

Pembroke College Library

Collection Management Policy

1. Aims of the Collection Management Policy

- i. To set out for the benefit of members of the College, the Library, and other readers the Library's policies on acquisition and the management and preservation of the Collection.
- ii. To provide a basis for cooperation with other libraries in respect of access and collaborative management.
- iii. To define the Library's relationships and boundaries with the College's Treasures, Archive, and Records.

2. Purpose of the Library

The purpose of the Library is to support the College in its academic aims. In particular, the Library seeks to support teaching and learning through the provision of appropriate resources and facilities for undergraduate, graduate, and short course study. Additionally, the Library seeks to preserve the history of the College, including its historic collections, and to promote its study by making its Special Collections available to the wider scholarly community.

As far as the constraints of budget, space, and staff provision allow, the Library aims to acquire the most significant books and resources needed by undergraduates for the principal papers of the different Tripos subjects offered by the College.

3. Description of the Collection

The Library Collection is made up of three distinct categories of material:

- i. The Circulating Collection, which includes all material available for loan to members of the College, mainly to support teaching and learning;
- ii. The Reference Collection, which in addition to materials such as dictionaries includes the Library's print journals;
- iii. Special Collections, which include rare books, manuscripts, and some single-sheet works, as well as the microfilm collection of surrogates.

In its entirety the Library Collection comprises around 42,000 items in the Circulating and Reference Collections and around 30,000 Special Collections items. These are primarily printed books, but also include DVDs, CDs, microfilms, print journals, and other teaching support materials. The Library collects on the full range of Tripos subjects taught by the College; the Library also has a collection of materials on the history of Pembroke and its members, particularly Ted Hughes.

The bulk of the Library Collection is housed within the Waterhouse Library. There is also a small informal collections of Library materials housed in the Café, which may be used by all Members who have access rights to that space. For Special Collections materials housed outside the Waterhouse Library, please see the Special Collections Policy.

The remainder of this document pertains only to the Circulating and Reference Collections.
Please see also the Special Collections Policy.

4. Library Readership and Access

The principal categories of readers are the students, Fellows, and staff of the College and collection management policy is determined primarily by their needs. For this reason, access to the Collection is normally restricted to these groups.

Exceptionally, where the Library is the only Cambridge library to hold a copy of a particular item, reference access may be granted to members of other Colleges at the Librarian's discretion.

Borrowing rights are only granted to students, Fellows, and staff of the College.

5. Relations with Other Pembroke Collections

The Library's core responsibility is the management of its Collections as defined in section 3 above. Its relations with other College Collections are:

- i. Treasures. Overall management of the Treasures Collection is the responsibility of the Curator. Some Treasures (primarily framed artworks) are displayed in the Library; additionally the Library provides limited storage space for unframed paper and photographic works up to A3 size. The Library cannot provide storage for Treasures in any other media, nor for paper works requiring special storage conditions.

Access to Treasures kept within the Library should be arranged through the Librarian, who will liaise with the Curator. The Librarian and Archivist are members of the Curator's Committee and will be involved in the annual Display of College Treasures.

- ii. Archive. Overall management of the Archive is the responsibility of the College Archivist. The Archive is stored in its entirety within the Library's Special Collections

Store; space for new archive acquisitions is available within the constraints of existing Archive and Special Collections storage.

Access to the Archive should be arranged with the Archivist, who will liaise with the Librarian to ensure no conflicts arise in the use of the Special Collections reading room. For further information on the Archive, please see also the Archive Management Policy.

- iii. Records. College Records within the scope of the Archive are added to that Collection and are managed as described above. College Records outside the scope of the Archive are neither kept in nor managed by the Library.

6. Relations with Other Libraries

Pembroke College exists within a significant network of local research libraries, including but not limited to the University Library and Faculty and Departmental Libraries. It is expected that current students will make full use of this library network.

For this reason, the Library will not normally purchase materials to support advanced research or study outside the principal papers of the Tripos currently taught by the College.

The Library does not supply material for interlending, but may allow reference access where Pembroke holds the only copy of a work in the country at the Librarian's discretion.

