**Collection Management Policy for Classics & Papyrology**

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

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

The main purpose of the Greek, Latin & Papyrology collections is to support the teaching and research needs of the Department of Greek & Latin. This collection also has a subsidiary role in supporting other departments within UCL – e.g. Department of History Department of Classical Archaeology, Department of Hebrew & Jewish Studies - 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 8000 volumes on the open shelves.

**1.3.2** The collection concentrates especially on Greek & Latin language and literature and includes classical studies generally, texts, commentaries and literary criticism. There are over 1200 monographs in the Papyrology collection and it is especially strong in texts, studies and series relating to the decipherment of ancient papyri. There are currently nearly 60 periodical titles on open display. However the majority of periodical titles are now held in electronic format. Numerous databases of interest to classicists are also subscribed to - amongst the databases available to students and staff of UCL is the *Database of Classical Bibliography* and *Patrologia Latina* (a complete electronic version of the first edition of Jacques-Paul Migne’s *Patrologia Latina*)

**1.3.3** The collection is located in the Main Library and is shelved alongside the Ancient History collection. The Greek and Latin collections have the prefix CLASSICS but occupy separate sequences unless the material is concerned with both Greek and Latin language and literature. Papyrology is shelved in a separate sequence.

**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: Ancient History, History of Science, Linguistics, Philosophy, Jewish Studies and the collections at the Institute of Archaeology.

**1.3.7 Relationship with other collections outside UCL**

UCL’s holdings in Classics are not as comprehensive and as valuable as those held by the Institute of Classical Studies but the collection is important and enhanced by the other collections held at UCL.

**2. Acquisition**

**2.1 Responsibility for selection**

Selection of materials is undertaken by the subject librarian for Classics 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 Greek & Latin. Requests for purchase of related non-relevant material from Departmental staff will be passed to the relevant subject librarian for consideration.

A full range of basic texts and commentaries on these texts are purchased. In addition, the Library aims to acquire all the important volumes in the main series devoted to classical authors such as the *Loeb Classical Library*, *Collection des universités de France Série grecque* & *Série latine*, *Oxford Classical Texts* and the works published by Teubner in the series *Bibliotheca scriptorum Graecorum et Romanorum Teubneriana*. These are augmented by critical works and background studies as far as funds allow. Research material including monographs in modern foreign languages are purchased more selectively in collaboration with the Department of Greek and Latin.

Papyrology is fundamental to Classical Studies, and forms a large part of the essential raw material for the study of the ancient world. The Library attempts to acquire all essential monographs and maintains a number of papyrological series, (of which the most important is the Oxyrhynchus papyri published for the British Academy by the Egypt Exploration Society). The collection is more orientated towards research students and academic staff than undergraduates; though the basic works on ancient papyri are necessary reading for all students in the ancient world area.

In addition to language and literature, material is collected relating to the anthropology and sociology of the ancient Greeks and Romans and the ways in which their culture interacted with those of surrounding peoples. Recently material on “reception studies” has been acquired. Also there is a strong emphasis on ancient Greek and Roman philosophy and religion throughout the classics collections. (However such material may also be found in other sections of the library, for instance ancient history, as a result of the close relationship between the various aspects of ancient world studies as taught at UCL).

**2.3 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 Greek, Latin and 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 Committee meetings – attended by representatives from all the major academic institutions in London with an interest in the Classical world - allow for a collaborative collection management approach to specialist material in this field. However, there is no formal agreement 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 CLASSICS & PAPYROLOGY collections 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 CLASSICS & PAPYROLOGY collections will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Classics, 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. *Handbuch der klassischen Altertumswissenschaft* 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

9th April 2014