

## ***RADZINOWICZ LIBRARY COLLECTION DEVELOPMENT POLICY***

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### **1. Purpose, Scope & Context of Policy**

1.1 The purpose of this Collection Development Policy is to provide a framework for the maintenance and development of the Radzinowicz Library of Criminology; to provide a consistent and coherent basis for the future development of the collections; to establish selection criteria, and to indicate priorities for the library.

1.2. The policy should be used as a guide to stock selection and retention, in addition to the knowledge and experience of library and Institute staff.

1.3 It should also provide guidance and information to the library's readers about the principles on which acquisitions for the library are made.

### **2. Purpose of the Collection**

2.1 The primary purpose of the collection is to serve the teaching and research needs of staff and postgraduate students of the Institute of Criminology across the whole range of topics which are encompassed within the applied discipline of criminology.

Broadly speaking, criminology concerns itself with social and individual antecedents of crime and with the nature of crime as a social phenomenon: its disciplinary resources come mainly from sociology, social theory, psychology, and history (Lacey, 1997)

At the Institute these disciplinary resources are expanded to include psychiatry and some aspects of criminal justice and law, and the teaching and research carried out in all these areas.

2.2 When the library was founded in 1959, the then Director of the Institute, Sir Leon Radzinowicz, was assiduous in seeking adequate funding and in encouraging the acquisition of much 19th and early 20th century material as well as developing a broad based contemporary collection. It is still the policy of the library to purchase some historical material where it fits in with material already acquired.

2.3 The acquisition policy of the Radzinowicz Library of Criminology is directed towards maintaining and developing what has generally been accepted as the premier academic English language criminology collection in the UK. To this end we purchase academic monographs across a wide range of topics, including psychology, psychiatry, sociology, social policy, social welfare, criminology, penology, police, human rights and a similar range of scholarly periodicals. There is an increasing quantity of material published in the disciplines of interest to the library and we have had to become increasingly selective. For instance, we restrict our purchases in psychology and psychiatry to forensic titles. The library avoids purchasing textbooks and collections of previously published material unless these are particularly requested by members of staff.

2.4 We also acquire UK government publications which relate to criminology, together with criminological material published by other Governments where these are available in the English language. We also attempt to acquire as much relevant grey material as we can locate. We aim to go well beyond the material on reading lists and to be able to provide both students and staff with resources which will be appropriate to their needs.

2.5 Books are selected for purchase by the librarian and staff of the Institute working both together and individually. The librarian consults publishers' catalogues, accessions lists from other criminology and criminal justice organisations and institutions, book reviews etc. Where the library has personal knowledge of an author's or publisher's reputation then decisions to purchase are made. Members of staff are consulted on an ad hoc basis. All members of the Institute are encouraged to make recommendations to the library; most of these titles are then acquired.

2.6 The library does not operate any kind of censorship policy and does not discriminate against books on the grounds of race, religion, sex, political controversy or social acceptability. Academic books falling within the normal criteria for selection but

expressing opinions or containing illustrations which might be considered blasphemous, offensive or distasteful are acquired, subject to any legal restrictions.

2.7 Academics of the Institute also teach on a number of undergraduate courses in the Law Faculty and Social and Political Sciences Faculty. These courses rarely require the purchase of titles that we would not otherwise acquire, but do necessitate the purchase of multiple copies. Money spent in this way cannot then be used to broaden the collection.

2.8 Reading lists are produced for each of the elements of the MPhil course and for the Law Faculty undergraduate courses. The library tries to ensure that it has at least one copy of the items on these lists and several copies wherever possible. Where material is unobtainable and not available in other Cambridge libraries then Copyright Cleared photocopies are obtained via interlibrary loan. Our policy of obtaining all material on reading lists wherever possible does lead to some duplication of material within Cambridge, especially with the Squire Law Library and the SPS Faculty library.

However, given that readers are unable to borrow from the Squire Law Library and that the SPS library's collections are very heavily used, it is in the best interests of our readers that we accept that a degree of duplication is necessary. We do not, however, purchase legal or case law materials as they can easily be consulted in the Squire Law Library.

2.9 Reading lists for the Diploma/Master of Studies courses are usually individual or themed lists, produced on an ad hoc basis, and the library's general collection policy is usually adequate to cover these.

2.10 In addition to providing resources to its own Institute members, the library provides resources to readers from many other departments of the university, visitors from other universities and practitioners in the criminal justice community, from both the UK and overseas.

### **3. The Criminology Library and other Cambridge University libraries**

3.1 The Institute and Law Library librarians consult with each other regarding acquisitions, recommendations from readers, use of online resources etc.

