**Collection Management Policy for Yates (Classical Archaeology)**

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

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

The main purpose of the Classical Archaeology collection is to support the teaching and research needs of the Institute of Archaeology. This collection also has a subsidiary role in supporting other departments within UCL especially the Department of Greek & Latin, Department of History, and History of Art - 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 over 3500 monographs on the open shelves.

**1.3.2** The strengths of YATES collection include a large number of excavation reports from the main Greek and Roman sites (e.g. Delphi, Samos, Delos, Olympia and Pompeii) and many important series such as: *Corpus vasorum antiquorum* and *Lexicon iconographicum mythologiae classicae.* The collection concentrates on the art and architecture of the Classical world, especially Greece from the Archaic period – 30 B.C. and also (to a lesser extent) the art and architecture of the Mediterranean during the Hellenistic and Roman periods. There are over 30 journal titles held which are deemed specific to Classical Archaeology. 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 and has the prefix **YATES** in honour of James Yates, an antiquarian and collector whose will provided for the founding of the present collection.

**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, Egyptology, 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**

UCL’s holdings in Classical archaeology 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. Membership is open to all who join/subscribe to either the Hellenic Society or the Roman Society. A discount student membership rate is available.

**2. Acquisition**

**2.1 Responsibility for selection**

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

The Library attempts to acquire excavation reports from all the main classical Greek sites and Roman sites in Italy – reports of Roman sites elsewhere are collected as part of the Institute of Archaeology’s remit. There is also an emphasis on acquiring material on pottery and vase painting, sculpture, numismatics, epigraphy, and architecture of the classical period. The Institute of Archaeology is largely responsible for material on general archaeology, methodology, excavation techniques, etc., which is therefore not purchased for the classical archaeology collection. Relevant museum catalogues and guides are also acquired.

* 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 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, 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**

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 YATES 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 YATES collection will be reviewed annually for decisions on retention, relegation to store and disposal. These decisions are the responsibility of the Subject Librarian for Classical Archaeology, 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 and excavation reports e.g. *Olympische Forschungen* 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

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