

Department of Zoology

**Balfour & Newton
Libraries**

**Collection Development
Policy**

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Balfour & Newton Libraries, Department of Zoology

Collection Development Policy

PREAMBLE

This document presents a brief review of the Libraries' collection-building activities and the policy to which they aspire. As the needs of users change the policy will necessarily change with them. It was drafted by the Academic Librarian with help from the Librarian, Clair Castle, and has been approved by the Library Committee.

Library resources are finite and readers will appreciate that insofar as resources permit, we seek to ensure that research, teaching and archival (rare book collection, reprint collection) access and development needs are met.

INTRODUCTION

1. Purpose, Scope & Context of Policy

1.1 *The purpose of the Collection Development Policy.* This is to provide a framework for the maintenance and development of the Libraries' collections, to indicate priorities, to establish selection criteria across the spheres of interest of the libraries and to create a consistent basis for the future development of the collections.

1.2 *The policy context.* The Policy should give guidance to Library staff engaged in book and journal selection, and complement personal intuition, common sense, knowledge and experience. The policy is largely demand-led with acknowledgement of the need to maintain the historical collections donated/collected in the

1.3 *The policy scope.* The scope of the Policy will be to provide information about the principles on which the collections are acquired, create awareness of the Libraries' objectives (as well as history and holdings) and form the basis of future developments.

2. Purpose of the Collection

2.1 *The primary functions.* The primary functions of the Libraries are to support the research and teaching needs of members of the Department of Zoology in particular and members of the University and academic community in general. This includes the provision of material for current needs as well as anticipating future needs for teaching and research. Current needs centre around the provision of books and periodicals (including multiple copies of texts and reprints for undergraduate courses, subject to current copyright law). Future needs include the development of the above with the provision of on-line search and downloading facilities for on-line journals. The material should largely complement other collections within the University.

3. Selection

3.1 *Selections for purchase.* These are made by Library staff following recommendations by students, teaching and research staff and with the approval of the Academic Librarian (exceptionally with the approval of the Library Committee).

The Libraries encourage recommendations from all directions for purchases relevant to teaching and research and especially those provided on reading lists.

3.2 Recommendation procedure. Rejection of recommendations is unlikely except for financial reasons; expensive recommendations may be purchased in the following financial year if not purchased in the current year. Users are informed if recommendations are not purchased immediately. In the case of difficulties over suitability, relevance, academic level, etc., the advice of an expert in the field (member of staff) is sought. Inter-library loan is also considered for such material. Periodical subscriptions are regularly considered by the Library Committee and, given the current difficulties of financing these, new purchases are commonly recommended to the Scientific Periodicals Library for purchase. Current staffing allows successful implementation of this policy.

3.3 Expectations of Lecturers. It is expected that all Lecturers will deposit their reading lists with the Librarian in advance of the course to be taught and (especially for Part II) that a few highly recommended texts or research papers will be noted. The Librarian will endeavour to provide copies of all highly recommended items and usually most of the other items. (See also 7.2 Special teaching collection & 7.3 Teaching reprint and photocopy collections).

BOOKS & SPECIAL COLLECTIONS

4. General principles for purchase.

4.1 Books purchased. These focus on the current teaching and research needs of the Department. In addition, the requirements for the maintenance of the original zoological collections (Balfour collection), and the ornithological collections bequeathed by Newton and Strickland are taken into account. To a lesser extent the development of the gifts of MacAndrew (conchology), Buckley (African fauna), Doncaster (cytology), Hogg (arachnids, etc.) and Watson (malachology) are taken into account. See Appendix 1.

4.2 Standing orders for serial works. These and annual editions are placed where the content of each volume is considered close to the readers' interests.

4.3 Language. The major part of the holdings are in the English language. Foreign language editions are not usually purchased.

4.4 Sources of acquisition. Purchases of books, periodicals and other materials are made through a small number of major suppliers, taking advantage of bulk purchase and special discounts.

5. Categories of material

5.1 New editions. Not every new edition of an academic work is acquired. However, if recommended for purchase, if substantial revision has occurred, a long period has elapsed since the previous edition, or if the old edition has been heavily used, the new edition will be acquired.

5.2 Reprints & facsimilies. Reprints are only acquired if the previous edition is heavily used and facsimilies (copyright cleared if necessary) are acquired only to save wear and tear on an original or to complement the current holdings.

