taking

The manuscripts were surveyed in spring 2014. None were missing. The archives and modern papers were last stock checked during the move to St Cross in 2011; none were unaccounted for. The early printed books were last stock checked in summer 2014-spring 2015. A final count of missing books is pending. The other printed special collections are pending stock checking by the end of summer 2015.

### 5.2.2 Security: physical access

#### 5.2.2.1 *St Cross*

The Historic Collections Centre at St Cross has a security system in place. There is no unmediated public access to the building (all visitors request entry via video intercom) and the locked storage areas are only accessible to members of staff. Readers visit and consult material by appointment only. They are asked to produce I.D., fill in a reader form, and adhere to the security procedures. All readers are invigilated by staff.

#### 5.2.2.2 *Broad Street Library*

The Broad Street Library is accessible to members of College only, by a swipe card system. External readers consult material by appointment only. They are asked to produce I.D., fill in a reader form, and adhere to the security procedures.

Areas where special collections are housed (the annex and grilles) are locked and only accessible to staff. The exception is the Old Dean's Room, which is now used as graduate study space. The collections there are behind locked grilles but these are not particularly secure. It is planned that the special collections will not be housed in the room in the long term.

#### *5.2.2.3 Masters Drawing Room*

Staff fetch material from this area to the Broad Street Library for consultation. This is a restricted area of College but during College Office hours it is not secure.

#### *5.2.2.4 Basement Staircase 21*

Staff fetch material from this area to the Broad Street Library for consultation. This is a locked room only accessible to staff.

### **5.2.3 Cataloguing**

Cataloguing is an essential element in preserving the collections as well as understanding them and making them accessible.

#### College Archives, modern papers and manuscripts

Historically, cataloguing of Balliol's collections has been of varied quality and detail. Ideally, all archives and manuscript collections would be arranged according to [ISAD\(G\)](#) and described at item level with reference to [MAD3](#), [RAD](#), [SAD](#), [ISAAR\(CPF\)](#), [UKAT](#) and [other standards](#) as needed, e.g. [SEPIADES](#), the international standard for cataloguing photographs. Archival cataloguing is a skilled and time-consuming job, and few archives are able to catalogue to the full standard and level of detail.

In practice, knowledge and understanding of all these standards informs professional arrangement and description of the collections. The current aim is to have at least series-level descriptions of all collections on Balliol's website and for collection-level descriptions to be listed in The National Archives' Discovery catalogue (formerly NRA) and (in EAD format) on the Archives Hub. Existing catalogues of unrestricted materials at all levels and updates to them are made available as quickly as possible online via [archives.balliol.ox.ac.uk](http://archives.balliol.ox.ac.uk).

#### *5.2.3.1 Printed special collections*

Pre-1800 material should be catalogued to antiquarian standards (DCRM(B)/MARC21) on Aleph/SOLO. Post-1800 material should be catalogued Aleph/SOLO to international standards (RDA and MARC21) using antiquarian holdings notes to record unique aspects.

An antiquarian cataloguing standard for Balliol, drawing on practice in the wider University, should be drawn up to ensure consistency.

#### 5.2.4 Environment and storage conditions

The Library aims to adhere to the guidance for archival storage in British Standards Institution Published Document 5454 (BSI PD 5454).

##### 5.2.4.1 *St Cross*

Temperature and humidity are monitored in all the air-conditioned stores and in the Nave. Data is collected and collated monthly by the OCC conservators.

Insect traps are monitored and maintained regularly by the OCC conservators.

There is an ongoing issue with high lux from the upper south windows and Nave case lighting causing long term damage to the collections in the cases. Solutions being considered are boxing collections on those shelves and fitting lighting controls for individual cases so that more of the lights could be off more of the time.

The floors in all areas, including inside the repositories under staff supervision, are cleaned on a regular basis. The printed collections will be cleaned as part of a rolling project of conservation cleaning undertaken by the Library cleaner trained by the Oxford Conservation Consortium. Cleaning of manuscripts, modern papers and archives is a highly specialised job and is only undertaken by the OCC conservators as part of the planned programme of conservation treatment.

##### 5.2.4.2 *Broad Street Library*

Temperature and humidity should be monitored in areas where rare books are stored.

Insect traps are installed and regularly checks in areas where rare books are stored.

Blinds and curtains prevent the ingress of light in these areas.

The rare book storage areas are cleaned by the Library cleaner on a regular basis. The printed collections will be cleaned as part of a rolling project of conservation cleaning undertaken by the Library cleaner trained by the Oxford Conservation Consortium.

