



Kellogg College  
University of Oxford

## Library Acquisitions Policy

### *General*

The Kellogg College Library collection consists of printed books which support the work of students and Fellows. It seeks to

- to provide basic collections of textbooks to support students on taught courses with significant student numbers;
- develop and concentrate its monographic and research collections in a small number of cognate disciplines, mainly in the Humanities, in which Kellogg has a concentration of research interests, and the Library already has notable strengths as a result of donations. Such subjects include the archaeology, architectural, landscape and planning history of England, some aspects of English history (including local history), interior design, and historic dance.

Electronic resources are not collected since they are available through the Bodleian Libraries, to which all students and Fellows have access; journals are not collected because institutional subscriptions are expensive, and an increasing number of journals are available electronically through the Bodleian Libraries; manuscript, unpublished and duplicated/copied materials (such as photocopies, scans, microfilms) are not collected for reasons of copyright law and because the College is not in a position to curate an archive.

### *Means of Acquisition*

Book stock is acquired by three means:

- Purchase through an annual budget
- Purchase using monetary donations for which purchase is a compatible purpose
- Donations of books

### *Priorities for Acquisition*

Priority for purchases is given to items which

- support PGT students on programmes in which the College regularly has significant numbers of students; such items are identified through course reading-lists and through requests from students
- keep up to date the research collections in subject areas in which the Library has particular strengths



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Donated books may

- address the same priorities as purchase
- complement or develop the range of subjects covered by the existing collections
- be in new subject areas of relevance to students and/or Fellows

#### *Procedures for Acquisition*

The procedures for acquisition are as follows:

- The first call on the purchase budget is to meet demand for individual items requested by students or Fellows. Requests are made to the Fellow Librarian who will consult with the Academic Administrator and the Academic Officer of the MCR in so far as is consistent with the urgency of some requests.
- If funds remain in the purchase budget at the start of Trinity Term, the Fellow Librarian, Academic Administrator and Academic Officer of the MCR will determine whether to use them to expand provision into one or more new subject areas in regular demand from students and/or to augment any of the research collections, consulting relevant Fellow(s) as necessary.
- The same mechanism as described in the last point will be used for the spending of monetary donations, except that it may be invoked at any point during the year.
- Donations of books are negotiated by the Fellow Librarian, in consultation with relevant Fellow(s).

#### *Exclusions: Named Collections*

The three named special collections in the Library are not included in the general policy.

- The National Resource Centre for Historic Dance (the Collection of the Early Dance Circle) is augmented by the Early Dance Circle or by items donated by its members.
- The Philip Healy Collection is closed unless Mr Healy himself wishes to add to it.
- The H T Barnwell Collection is closed.

Fellow Librarian  
Revised 27 May 2016