5.3 Hardbacks & paperbacks. Hardback editions are preferred but heavily used textbooks of limited currency are commonly purchased in paperback.

5.4 Pamphlets and reprints. Reprints of articles published by members of staff are bound annually and fully indexed/catalogued. Other reprints presented to the libraries

are filed and indexed separately in the Departmental Reprint Collection if relevant to the Department's interests and if not duplicated in the main collections. This is an historically important and valuable collection maintained since the original bequests. Occasionally pamphlets (<48 pages) are added to the book stock if required for teaching/research.

5.5 *Theses.* Copies of theses produced by students in the Department are purchased at cost and stored in the Library Office. Theses produced in other Departments are accepted as gifts if relevant to Departmental research interests.

5.6 *Pictorial & Photographic works.* These are not normally accepted but may be purchased for field course/research use. Collections of pictorial works (photographic originals, watercolours and engravings) are contained in the Rare Book Collection, see Appendix 1.

5.7 *Portraits.* The Libraries have collected circa 200 photographic portraits of previous staff and other biologists presented to the Department. A catalogue of this collection is kept in the Library Office. Two albums of photographs are kept with the Rare Book Collection (see Appendix 1).

5.8 *Loose-leaf material.* This is not normally purchased.

6. Reference works.

6.1 *General.* The Libraries maintain a limited collection of dictionaries, library catalogues, annually updated information sources (e.g. tide tables), handbooks and similar material.

6.2 *Electronic access.* Much of 6.1 (and alternative sources) are available in electronic form and their use in this format is encouraged.

7. Multiple copies, replacement copies

7.1 *General policy.* This is to acquire only one copy of recommended books. However, teaching needs may demand that several copies of heavily used key textbooks are purchased. Replacements for lost items (reported or discovered at the annual inspection) are considered according to immediate need and likely future use, following consultation with the member of staff in whose subject area the book falls. In principle replacements are made for important teaching books but less heavily used items may not be replaced or their replacement may be delayed until the next academic year by when many lost books usually return. Efforts may be made to find replacements for out of print editions if considered necessary for teaching/research.. A register of lost books and the actions taken is held by the Librarian.

7.2 *Special teaching collection.* Multiple copies of heavily used textbooks are usually available for overnight loan only as a special teaching collection. The catalogue (now complete) is intended to be added to the Union Catalogue but may have only Departmental access to avoid undue pressure from readers outside the Department's sphere of teaching.

7.3 *Teaching reprint and photocopy collections.* These are provided in folders associated with each lecturer. It is expected that the individual Lecturers will take responsibility for providing the copyright cleared copies and for weeding/updating the folders on an annual basis. Additions to folders are subject to copyright legislation concerning origin and the form of copyright clearance. (See 3.3 Expectations of Lecturers).

8. Special Collections in the Library

8.1 Rare Book Collection. (See also, 4.1 and Appendix 1). The Libraries house in the Rare Book Collection much of the material bequeathed in the past. These volumes are available on request from the Librarian and are held in a secure part of the Library. They form a very important and valuable asset of international repute dating from 1450 and including many illustrated works and particularly books of historical zoological and especially ornithological interest. The collection is in urgent need of conservation and proper storage in controlled conditions and finance as well as room space for this need is a current concern. Further material (mainly unique to Cambridge) is acquired to build on this *collection as funds and needs dictate*.

8.2 Reprint collections. These and much of the Departmental Reprint Collection (see 5.4). are held in the annex or main body of the second floor lecture theatre in the Austin Building. Those in the Austin Building include the Wigglesworth collection. Staff reprints are held in the Library Office.

8.3 The Newton Manuscript collection. This was transferred to the University Library Archives in 1989 under the condition that photocopies (or another acceptable form of duplicate) should be presented to the Balfour & Newton Libraries on completion. This is still in progress (July 1999). Reference to the published outline catalogues of this material is provided in Appendix 2. A partial card index to the Alfred Newton Correspondence was also transferred to the UL and a manuscript listing of dated envelopes transferred, noting the correspondents, is kept in the Library Office.

8.4. Further working collections of books or manuscripts not under the control of the Libraries. These are held in the Insect Room and in the Museum of Zoology. (See catalogues in references in Appendix 2). (The present Library was started by a donation to the Department by the Museum).

