COLLECTION DEVELOPMENT POLICY

1 Purpose, Scope and Context of Policy

1.1 The purpose of the Collection Development Policy is to provide a framework for the maintenance and development of the 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 collection. The document has been prepared at the request of the General Board's Committee on Libraries, taking account of the Collection Development Policy prepared by the University Library.

1.2 The policy is an inclusive statement of aims, not a description of the collections which have been built up in the past. It sets out the Library's aspirations, which are intended to be realistic rather than utopian, although their implementation is dependent on the availability of resources.

1.3 The policy is intended to give guidance to academic and library staff engaged in book and journal selection, and to complement their knowledge, experience, common sense and intuition.

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

2 Purpose of the Collection

2.1 The primary function of the Library is to support the research and teaching needs of the Faculty. This responsibility includes not only providing material for current research and teaching, but also anticipating future needs, taking into account, insofar as this is possible, the
development and introduction of new teaching programmes and new areas of research interest.

The availability of staff time to process the orders sent to suppliers and catalogue incoming books must be carefully considered. The effectiveness of a collection development policy is dependent on the financial and staff resources available to implement it.

The Library serves two Departments -- Architecture and History of Art -- each of which offers a full undergraduate Tripos. In addition, it serves the graduate student community, represented by Ph.D. students in both subjects, and those enrolled in the Diploma in Architecture, the Certificate of Post-Graduate Study in History of Art, three M.Phil. degrees in Architecture (in the History & Philosophy of Architecture, Environmental Design, and Architecture and the Moving Image) and the M.Stud in the Interdisciplinary Design for the Built Environment (IDBE). Whenever new courses are introduced, the Library seeks to underpin these by acquiring recommended titles in advance. It supports the research interests of individual staff in both Departments, especially when these are reflected in taught courses or build on existing areas of strength in the Library's collection. The Martin Centre, the Department of Architecture's research facility at 6 Chaucer Road, houses a subsidiary research library.

2.2
As well as members of the Faculty, the Library's readers include members of the wider academic community, from within Cambridge University and beyond, as well as interested members of the general public. The Library cannot, however, undertake to build up research collections in subject areas or in languages which are outside the scope of the Faculty's research or teaching activities.

3 Recommendations and Selection

3.1
Selection for purchase is made primarily by the Chairman and Vice-Chairman of the Library Committee, in order to provide for continuity, consistency and breadth of coverage. The Library also encourages recommendations from member of the academic staff, especially for books on reading lists, and from individual library users. Blank recommendation slips are displayed in a prominent place in the Library.

A serious recommendation from a library user will usually be accepted if the budget allows, unless there are sound reasons for rejecting it, in which
case the reader will be informed. A recommendation may be rejected if the item is considered to be of such specialised interest that only one reader might use it. In such a case the reader will be recommended to try another library such as the University Library, the Fitzwilliam Museum Library or a college library. Failing this, the inter-library loan system or a visit to a London library might be advised.

Recommendations are most commonly rejected on the grounds of cost, particularly when a continuing financial commitment, such as a periodical subscription, is involved. Recommendations may be rejected if they fall outside the usual subject areas of the Faculty Library, or are already held by another library in Cambridge, or if they are considered to be excessively bulky, given the constraints on space.

The Martin Centre library consists mainly of titles in technical areas, such as urban planning, building technology and environmental design. There is a small acquisitions budget from the Faculty Library, but most of the purchases are funded from research income, as recommended by the academic staff concerned.

3.2 When making decisions to purchase material the Library takes into account the financial resources available to it. Particularly costly items and those requiring a continuing financial commitment, whether recommended by staff or by readers, are usually first approved by the Library Committee, consisting of the Librarian and senior members of the academic staff. Another constraint on the Library's acquisitions is the shortage of space in the Library.

3.3 The Library upholds the principle of free speech and does not discriminate against books on the grounds of race, religion, sex, political controversy or social acceptability.

Purchase of books in European languages: see section 5.

For rare books see section 17.

4 General Principles

4.1 In the event of budget and space restrictions, titles relevant to courses taught within the Faculty will always take priority. The main areas covered by the Library are the history of art and architecture, the practice
of architecture and design, building and environmental technology, the philosophy and theory of art and architecture, historical background, gardens and landscape, and the decorative arts.

