

## **1 Introduction**

### **1.1 Purpose of the policy**

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.

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.

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

### **1.2 Context**

The Radzinowicz Library is the library of the Institute of Criminology, University of Cambridge. It is an affiliated library of Cambridge University Library and houses the University's specialist criminological collection. It is generally regarded as the premier academic criminology collection in the UK and is internationally known as a world-class criminal justice resource.

### **1.3 Library mission**

The primary purpose of the library is to serve the learning, 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.

Beyond the Institute, the library serves the needs of the staff and students of the University of Cambridge, complementing the provision in other faculty and departmental libraries, and the main University Library.

Beyond Cambridge, the library is an important resource for the global criminal justice research community, many of whom are regular visitors to both the Institute and the library.

As a research library of international standing, we try to make sure that our collections reflect the development of the subject, not only the academic or teaching interests of staff in post at any particular point in time. As such, it is part of our mission to represent the broadest possible spread of criminological research and to safeguard future access to this knowledge.

### **1.4 The collections of the library comprise the following:**

- The open shelf book collection, mainly housed on the ground floor of the library with some low use material in the store. This material is borrowable;
- The print journal collection, mainly housed on the first floor of the library with some low use material in the store. This material is not borrowable but may be copied;
- The electronic journal collection, accessed online;

- The UK government publications collection, mainly housed on the first floor of the library with some low use material in the store. This material is borrowable;
- The reference book collection, housed on the ground floor. This material is not borrowable but may be copied;
- The pamphlet collection, housed on the first floor of the library. This material is borrowable;
- The historic collection, Sir Leon Radzinowicz collection and the PhD thesis collection, all housed in the Wakefield Room on the first floor. This material is not borrowable but may be copied;
- The reserve collection, housed behind the issue desk on the ground floor. This is a collection of short loan books that are required reading for some taught courses. Books are transferred in and out of the collection term by term, according to their appearance on reading lists. They may be taken out of the library during the loan period but can only be renewed at the library desk.
- Archives, housed in the library stores. This material is not borrowable and different archives are subject to different conditions of access.

#### 1.6 Responsibility for Collection Development and Management

Books, pamphlets and audio-visual materials are selected for purchase by the Librarian, often in consultation with staff and students of the Institute. The Librarian consults publishers' catalogues, accessions lists from other criminology and criminal justice organisations and institutions, book reviews etc. 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.

The responsibility for new journal subscriptions is set out in 2.1.1 below.

## **2 Collection Development**

### 2.1 Periodicals

#### 2.1.1 Journals

Almost all the library's journal subscriptions are now administered and funded through the University Library's Journals Co-ordination Scheme. This ensures de-duplication of titles across the university's libraries and substantially increases our buying power by centralising the purchase of large numbers of orders.

Consequently, the library no longer has an independent journals budget and so we cannot initiate new subscriptions. We are able to take requests for new titles and submit them to the School of Humanities and Social Sciences JCS Committee for consideration, consisting of all the Librarians of the School (including the Institute Librarian) and JCS administrators from

the University Library. Decisions on new subscriptions are taken by the committee, according to perceived value of the title and available budget.

#### 2.1.2 Range and formats of journals

The library holds a little over 500 journal titles in stock, in print and electronic formats, not all of which are active subscriptions. The main collection of print journals, both active and expired subscriptions, is housed on the first floor. A number of journal titles, all expired subscriptions, are also housed in the library store. Many of these are rare or unique holdings in the UK. Our complete run of a title is always shelved in either the open shelves or the store: a run is never split between the two locations.

Journal subscriptions are increasingly becoming electronic only and we now receive very few titles in print format.

#### 2.1.2 Newspapers

The library takes two daily newspapers from Monday to Friday: *The Guardian* and *The Times*. These are not retained after the day of publication because their content is available online through a number of databases.

#### 2.2 The main book collection

The acquisition policy is to purchase academic monographs across a wide range of topics, including (but not restricted to) psychology, psychiatry, sociology, social research methodology, social policy, social welfare, criminology, penology, policing, human rights, criminal law research, socio-legal research, and sentencing. 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 usually restrict our purchases in psychology and psychiatry to forensic titles. We also attempt to acquire as much relevant grey material as we can locate, although this is increasingly published in electronic format only.

Where possible, the library also collects dissertations from the Institute's MPhil and MSt students where the dissertation has achieved a distinction level mark. These form part of the main book collection, with their own classmark for ease of discovery, and may be borrowed.

The library avoids purchasing textbooks and collections of previously published material unless these are particularly requested by members of staff. As a guiding principle, acquisitions are aimed at a postgraduate readership. Although the library provides material for some undergraduate courses taught by Institute academics in other departments, these materials are generally of a level that meets the needs of both undergraduate and postgraduate readers.

We try to ensure that we have at least one copy of the items on reading lists, except for books that are both clearly outside the subjects we collect and only suggested (rather than required) reading. We try to have several copies of heavily used books. 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 Social and Political Sciences 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.

### 2.3 UK Government publications

Although almost all UK government publications are now published online, we continue to collect some in print format. New and current reports are mostly consulted online but the continued availability of online material is not assured and government publications are particularly prone to withdrawal. To safeguard future access, we will seek to acquire print copies of publications of significance to the management and delivery of UK criminal justice agencies, along with those of continuing value for the research and teaching interests of Institute members.

Nevertheless, we acknowledge that free electronic access to new publications allows readers to build their own research collections so, accordingly, we acquire fewer government publications than we previously did.

### 2.4 Historic, PhD theses, and Sir Leon Radzinowicz collections

The historic book collection, PhD theses, and the Sir Leon Radzinowicz collection are housed in the Wakefield Room on the first floor of the library. These collections are available for consultation by readers on a reference only basis.