8.5 The Field Course Collection (Pantin Collection). This collection of textbooks, taxonomic keys etc. for use on field courses and independent research in the field is housed securely in the Nobby Clark Laboratory and catalogued, maintained, added to as needs dictate, and organised into teaching collections by the Librarian. A small collection of taxonomic keys and textbooks are also maintained on an open shelf in the Nobby Clark Laboratory for student use. (This is in urgent need of updating and weeding). Funds to add books to these collections usually come from the Field Course Budget.

PERIODICALS & OTHER MATERIALS

9.Periodicals

9.1 Purchase. The purchase of new periodicals or serials will be considered by the Library Committee following recommendation from a member of staff or other Library user. Journals considered worthwhile but too expensive are referred to the SPL for consideration.

9.2 Purchasing policy. This follows the main interests of the Library (see 4. General principles), covering broad aspects of Zoology (historically including particularly Taxonomy, Ornithology and Entomology), and including current teaching/research interests such as Behaviour, Cell Biology, Conservation, Developmental Biology, Ecology (terrestrial, freshwater and marine), Evolution, Neuroscience, Neurophysiology, and Zoological Physiology. Items outside the normal sphere of interest or considered too expensive as a subscription may be provided by requests for copies from other Libraries in Cambridge, Inter-Library Loan or copyright-cleared purchase.

9.3 Level of collection. Popular and review journals/magazines as well as biological/environmental news and current awareness journals are also considered for purchase.

9.4 Cancellation of journals held elsewhere in Cambridge. This will be considered in the light of current teaching and research needs, cost, and the likely stability and convenience of alternative Library subscriptions. It will also take into account the likely stability of the on-line version if available (i.e. probably stable if held by the UL or SPL as non-copyright subscriptions or by the Medical Library). Recommendations should be approved by the General Board Committee on Libraries.

9.5 Cancellation of journals not held elsewhere in Cambridge. This will be fully justified following Departmental discussion and consultation with the Librarian of the SPL. The recommendation will then be sent to the General Board Committee on Libraries for agreement/possible alternative provision of subscription in another Library.

9.6 Donations of new and secondhand volumes. These and runs of journals to fill gaps are accepted if relevant to the needs of teaching or research interests of the Department. Donations will be recognised by a Donor's book plate and will be subject to the same conditions of weeding and withdrawal as ordinary stock..

9.7 Staff publications. The Libraries expect to be offered a copy of every publication produced by Staff (books and reprints).

9.8 Transfers. Journals recommended for disposal (following lack of use, change of need, requirements for space, etc.) must be offered to the University Library. Highly specialised scientific material may be disposed of after consultation with the Librarian of the Scientific Periodicals Library if there are other holdings in major collections elsewhere in the country (see UL Collection Development Policy (CDP) 12.5).

9.9 Duplication of titles with other University Libraries. This is normally discouraged but is justified by the high levels of use for teaching and/or research or by the distance to the nearest Library holding the other subscription. This duplication should be regularly reviewed in the light of the availability of electronic editions (see UL CDP 29.5) and financial constraints.

9.10 Teaching reprint and photocopy collections (refer to 7.3)

10. Electronic media

10.1 Bibliographic databases. These are provided electronically via the UL Telnet and website links. One on-line terminal and three PCs linked to the web with a dedicated printer (to be installed in summer 2000) are provided. These also provide electronic access to all the catalogues available from the UL site as well as to scientific information available on the web.

10.2 Electronic journals. These are provided via the PCs in the Library and throughout the Department (approximately 25 available to students). It is envisaged that these provisions will reduce the need for hard copy journals and allow some cancellations of duplicated journals available elsewhere in the University in hard copy. Journals in high demand for teaching and research will normally be retained in hard copy, especially those supplying high quality photographic material.

10.3 CD Roms. A small collection of CD roms is held in the Library Office providing additional information as part of textbooks and reference material for teaching and research.

10.4 Training. Training and demonstration of the use of electronic media may be provided by the Librarian. This may form part of formal induction sessions for students or organised on demand.

11. Manuscripts and archives See also 8.2 & 8.3

12. Catalogues

12.1 Books. The Library books are fully indexed by author/editor and ‘short subject’ record cards in drawers. There is also a complete shelf catalogue. Books are catalogued electronically through the Union Catalogue and the Rare book collection is also catalogued (final draft now complete) through this system (restricted access, see Appendix 1). The classification system used is an adaptation of the Bliss classification scheme (see Appendix 3). The overnight loan books held in the Special Teaching Collection is now fully catalogued and will be placed on the Departmental Web Site.

