**Collection Management Policy for Egyptology**

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

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

The main purpose of the Egyptology collection is to support the teaching and research needs of the Institute of Archaeology. The Egyptology collection at UCL is also known as the “Edwards Library” having been established through a bequest of Amelia Edwards, a popular novelist, traveller and patron of Sir Flinders Petrie. It dates back to the foundation of the Department of Egyptology at University College London, the first specifically devoted to *Egyptian archaeology* in the United Kingdom. As such, the collection has an international reputation and is widely used by visiting scholars and students from other universities in the UK and abroad.

**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 over 6000 monographs on the open shelves.

**1.3.2** The Egyptology collection at UCL constitutes what is one of the most important Egyptological collections in the country. There is a wealth of materials from the nineteenth century when Egyptological studies began to flourish and the collections have been enriched by important donations from Egyptologists such as Sir Alan H. Gardiner. It covers all aspects of Egyptology (including language) from the pre-dynastic period down to the Arab conquest, and includes publications and excavation reports produced by such institutions as the Institut français d'archéologie orientale du Caire and the Egypt Exploration Society. There are over 30 journal titles held which are deemed specific to Egyptology. These are interfiled in a single sequence alphabetically by title with other journals shelved in the Institute of Archaeology or, as is increasingly the case, held in electronic format.

**1.3.3** The collection is located in the Institute of Archaeology Library, 31-34, Gordon Square, shelved in a separate sequence with the prefix EGYPTOLOGY.

**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, Greek & Latin, Classical Archaeology, Jewish Studies and History of Art. Other aspects of archaeology, e.g. Mediterranean (especially of the Bronze Age), Roman Britain and scientific methods in archaeology will be found at the Institute of Archaeology Library in a separate sequence with the prefix “INST ARCH”.

**1.3.7 Relationship with other collections outside UCL**

The Library of the Egypt Exploration Society is also an invaluable resource (located at 3 Doughty Mews, London WC1N 2PG). Access is open to all members of the Egypt Exploration Society. Student membership at a reduced rate is available. For Hellenistic and Roman Egypt the Institute of Classical Studies is an important external resource. Also of interest are the Institute of Historical Research Library, King’s College Library, The Library of the School of Oriental & African Studies and the Warburg Library.

**2. Acquisition**

**2.1 Responsibility for selection**

Selection of materials is undertaken by the subject librarian for Egyptology within the framework of the Collection Management Policy. There is also a close liaison with the 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 Institute of Archaeology that relate to Egyptology. Requests for purchase of related non-relevant material from Departmental staff will be passed to the relevant subject librarian for consideration.

Material relating to excavation and archaeology forms the core of the collection and many excavation reports relating to Egypt itself are obtained regularly by standing order. There is also material on Egyptian art, architecture, religion and history, and as far as possible ancient Egyptian language and literature. Texts are also acquired in hieroglyphic, demotic and Coptic. Relevant museum catalogues and guides are also acquired. The Institute of Archaeology is largely responsible for background materials on archaeology in general, theory, methodology, excavation techniques, etc., which therefore are not purchased for the Egyptology collection.

* 1. **Priorities**

Priority is given to acquiring all materials necessary to support the undergraduate and postgraduate courses. As far as 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, postgraduate and research level.

* 1. **Language**

Material is collected primarily in English, French, German and Italian.

* 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**

None 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 EGYPTOLOGY 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 EGYPTOLOGY collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Egyptology, 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 where possible be given space on the open shelves. Important series and excavation reports e.g. *Memoirs of the Egypt Exploration Society, Archäologische Veröffentlichungen / Deutsches Archäologisches Institut, Abteilung Kairo,* etc*.* 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 relevant Department Library Committee, and adjusted as required.**

Jes Cooban

16th April 2014