7. Teaching Needs and Provision

The needs of students on taught courses, including those on summer school programmes, take priority in collection management. Financial and space constraints mean that a balance has to be struck between providing as wide a range of materials as possible and ensuring that all subjects have sufficient support.

The key element in providing materials for students is the timely provision of reading lists to the Library. Following liaison with Directors of Study, the Library will make every effort to ensure new materials are available in the Library in preparation for the Michaelmas Term, but cannot guarantee provision, especially if reading lists have been received after the beginning of September.

Materials for teaching will be retained as long as they remain in current academic use and will, if damaged or worn, be replaced where financial constraints allow.

Materials are purchased for private study by students. The Library does not provide books for classroom instruction.

8. Responsibility for Selection

Selection of Library materials is the responsibility of the Librarian in consultation with Directors of Study. All College Members are welcome to make additional suggestions of materials for purchase; these will be considered on their own merits and in relation to the existing collection and will, if deemed appropriate, be acquired as permitted by budgetary constraints.

It should be noted that book selection is based on the content of reading lists and recommendations received by the Library. All titles are selected for academic merit; any author's personal characteristics, including but not limited to political or other opinions, race, nationality, religion, disability, gender identity, or sexual orientation will not be used as a reason to exclude any title. The Library welcomes recommendations of relevant scholarly and literary works that will improve the diversity of the collection.

9. Subjects Collected

The Library collects on all Tripos subjects currently taught by the College, including relevant supporting materials. Additionally, the Library collects scholarly material on Pembroke history and the College's members.

The Library also collects a small amount of material to support the personal welfare of its members.

10. Language of Materials

The majority of the Collection is in English. Exceptions are materials for the study of languages, and, occasionally, literary and scholarly source material that is more appropriately studied in the original. Material in translation is purchased in accordance with teaching needs.

11. Format and Medium

The majority of materials purchased by the Library will be printed books. Electronic resource provision is chiefly via the University Library; the Library will make recommendations to the University Library for new purchases where there is a perceived need.

Where the University Library holds an electronic version of a book required for a principal Tripos paper, the Library will normally acquire an additional paper copy unless it is prohibitively expensive to do so.

12. Multiple Copies

The Library does not normally collect multiple copies of any work unless unusually high student numbers require it.

13. Exchanges and Deposited Material

The Library does not have any exchange agreements for the acquisition of collection materials.

The Library does not accept deposited materials or collections. (See also the Donations Policy.)

14. Types of Material Acquired and Not Acquired

- i. The Library acquires scholarly works including historical and literary sources, monographs, dictionaries, journals, and atlases. It also acquires audiovisual and other materials as required for teaching. This may include atypical acquisitions such as our model skeleton for medical instruction.
- ii. The Library does not purchase materials intended for a non-academic or juvenile audience unless these are explicitly required for teaching or welfare purposes, or to support the management of Library and/or Archive collections.
- iii. Acquisition of an item does not imply endorsement of the author's views by the Library or by Pembroke College.

15. Review of Collection

The Circulating and Reference Collections will be reviewed annually by Library staff in consultation with Directors of Study to ensure stock is up-to-date and suitable for current use. Items will be retained if they are:

- i. In current use for teaching;
- ii. Supporting materials for current teaching (e.g. literary works or reference materials);
- iii. Significantly connected with the College, OR;
- iv. Of sufficient rarity or value to merit transfer to Special Collections or the Archive.

Items in categories iii and iv will normally be retained but may be removed from the open shelves.

Items will be withdrawn from stock where they:

- i. Are no longer in use for teaching;

- ii. Are damaged or too worn to be used;
- iii. Have been superseded by new editions or works;
- iv. Describe methods that are no longer considered best practice (particularly medical and legal works);
- v. Are too specialized to merit inclusion in the Circulating or Reference collections.

16. Location of Materials in the Library

Space constraints, changes in academic priorities, and the fluctuating sizes of subject collections may mean that individual books and/or subject collections need to be relocated within the Library. Large collection moves will normally take place outside of Full Term to minimize disruption to readers.

17. Review of Policy

The next review of this policy is expected to be the Michaelmas Term Library Committee Meeting in 2023.

Written 05/11/18

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