12.2 Periodicals. Current titles are listed in a visible strip index and titles which have ceased as well as current titles and listed in a booklet distributed throughout the Library; they are also listed in the Cambridge Union List of Serials (this is complete list for the University as a whole). Copies of the UL Post-1977 catalogue and Union List of Serials are available for consultation on microfiche.

12.3 Other catalogues. Catalogues of the Field Course Library (Pantin Collection) are held in the Office. Brief catalogues of the manuscript and associated collections are detailed in Appendix 2. The Departmental Reprint Collection catalogue provides a cross-reference by author and is held in the Newton Room.

13. Exchanges of books and periodicals. (These are no longer accepted).

GENERAL RELATIONSHIPS

14. Relationship to the holdings of other libraries in Cambridge

14.1 Archival Collections. The libraries’ rare book and manuscript collections have close links with those of the Museum of Zoology (including the Insect Room), and the University Library (Newton manuscripts) and Churchill College Library (Wigglesworth papers).

14.2 Books and Periodicals. These have direct links to other Biological Libraries, the Scientific Periodicals Library (SPL) and the University Library (UL), providing complimentary and to some extent, duplicated, collections. Reading lists are provided annually for distribution to College libraries. Periodical issues are frequently duplicated within the SPL or UL (especially if they are copyright volumes). The nature of research and teaching within the Department requires that some duplication of periodicals and books (e.g. on neuroscience and developmental biology) occurs with a wide range of other biological and medical libraries in Cambridge. Ecological and environmental interests link closely with Geography, Genetics, Plant Sciences libraries and the SPL.

14.3 Cooperative services. There is cooperation between the University Libraries so that document delivery is usually carried out on a ‘no charge’ basis.

EVALUATION OF READER REQUIREMENTS

15 Undergraduates

15.1 Text books. These are provided covering the whole range of teaching interests at introductory and advanced levels and additions are purchased as recommended by staff/Academic librarian. A special collection subject to overnight loan only and containing some multiple copies is provided for heavily used volumes. Reference lists from lectures are maintained in annual folders for Librarian and student use. Recommended textbooks and specialist volumes required for project work are purchased on request following agreement by the Academic Librarian and if funds allow.

15.2 Periodicals. Periodicals required for teaching are given equal priority with those needed for research. Two photocopiers are provided for use within the Libraries. Readers are directed to on-line access (if available) or other Cambridge libraries for journals not held in the Libraries.

15.3 Photocopy collections. Photocopy collections of heavily used articles are provided by staff (see 7.3).

16. Graduate & Faculty Research

16.1 General. Research needs are provided for on an equal basis with undergraduate teaching.

16.2 Text books. Textbooks on research methods and special research interests are purchased on request. These are usually only in the English language. Recommendations for interdisciplinary works are welcomed.

16.3 Periodicals. Titles needed for research are considered with other recommendations by the Library Committee and purchased if funds are available or otherwise recommended for purchase by the Scientific Periodicals Library.

17. General requirements

17.1 General. Requirements for catalogues, dictionaries, handbooks, atlases etc. are provided and new suggestions solicited. The collection should be reviewed every five years.

18. Demand assessment

18.1 High demand books. These are assessed by requests for reservations and by numbers of lendings. High use will trigger a discussion of the purchase of multiple copies. The annual inspection (see 20) is an aid to this assessment (losses, wear and tear etc.). The new UL automated system (circulation, catalogue, serials management etc.) would aid all such reviews.

18.2 Overnight loans. (See 20.2 Borrowing of books.) These are reviewed annually to ensure that they remain a fully working collection.

18.3 Low demand books and journals. These are periodically reviewed as resources permit.

19. Withdrawals

19.1. Criteria for withdrawal. Stock will be considered for withdrawal when:

- a) Old editions are superseded by new ones
- b) There have been no borrowings over the last five years

- c) The text is seriously out of date.
- d) The subject is no longer taught in the University (content no longer relevant to current teaching)
- e) The series of which it forms a part has been cancelled or ceased publication
- f) The text is in poor physical condition and can be replaced if it is still relevant

19.2. Other considerations. All withdrawn books should be considered for transfer to the rare book collection and/or rebinding. (See also 10.7 Transfers)

19.3. Procedures for withdrawal. The above criteria will be applied by the Librarian in consultation with the Academic Librarian and preferably in consultation with a subject specialist in the Department. Written notice of a major review should be given to all staff and Senior Research workers. The criteria may be relaxed to allow retention of materials forming collections donated by past benefactors, for transfer to the rare book collection, or where it is agreed that the stock may be of future use to members of the University. Stock withdrawn may be transferred to other libraries in the University, sold or scrapped (see also 10.7 Transfers).

