**Collection Management Policy for Ancient History**

**1. A detailed description of the collection**

**1.1 Purpose** **and description**

The main purpose of the Ancient History collection is to support the teaching and research needs of the Department of History. This collection also has a subsidiary role in supporting other departments within UCL – e.g. Department of Greek & Latin, Department of Classical Archaeology, and Department of Egyptology - as it contains material that will be relevant to all aspects of study on the ancient world.

**1.2 Readership & access**

**1.2.1.** Its main readership is UCL undergraduate and postgraduate students and collection management policy is determined primarily by their needs.

1.2.2.Academic staff and researchers from other institutions are welcome to make use of the collection at any time.

**1.2.3.** Due to the demands placed on the collection, access by students from other institutions is restricted. University of London students are given reference access (temporary variations to normal access policy apply April-June) but those from other universities are excluded except during UCL vacation periods.

**1.3 Description & holdings**

**1.3.1** There are nearly 7000 volumes on the open shelves.

**1.3.2** The collection concentrates especially on Greek & Roman history of the early & classical periods, but also has important sections on Near Eastern history, Byzantine history and the history of the early Christian Church. The collection is arranged on the shelves using the Garside classification scheme, which allows for a geographical arrangement and within that division volumes are arranged by period and then by topic.Journals concerned with the study of ancient history are interfiled with those covering Classics and Classical studies generally in a single sequence alphabetically by title and shelved next to the monographs. There are currently 46 titles on open display, many of which will be of interest to ancient historians. However the majority of periodical titles are now held in electronic format. Numerous databases of interest to ancient historians are also subscribed to.

**1.3.3** The collection is located in the Main Library and is shelved alongside the Classics collection. This has many advantages including allowing readers easy access to the texts of the ancient historians.

**1.3.4** There is also a substantial amount of less well-used material held in Store, including early runs of some journals. Such material is usually available for next-day consultation on request.

**1.3.5** Any particularly old or rare material is held by the Special Collections department currently located at The National Archives, Kew.

**1.3.6 Relationships with other collections within UCL**

Other collections within UCL Library which either include significant amounts of relevant material or support aspects of the Department’s teaching and research are: Greek & Latin, Papyrology, History of Science, Jewish Studies, History (especially the crossover period of the late antique/early medieval eras), Law (which includes Roman law) and the collections at the Institute of Archaeology.

**1.3.7 Relationship with other collections outside UCL**

UCL’s holdings in Ancient History of the Classical world are not as comprehensive and as valuable as those held by the Institute of Classical Studies. This Institute, part of the University of London’s School of Advanced Study, also includes the collections of the Societies for the Promotion of Hellenic and Roman Studies which date from 1880. King’s College Library also has a valuable collection on Byzantine history.

**2. Acquisition**

**2.1 Responsibility for selection**

Selection of materials is undertaken by the subject librarian for Ancient History within the framework of the Collection Management Policy. There is also a close liaison with the Departmental Library Representative and other members of the academic department. Recommendations are always welcomed from staff and students. Final responsibility for collection management lies with the Director of Library Services.

* 1. **Subjects collected**

Material is collected on all subjects taught as part of the undergraduate and postgraduate programmes offered by the Department of History that relate to the study of Ancient History. Requests for purchase of related non-relevant material from Departmental staff will be passed to the relevant subject librarian for consideration.

The Library acquires secondary source material on the history of the Greek and Roman world, the ancient Near East and early Christian history. The history of Egypt is largely covered by the Egyptology collection policy. Texts by and commentaries on the ancient historians are acquired by the Classics collection policy. Roman Britain and the Roman army are covered by the Institute of Archaeology Library. The UCL Library maintains complete sets of the *Cambridge Ancient History* and the *Aufstieg und Niedergang der romischen Welt*, both essential tools for the study of Ancient History at undergraduate and research levels. The Library also holds the *Handbuch der Altertumswissenschaft* and *Paulys Realencyclopädie der classischen Altertumswissenschaft*.

* 1. **Priorities**

Priority is given to acquiring all materials necessary to support the undergraduate and postgraduate courses. If funds allow material is acquired to support the research interests of the Department and maintain the existing strengths in the collection

* 1. **Level**

Material is collected at undergraduate and taught postgraduate level. Research level material is collected as funds allow and in collaboration with academic members of staff.

* 1. **Language**

Material is collected primarily in English but material in French, German and Italian is also bought regularly.

* 1. **Format & medium**

Material is still chiefly collected in print format but where appropriate - e.g. to support the requirements of a popular reading list - items in electronic format will be purchased if available. The preferred format for journals is now electronic where possible.

* 1. **Collaborative collecting agreements with other libraries**

The regular Institute of Classical Studies Library/Joint Library of the Hellenic & Roman Societies Committee meetings – held three times a year to discuss library matters and attended by representatives from all the major academic institutions in London with an interest in the Classical world – also allows for a collaborative collection management approach to specialist material in this field. A list of books, journals and electronic materials in the Classical subject area are discussed and recommendations are made as to which library or libraries should acquire these items in light of each institution’s special interests. In the same way the Committee on Byzantine holdings in London meets regularly to avoid unnecessary duplication in this field. However there are no formal agreements in place.

* 1. **Multiple copies**

Multiple copies of core texts and other books marked as essential on reading lists will be acquired using the dedicated book fund and according to the formula detailed in the generic Collection Management Policy. If possible, items in electronic format will be purchased to increase availability of material.

* 1. **Donations**

Donations will be accepted for the ANCIENT HISTORY collection subject to the criteria outlined in the Library Services Donations Policy.

**2.10 Exchange & deposit arrangements**

None in place

**2.11 Material not collected**

Except in special circumstances, material of a non-academic or “coffee-table” level is not purchased

**3 Retention and preservation policies**

* 1. **Periodic review of the printed collection**

The open access ANCIENT HISTORY collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Ancient History, although the advice of members of relevant UCL Departments may from time to time be sought.

* 1. **Open access material**

Newly acquired items and items of high or medium use will usually be given space on the open shelves. Important series e.g. *Reallexikon der Assyriologie* will also be maintained together on the open shelves.

**3.3 Relegation**

Collections on the open shelves are reviewed on a regular basis for decisions as to retention, surrogating, relegation to store or disposal. Unless there are special circumstances monographs that have not been borrowed for ten years will be moved to the store.

**3.4 Retention and disposal**

Items that are not extensively used in supporting current teaching & research are relegated to store in view of the limitation on open access for stock. Where there is more than one copy, only one is retained, except in exceptional circumstances

* 1. **Preservation**

The Library’s collections are preserved according to the principles set down in the Preservation Policy, accessible on the web with all public policy statements from Library Services. The preservation of digital materials is dealt with by the Digital Curation Strategy.

**This policy will be reviewed periodically by the Subject Librarian, in consultation with the History Department Library Committee, and adjusted as required.**

Jes Cooban

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