The previous concentration on European and North American subject areas is now being relaxed in favour of a more world-wide agenda.

Most purchase decisions are not made on the basis of detailed knowledge of the individual book, but on a knowledge of the publisher or author, or on other relevant clues to its quality, level or depth of coverage. For example, the Library tries to buy all serious titles in its subject areas published by the major North American and British university presses.

4.2
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 Library's collections and would otherwise be ordered individually.

5 Foreign Language Titles

5.1
The major part of the Library's holdings is in the English language. Nevertheless English-language material is not in itself sufficient. Depending on the usual restrictions of funding, space and staff-time, books in languages other than English may be acquired if they fulfil one or more of the following criteria:

1. when they relate directly to the teaching and research interests of the Faculty
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
4. when the Library's coverage approaches comprehensiveness
5. when it appears that the author is making an important and original contribution to the subject
6. when a book is not available in the UL or reasonably accessible specialist libraries such as the Courtauld or Warburg Institutes or the RIBA.

5.2
The principal European languages represented in the Library are French, Italian, German and Dutch/Flemish. Books in oriental languages are only acquired if they offer a parallel text in a common European language, or if they offer indispensable illustrative material.

6 Categories of material

6.1 Translations
Translations into English from a text already represented in the Library in the original language are often purchased for student use.

6.2 New editions
Not every new edition of an academic work is acquired; but if there has been substantial revision, if a long period has elapsed since the previous edition, if the subject is one which has undergone rapid change, or if the previous edition has been heavily used, the new edition may be acquired (see section 22).

6.3 Reprints and Facsimiles
Reprints are not normally acquired if the original edition is held, but exceptions may be made for reprints of heavily used items. Modern facsimiles may be acquired if it is necessary to save wear and tear on the original edition.

6.4 Hardbacks and Paperbacks
When a book is published in both hardback and paperback, the hardback edition is preferred, unless the cost differential greatly exceeds the cost of reinforcing the paperback edition. Paperbacks may be acquired if the hardback edition is unavailable or if the paperback edition contains significant new material.

6.5 Pamphlets
Pamphlet material is purchased in the case of 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.

6.6 Theses
Unpublished theses, including those available from UMI (formerly University Microfilms International) are purchased only if they cover salient teaching or research needs. For Faculty dissertations see section 20.
7 Reference Works

7.1
Encyclopaedias, dictionaries, bibliographies and other reference works are acquired for the reference collection. This aims to include not only scholarly works of reference but also books meeting general faculty needs, such as directories to universities and museums, and guides to the location and membership of relevant professional bodies. A range of language dictionaries is acquired. The updating of reference works is not automatic, but depends on financial limitations and the amount of use.

7.2
Many reference works are available in electronic form. Some are acquired in electronic form in addition to, or instead of, the hard copy (see section 15).

8 Multiple Copies, Replacement Copies

8.1
In general the Library's policy is to acquire one copy of as many books as possible which meet the overall criteria, not to provide multiple copies. However second copies may be acquired in certain circumstances, e.g. if there is a need for one copy for reference use only and for one borrowable copy, or if a book is very heavily used for taught courses. The Faculty relies chiefly on the College libraries to supply additional copies of core teaching texts.

8.2
Replacements for missing books may be ordered when the Library Staff become aware of the need or if requested by readers. Such books are often out of print when they are reported missing, and a replacement copy may not be available (see section 16).

9 Special Collections in the Library

The Library contains special collections which contribute to the overall richness of its holdings. The most important of these is the collection of rare or especially valuable architectural books and periodicals (see section 17). The Library acquires material to build on these existing strengths when available and affordable.

10 Relationship to the holdings of other libraries in Cambridge
10.1
As already stated, the Faculty Library is a research and teaching collection. Its holdings are complemented by those in the UL, the Fitzwilliam Museum and individual Colleges.

For academic use (core research areas and taught courses), it is often essential to acquire titles that are also held in other Cambridge Libraries. Borrowing restrictions, access restrictions and distance from the Faculty are all considerations that limit the reliance of members of the Faculty on alternative libraries in the University.