CIRCULATION

20. Circulation policy.

20.1 Time of opening. The Library is open from 08.30-17.00 Monday - Friday and from 9.15-12.30 on Saturday in Full Term.

20.2 Borrowing of books. Currently borrowing of books is allowed for 2 weeks as long as they remain in Cambridge. Texts on Lecturer's reading lists are shelved separately and may be borrowed on overnight loan only. They may be taken after 16.30 and must be returned by 10.30 the next morning or after 11.00 on Saturday morning, for return by 10.30 on Monday morning. Overnight books may be loaned for the vacation as long as at least one copy is still available in the Library. Research workers in the Department may borrow a reasonable number of volumes subject to the approval of the Librarian and notices for recall. Other borrowers may hold not more than two volumes at any one time. Periodicals and rare books are not loaned.

20.3 Visitors. Individuals who are not members of the Department or the University who are granted written permission to use the Library by the Academic Librarian are not usually allowed borrowing rights.

INSPECTION

21. Inspection policy

21.1 General. An inspection will be carried out on all periodicals and books on an annual basis in order to assess losses, wear and tear, items for potential withdrawal, etc.

BINDING

22. Binding policy

22.1 General. The Librarian will endeavour to send all periodicals received for binding but this may not be done for reasons of finance or the limited use of the journal.

22.2 Rationale. Binding is considered beneficial to the security and integrity of Library stock, helping to prevent theft as well as wear and tear as well as aiding longevity.

FUTURE DEVELOPMENTS

23. Collection Development.

23.1 General & finance. The collection will hopefully change in the future by further acquisition of texts in the general spheres of interest of the Department. The satisfactory development of the Rare Book Collection will depend on the acquisition of University and other funding to provide constant temperature/humidity conditions in secure premises and conservation of the collection.

23.2 Rationalisation of holdings. This will particularly apply to old and little-used runs of periodicals but may also apply to books. The latter should be moved to the Rare Book Collection or offered for sale/removal by staff, the UL, or a commercial buyer as appropriate.

23.3 Centralised Biological (Science) Library. It is the policy of the Sub-Syndicate and the CSBS to provide in the future a Centralised Science Library. At present there is no funding for this project and individual Departments must make proper provision for their readers. The nature of such a library is uncertain (probably biased towards research needs) but it is hoped that any such development would allow the teaching needs to become more prominent within Departmental libraries while still providing books for teaching and research and on-line access to periodicals.

23.4 Staffing. The present system of one Senior Library Assistant and a Library Assistant is satisfactory for day to day management and administration of the collections. Additional cataloguing or conservation tasks are unlikely to be completed without additional staff, students or placement students. (The Rare Book Collection was recently catalogued at a cost of circa £1000 with the aid of a 1974 computerised listing and the shelf lists). Stipend costs are met by the University and by the annual income (£8,400 in 1999) from the Balfour Endowment Fund and the Newton Fund (see Statutes & Ordinances, Special Regulations for Faculties, Departments etc, Department of Zoology). These endowment funds were specifically provided 'for the upkeep of' or 'keeping up' the Libraries and were consolidated into stipend expenditure in 1982. It is the view of the Academic Librarian that the endowment money should be allocated to its proper purpose of 'upkeep' which would hopefully include binding, further book purchase (both of which are curtailed by financial restrictions) and for the conservation and rehousing of the rare book collection.

24. Access Development

24.1 Electronic Access. It is envisaged that the use of much of the Libraries' periodicals will reach all members of the University through electronic access agreements and that catalogue/reference information will become increasingly available through this medium. It is hoped that readers will be able to make use of an increasing number of computer terminals within and outside the libraries for access to journals through the University Library On-line Periodicals Catalogue.

24.2 Cataloguing of the Rare Book Collection. This is complete and needs to be finally agreed for restricted use on-line and in hard copy via the Union Catalogue.

24.3 Cataloguing & Copying of Newton etc, manuscripts. This task was started by the University Library in 1989. It is still not complete but urgent demands will be made to encourage completion and provision of photocopies of the manuscripts (unless another medium is thought more appropriate) will be requested, as originally agreed to provide access in the Balfour & Newton Libraries.