3.2 Members of other departments in the University may borrow up to 5 books from this library. We expect other departmental and faculty libraries to extend the same privileges to our own postgraduate students who may wish to borrow from them. Where necessary we request this on an individual basis.

3.3 We recommend items for purchase to the University Library where this is recommended by members of our Institute staff or where it is considered appropriate by the librarian. We encourage our students to use the Inter-library loan facilities of the University Library.

3.4 Whilst we appreciate that copies of all Cambridge theses are lodged in the University Library we also attempt to obtain a copy of all Institute PhD theses, although this is not always possible. It would be very helpful to us if regulations were amended to ensure that a copy would be lodged here as well as the UL automatically.

#### **4. Readers' requirements**

4.1 The Institute library serves a readership with specialised needs. As a result we get to know our readers well and are able to provide a personal service.

4.2 Undergraduates following the Law Faculty 'Sentencing and the Penal System' course have occasionally criticised the library for failing to provide adequate numbers of copies of key material and for restricted access to it. We have encouraged college librarians and the Law Faculty library to make available copies of the core reading materials. These responses have resolved some, but not all, of the criticisms. It is difficult to know how much further to go while trying to maintain the balance between purchasing multiple copies or additional material for research purposes.

4.3 MPhil, PhD students and staff are better served by the library, though MPhil students sometimes complain that we do not have sufficient copies of reading list items. Others, however, are amazed and delighted that they can usually find all they need in one specialised collection. Postgraduate students and staff of the Institute are all encouraged to recommend purchases and we usually obtain these items, or pass the requests to the University Library if that appears more appropriate.

4.4 The Diploma/MSt. courses create different challenges for the development of the collection. Both courses are part-time with students attending Cambridge for two week

blocks which take place during university vacations, throughout two years. These students are frequently in competition with the Institute's MPhil students for access to the texts and monographs and are sometimes critical of our policy not to operate postal loan or photocopying systems for them. We are not resourced to do this. We have purchased additional copies of some items and have had to extend our collection to include some material which is more practitioner-centred than academic, though we try to restrict this to a minimum.

4.5 We have undertaken some formal evaluations of library provision with members and students of the Institute; evaluations of library resources also form part of the MSt and MPhil course evaluations. Areas of concern usually focus on opening hours and the number of items which can be borrowed rather than aspects of the collection, and we have tried to respond to these concerns by making the required adjustments wherever possible.

## **5. Collection Media**

5.1 The library's monograph and periodical collections are almost entirely paper-based, supported by online access to periodicals, databases and web-published materials.

5.2 The library also has a small collection of audio-visual materials and CR-ROMS, available for loan.

## **6. Foreign language materials**

6.1 Initially the library subscribed to a number of foreign language periodicals, and purchased some material in foreign languages, principally German and French.

Resource limitations have led to our only acquiring material in foreign languages which are free of charge or are published in a foreign language by a member of the Institute.

## **7. Retention, preservation and disposal**

7.1 It is the policy of the Radzinowicz Library to retain at least one copy of all items in its collections, to replace missing items wherever possible, to purchase titles in paperback bindings when they are available simultaneously with hardback, to send for rebinding paperback titles which are out of print and in poor condition, and to bind periodicals annually.

7.2 Disposal of items is mostly limited to books that have been on reading lists in past years but later superseded. Holdings of these would usually then be reduced to two copies.

## **8. Donations**

8.1 In the two years before his death, Sir Leon Radzinowicz, arranged for approximately 2500 books and periodicals from his personal collection to be sent to us.

8.2 Other scholars, readers, and past students also offer items to the library on a fairly frequent basis. Our current policy is to accept all with the proviso that we can add the items we wish to keep to the general stock and that we can dispose of those we do not require ourselves.

## **9. Conclusion**

9.1 The Radzinowicz Library houses the specialist criminological collection of the University and its collection development policy is designed to maintain its value to both students and researchers. This process involves acknowledging and attempting to resolve a number of different tensions.

9.2 In a time of decreasing resources and increasing criminological material, difficult decisions have to be made between the competing needs of students and researchers. The library also tries to make sure that its collection policy reflects the development of the subject, not only the academic or teaching interests of staff in post at any particular point in time.

9.3 Similarly difficult decisions must also be made between the need to purchase comprehensively from paper media and the need to provide access to information stored in electronic formats.

9.4 The Collection Development Policy contained within this paper sets out the background against which such decisions should be made and should be reviewed regularly by either the Library Committee or, preferably, by all members of the Institute and amended or updated as necessary.

### **Reference**

Nicola Lacey (1997) 'Criminology, Criminal Law, and Criminalization' in Maguire M, Morgan R, and Reiner R, (eds) *The Oxford Handbook of Criminology* (2nd edition), Oxford, Oxford University Press

Mary Gower, Librarian

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