10.2
The Faculty depends heavily on the individual Colleges to reinforce the resources for undergraduate use. Some Colleges buy all the titles from the Library's reading lists for new courses, as well as from the Faculty's annual list of recommendations circulated by the UL. It is also important to remind Directors of Studies and students to recommend the purchase of art and architecture books to their College Librarians.

11 Periodicals

11.1
New titles recommended by readers and by staff and are considered individually by the Library Committee (see section 3.1). Factors such as academic importance, depth of coverage, language, cost and format are taken into account. The holdings of other libraries in Cambridge and the UK are borne in mind, although there are circumstances when more than one copy of a journal may be justified. For titles published in an electronic format see section 15.4.

Selectivity in ordering new periodicals is necessary because of the quantity of new publications. There is inevitably an element of risk involved. Decisions made at the beginning of a periodical's life may sometimes be unwise, and future generations, with the benefit of hindsight, may consider the judgements to have been incorrect.

11.2
If financial restrictions require a choice between continuing a long run and ordering a new title, preference is normally given to the former.
The Library only terminates a long-established periodical run that has demonstrably not been consulted for a number of years. Expensive titles of marginal interest are most likely to be considered for cancellation.

11.3 Periodicals are purchased in major languages to support research and teaching in the Faculty. Purchases are normally restricted to academic and professional journals but also include significant titles of general relevance. Indexing and abstracting journals are purchased.

11.4 Purchases may be made to fill gaps in existing sets, and to provide sample issues to consider for subscription.

11.5 Donations of periodicals are only accepted in accordance with the Library's overall policy (see section 16.2). A donation of a long run of back issues does not guarantee that the title will automatically be purchased in the future.

11.6 Transfers
The Faculty Library is obliged to offer to the University Library any periodical title of which it wishes to dispose.

12 Maps

12.1 The Faculty normally restricts the purchase of maps to those of the Cambridge area, and to parts of London when needed by architecture studios. Other maps may be acquired if they are essential for teaching or research purposes.

Map users are more usually directed to the University Library Map Room.

12.2 Atlases are purchased for the reference collection. City guides containing plans form an essential part of the topography collection.

12.3 A limited collection of plans of previous work by students in the Department of Architecture is retained by the Faculty, but is not currently stored in the Library because of space restrictions.
13 Microforms and microfilms

Microforms and microfilms are not normally considered for purchase unless this is the only realistic way of acquiring essential material.

14 Audio and audio-visual materials, computer disks

The Library does not actively collect material issued in any of these formats, but video cassettes and computer disks may be received in conjunction with a printed item. On the Slide Library see section 18 below.

15 Electronic media (CD-ROMs, electronic journals, datasets)

15.1
The University Library subscribes to and supports a growing collection of on-line datasets which are made available to users in the Faculty free of charge. It also supports the networking of CD-ROMs within the wider University. This collection exists primarily for research purposes, while responsibility for material to support teaching lies with the faculties and departments concerned. However the distinction between research material and undergraduate material is not always clear since electronic publications tend to cover ground of interest to everyone working in a particular subject area, e.g. bibliography, full-text.

15.2 The Reference Collections
An important function of the current electronic collection has been to support the reference collections by providing electronic versions of existing reference works which can be consulted more easily, effectively and widely than the printed versions. This category includes general encyclopaedias, directories of organisations, yearbooks and almanacs, who's whos and foreign language dictionaries.

The Library is continuing to develop the reference collection, bearing in mind the need to add value through ease of consultation to those titles currently received, and also the limitations of space in the Library. The majority of these titles, however, are published electronically only on CD-ROM.
15.3 Bibliographic titles
General and national bibliographies, along with `books in print' publications and directories of periodicals and non-book material, provide support for the Library's acquisitions and cataloguing and form an important part of the reference collection. The Library subscribes to CD-ROMs which provide indices to specialist material in the fields of art and architecture. Future acquisition in this area will continue in line with the requirements of the Faculty, and licences will take their needs into consideration whenever possible. Potentially there may be some scope for financial savings in this area. At present the electronic versions of these publications are largely on CD-ROM.

Bibliographic databases, including titles on JISC-funded hosts, periodical contents indexes, and abstracts and indexes of dissertations form the core of the current electronic collection. Coverage of historical bibliography is already extensive since the University Library makes available the ESTC, Incunabula, and 18th and 19th Century short-title catalogues.