24.4 *Reader and student work space.* This should be increased through the rehousing of the Rare Book Collection and the Journal of Comparative Neurology (to the SPL) and by the rearrangement of present shelving, as well as by rationalisation of duplicated journals alongside provision of electronic versions.

25 Conservation

25.1 *General.* The Rare Book Collection is in urgent need of dustjacket and boxing conservation measures together with rehousing in temperature and humidity controlled conditions in a secure room outside the libraries. This would free space for further book/periodical storage and additional working space (see **24.4**).

APPENDICES

Appendix 1. Rare Book Collection - Catalogues

This holds approximately 6000 volumes. The following information is mainly derived from the First Report of the General Board's Committee on Libraries, Reporter Friday 28th March 1969 and from Dr C.B. Goodhart's information sheet provided for this purpose. Further information is available from a recent commercial/insurance appraisal.

The full catalogue (in final version) is about to become available to Library staff (and members of the Department) through the University's Union Catalogue computer system.

In short, the collection is primarily made of the following gifts with some more recent purchases added as appropriate. (See 13.3 for details of the Departmental Reprint Collection catalogue).

1. The Frances Maitland Balfour Collection (1851-1882), Professor of Animal Morphology). Books given by his family to form the nucleus of the Zoological Department Library which were originally housed on the site of the Austin Wing of the Cavendish laboratory until the Department moved in 1933.
2. The Alfred Newton Collection (1829-1907) first Professor of Zoology. Books of outstanding historical importance, especially for ornithology, bequeathed in 1907. Up to 1913 these books were attached to the Museum of Zoology, after which they were transferred to a room adjoining the Balfour Library. Note that all books bequeathed before 1882 were given in the first instance to the former Museum of Zoology Library (established 1870) and were transferred to the Balfour & Newton Libraries in 1938/39 leaving only small working collections in the Museum and The Insect Room.

Other notable gifts received by the Department (or Museum Library) are:

3. The MacAndrew Collection (1873) - Conchology - 300 volumes.
4. The Strickland Collection (1875 & 1881) - Ornithology - 422 volumes.
- 5 The Oates Collection (1897-1940) Ornithology.
- 6 The Buckley Collection (1903) - Chiefly fauna of Africa - 438 volumes.
7. The Webb-Smith Collection (1902) - 500 original water colours of African and Indian birds and scenes which were presented by Mrs. Atkinson of Clare College. (One book on Anglo Indian bird drawings valued at £200,000).
8. The Norman Collection (1912) Over 1200 volumes.
9. The Doncaster Collection (1920) - Cytology.
10. The Hogg Collection (1924) - Spiders etc.
- 11, The Watson Collection (1960) - Malachology - over 1000 reprints and 50 books.
- 12 The Wigglesworth papers (transferred to Churchill College Archives Centre, 1992)
13. The Wigglesworth Reprint Collection (donated to the Libraries 1991)
14. The Roger Lubbock collection (1980's?) - Fish, 30 volumes- mainly on open access. (separate catalogue available in Library Office).

Summary from 1969

Pre 1800 books are :	Incunabula (pre 1501)	4
	16th century	44
	17th century	178
	18th Century	811
	Total	1037 (to be confirmed)

Appendix 2. Outline catalogue of the Newton manuscript and other collections

(This collection was transferred to the University Library in 1989).

Copies of a manuscript catalogue are available in the Library Office. The partial card index to the correspondence has been transferred with the papers.

The published brief catalogues are in Bridson, G.D.R., Phillips, V.C. & Harvey, A.P. (1980) *Natural History Manuscript Resources in the British Isles*, Mansell, London, and in Bloomfield, B.C. (ed.) (1997) *A Directory of Rare Book and Special Collections in the United Kingdom & The Republic of Ireland*, 2nd Edition. The collection of photographic portraits is catalogued by subject in a list available from the Library Office.

Appendix 3. Outline classification schedule

Modification of the Bliss Classification Scheme.

Books: Common classes are E Biology, G Zoology, EC Cell Biology, EN Genetics, GG Ecology, GHM Freshwater Fauna, GHN Marine Fauna, EO Evolution, GD Physiology, GFU Behaviour, L Invertebrates, Q Insecta, Y Mammalia.

Periodicals: A, AA Foreign Journals; B, BB English Journals; AN Ornithological Journals; Z Folio size Journals.

Dr J.R. Flowerdew,

7th July 2000.