##### 5.2.4.3 *Masters Living Room*

This area is cleaned on a regular basis but there are currently no other environmental measures in place.

#### 5.2.4.4 Basement Staircase 2 I

There are currently no environmental measures in place in this area.

#### 5.2.5 Handling

All users of archives and manuscripts are directed to read the [handling policy](#) before and/or on arrival when visiting St Cross. Original material is individually checked for physical condition and any specific handling requirements before production to readers, and readers are instructed accordingly, invigilated by staff and assisted during their research as needed.

#### 5.2.6 Conservation

The College is a member of the Oxford Conservation Consortium with one day a week conservation time. As well as conservation treatment to the collections, the conservators also provide other key services including environmental and insect monitoring, exhibition and loan support, emergency response planning coordination and support, staff training and advice. There is additional money in the Library budget for other conservation and preservation measures such as boxing.

Conservation priorities are agreed at the beginning of each year. Priorities are identified by the Librarian and the Archivist supported by conservation surveys of the collections. The medieval and early modern manuscripts were surveyed in 2014. Other collections are pending survey.

### 5.3 Disaster planning

The Library maintains a disaster plan and disaster boxes on both sites which are updated every two years. The College is a member of Harwell and the Oxford Conservation Consortium both of which offer staff training as well as support and advice in an emergency.

## 6. Weeding and relocation

### 6.1 Purpose of weeding

The purpose of weeding is to maintain a relevant collection and reduce pressure on storage space in the Library by withdrawing from Library stock superseded items and other works which, in the opinion of Library staff and Tutors, no longer merit a place in the Library.

## 6.2 Weeding criteria for main study collections

Library Staff, in consultation with Tutors, will carry out a rolling program of weeding. Items for potential withdrawal will be selected using reports from the Library Management System which identify titles unused within a reasonable time period based on the subject.

Library staff, in collaboration with Tutors, will then check that items thus identified are not:

- On current reading lists or otherwise still required for subject teaching
- 'Classics' in their field or likely to be of significant importance to future scholars
- By or about a member of Balliol College
- Relevant to the College or the University
- The only copy in Oxford University libraries

Items that meet one or more of the above criteria will be retained but open shelf items may be relocated to the stack in order to make space for more heavily used items.

If an item identified for withdrawal has been used many times in the past but the content is now out of date, Library staff will consider replacing it with a new edition, if available.

Items will also be considered for withdrawal as and when a new edition is acquired.

Items that are in use but are found to be in poor condition will be disposed of if they can be replaced by another suitable copy of the text.

It is recognised that weeding is more easily carried out in some subjects than in others. In applying a uniform weeding policy across all subjects, the College runs a risk of removing items which might be of interest to future scholars, possibly those investigating the history of the subject and the way it has been studied over time. While practical weeding procedures should be in place for all subject areas, it should be stressed that it is not appropriate to weed the collections rigidly and uniformly simply in order to reduce the growth of stock held in the Library.

## 6.3 Weeding criteria for the special collections

An item may be considered for disposal from the special collections only in exceptional circumstances. The assumption is that collection appraisal should be part of the accession process, and that a book, manuscript or other item, once incorporated in the special collections, will remain there permanently. However,

if more than one copy of a printed book is held, and if the cost of conservation and otherwise making one of the copies available to readers outweighs the perceived usefulness of holding duplicate copies, it will be permissible to dispose of the duplicate, so long as the disposal is approved by the Librarian, Fellow Librarian, and Library Committee.

## 7. Partnerships

### 7.1 Collaboration with other libraries

Subject always to its primary function, the Library recognises its obligation to play a constructive part in the development of efficient and effective library services across the University.

To this end, Library staff:

- Attend regular meetings of the CCL (Committee of College Librarians) and OAC (Oxford Archives Consortium).
- Maintain professional contacts with Oxford University Library Services, and individual libraries.
- Engage in regular discussion with staff at other libraries on the future of catalogue provision, and on shared conservation and housekeeping initiatives.
- Liaise with other libraries over the provision of electronic and other resources including the impact of the cancellation of journal print subscriptions on electronic resources pricing for the University.
- Exchange library statistics and documentation, where necessary in edited form, for information and reference.
- The Archivist liaises with college and university archivists on the future of professional training, resource discovery tools, digitisation, records management including management of electronic/digital records and other professional issues.

## 8. Bibliography:

Cannon, Catriona. *E-only at Oxford*, paper presented to the Conference of College Librarians on 27 June 2012. (Bodleian Libraries internal document : 2012).

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