For a number of reasons the most effective way to make these major databases available is via a University-wide subscription, administered by the University Library. The University Library already subscribes to the most important indexes of periodicals and dissertations (PCI, Dissertation Abstracts and Index to Theses) and makes them available on-line across the University.

15.4 Electronic Journals
As yet the Library does not purchase electronic journals. A very few exist in the field and are provided free. The Faculty is not willing to transfer periodical subscriptions to electronic form until these forms of retrieval are developed to a very high level of reliability and easy access for all Library users to form an effective substitute. The visual material intrinsic to the specialist fields of architecture and history of art is crucial, and as yet is not well provided via this medium. There is no evidence that savings would compensate for the loss of the hard copy.

16 Modern second-hand material, purchase of collections

16.1 Catalogues of second-hand books are used to select material for purchase. (For rare books, see section 17). Purchase decisions are made in accordance with the importance of the individual item, taking into account its price and physical condition. Items purchased include material
acquired by the 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 now be located via the Internet and this is an appropriate method of obtaining items which the Library wishes to acquire. When the University's research and teaching interests expand into subject areas not previously covered by the Library this approach is likely to be especially appropriate.

16.2 When collections are offered to the Library for purchase or by donation they are considered on their merits. Collections are normally acquired on the understanding that unwanted material can be discarded. Often the items in the collection duplicate the Library's existing holdings to a considerable extent, thus limiting the value of the collection. Occasionally the specialist nature of a collection is such that its purchase enhances the Library's collections significantly, but collections are not purchased unless they contain a substantial proportion of material which is not held by the Library and which the Library would wish to acquire in accordance with its normal criteria. The physical condition of items in the collection is also a significant factor.

17 Rare Books

17.1 The Rare Book collection is a remarkable research resource, frequently consulted by staff, students and visitors. Normally these are volumes printed before c. 1900, but later items of extreme rarity and/or value may be classified as 'rare' for security reasons. To maintain the calibre of the collection it is vital to augment it in existing areas of strength.

The Library purchases rare books in major European languages, usually when a relevant item has been noticed in a book dealer's catalogue. Specialist knowledge by members of the academic staff often allows the Library to locate rare books at reasonable prices.

17.2 The general principle for book selection is that of building on the existing strengths of the Library's collection, thus increasing its already rich research potential, especially the Library's exceptional collection of rare architectural books. At times when space restrictions become particularly acute, it may be a wise policy to purchase a rare title rather than a number
of new books. Since much of the Faculty's teaching is historical in emphasis, such purchases have wide usefulness.

17.3 Rare books are only purchased if there are funds available in the normal purchasing budget, or using funds from a specific donation.

18. Photographs

The Library has a small collection of photographs, mainly of architecture, donated by benefactors and previous members of staff. The Library does not normally seek to acquire photographic material.

19 Manuscripts and Archives

Manuscripts and archives are not normally collected. The very small amount of manuscript material housed in the Library relates to the early history of the Faculty.

20 Faculty Theses

Selected undergraduate and diploma dissertations submitted to the Department of Architecture, are retained by the Library, provided that retention is recommended by the examiners. Dissertations are only available on request, and a record is kept of each consultation. History of Art dissertations are not housed in the Library, although the Department keeps a few exemplary works in the Seminar Room for student consultation.

All other higher-degree dissertations are stored in the University Library.

21 Donations

Donations are acknowledged, accessioned and recorded, but they are not always assimilated into the Library as quickly as items purchased specifically for student or research use, due to restrictions on staff time. On collections offered for donation see section 16.2. For donations of periodicals see section 11.5.

22 Retention and disposal
Since the Library is a research library with a strong historical bias, its general philosophy is to retain material indefinitely. Items regarded as suitable for de-accession are usually confined to out-of-date reference works, legal manuals, and computer handbooks. Many technical books which appear outdated increase in historical value for that reason and are therefore retained. The minority of technical titles which are judged unlikely to be of future value are offered to the Martin Centre library. Books in very poor condition may be de-accessed if they can be replaced by a newer copy. No item is de-accessed without consultation with the Chairman or Vice-chairman of the Library Committee.

The Faculty Library is under an obligation to offer to the University Library any book of which it wishes to dispose.