As the Sir Leon Radzinowicz collection is a bequest of his books and other material, it does not grow. The PhD thesis collection contains theses of the Institute's own students and new items are added as students finish their research. PhD theses from students of other institutions form part of the general book stock and may be borrowed.

New stock is added to the historic book collection where it can be acquired affordably, including through donations, but expansion of this collection is a low priority for the library. Occasionally, vulnerable and difficult to replace books from other collections in the library may be transferred to the historic book collection for preservation purposes.

### 2.5 Foreign language materials

Although the library holds a range of material in foreign languages (particularly French and German), we now restrict our acquisitions to material published in English. Resource limitations have led to our only acquiring foreign language materials that are free of charge or are published by members of the Institute.

### 2.6 User recommendations

We welcome recommendations for stock acquisitions from all users of the library and are happy to consider them for purchase. If we purchase the item, we will offer it for first loan to the reader who recommended it. If the item would not be appropriate to add to stock, we will seek to suggest another library more likely to purchase it.

## 2.7 Legal deposit

Although affiliated to the University Library, which is a legal deposit library, we do not receive legal deposit copies of any print publications. We do, however, have a dedicated computer terminal on the first floor for access to electronic legal deposit material. Where publications are produced in both print and electronic formats, publishers are increasingly choosing to deposit the electronic version. As a result, access to online material is growing quickly.

Unfortunately, current legal restrictions on electronic legal deposit means that access to this material is only available within the library, although it is possible to print from these resources.

## 2.8 Art

The library holds and displays an extensive collection of artworks. Some of these were given to the library as part of the Institute of Criminology and are held on behalf of the Institute. These comprise three portraits of Sir Leon Radzinowicz and a bronze bust of Mrs Priscilla Mitchell.

The rest of the art collection comprises works made by offenders and other people in places of confinement. Most are purchased through Koestler Arts, a charity that helps prisoners and ex-prisoners to lead more positive lives by motivating them to participate and achieve in the arts.

The collection continues to grow and is funded from library fines collected from borrowers. This collection is part of the library's continuing engagement with aspects of the criminal justice system outside the academic estate and beyond the usual profile of our readers. Through this collection, we aim to expose our readers to the lived experience of imprisoned individuals in a way that more formal, mediated criminological documents cannot provide.

### **3 Donations**

3.1 Donations are an important source of material for the library and a valuable opportunity for us to deepen our relationship with the donor. Donations help us to expand our stock by filling in gaps in the collections, and to replace copies of well-worn titles that we already have. We are grateful to the scholars and readers who offer items and collections to the library.

#### **3.2 Books**

Donations of books are particularly valuable to the library. Our policy is to accept all book donations within our fields of collecting, including duplicates, with the proviso that we can add the items we wish to keep to general stock and dispose of those we do not need. In disposal, we will seek to find a good home for the books, usually by offering them to the students and staff of the Institute of Criminology.

We are unable to shelve donated books together as named collections. Instead, we disperse them among the general stock and each book is given a bookplate identifying the donor.

#### **3.3 Periodicals**

Pressures on shelf space and the decline in use of print journals mean we are unable to accept most donations of periodicals. As an exception, we would be happy to discuss a donation that would form a unique holding of a title that is otherwise unavailable.

We are unable to accept donations of offprints, newspapers, or collected article clippings.

#### **3.4 Archives**

The library holds a number of archives, donated by both individuals and organisations, covering a range of criminological subjects. Our probation archives are particularly extensive, the largest part of which is formed by the papers of the National Association of Probation Officers. Other notable archives include a large amount of restorative justice papers given by Martin Wright, a former Librarian of the Institute of Criminology.

We welcome donations of original and unique material, of research interest. The conditions under which the library holds donated archives (for example, access and publication requirements imposed on researchers, confidentiality, weeding and disposal of material) are negotiated on a case-by-case basis. If you would like to donate archive material to the Radzinowicz Library, please contact the Librarian, details available on the website:

<http://www.crim.cam.ac.uk/library>

### **4 Censorship**

The nature of the library's mission as a research resource on crime and criminal justice means that it inevitably contains material that some people may find offensive. The library does not operate any kind of censorship policy and does not exclude books on the grounds of moral, religious, political, or social acceptability or controversial content. Academic books and other research materials 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.

As a postgraduate research facility, the library is an adult environment and we assume that readers are able to regulate their own access and responses to challenging material.

## **5 Cataloguing**

All library stock, with the exception of some archive material, is catalogued and available to view on the University Library's online catalogues. The library has an ongoing project to list the contents of uncatalogued archives and to make those listings publicly available on the library website.

## **6 Collection Maintenance**

### **6.1 Retention**

To safeguard future access to research materials, 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 print periodicals annually.

### **6.2 Disposal**

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.

## **7 Interlibrary Loans**

The library orders interlibrary loans only for periodical articles required for course reading lists. In all other cases, readers should use the Interlibrary Loan service at the University Library, where the cost to the reader is subsidised. <http://www.lib.cam.ac.uk/deptserv/ill/>

## **8 Policy Review**

This policy should be reviewed by library staff annually and any amendments brought to the Institute's Library Committee for approval. Library staff should make each new intake of MPhil, MSt and PhD students aware of the policy during induction and invite their comments and suggestions. New members of staff should also be invited to comment and the policy should be circulated to all Institute staff at least once every three years.

The development of the University Library's policies and practices may also necessitate review of this policy on an ad hoc basis. This should always be done in consultation with the staff and students of the Institute.

*Stuart Stone  
Librarian  
1 August 2019*