

# Collection policy for the Rewley House Continuing Education Library

## 1. Overview

### *General coverage and purpose of the Library*

The Rewley House Continuing Education Library is a teaching collection developed in support of the courses taught by the Department for Continuing Education. It does not aim to replicate the extensive collections held in other Bodleian research and faculty libraries. It is a general collection with some material on most subject areas and particular strengths in key subjects covered by the Department's award-bearing courses:

- Archaeology
- Architecture
- Creative writing
- Counselling and psychotherapy
- English literature
- Environmental conservation
- History
- History of Art
- Local history

It also collects material on the history and theory of adult and continuing education at the higher education level.

The Rewley House Continuing Education Library provides the main or only Bodleian Libraries loan collection in the following subject areas:

- Adult education/continuing education – history & theory
- Architecture – historic building conservation, vernacular architecture, garden history
- Counselling/psychotherapy/cognitive therapy/psychodynamic practice
- Creative writing – theory and methods
- Local history
- Local collection – secondary material on all subjects relating to Oxfordshire (historic and current county)

SOLO is the online catalogue which lists most books and journals in the Bodleian Libraries teaching, learning and research collections.

### *Legal deposit*

Legal deposit material relating to the subjects covered by the Rewley House Continuing Education Library is held by the Bodleian Libraries research libraries according to subject. At midnight on 5/6 April 2013, new legislation came into force allowing the Bodleian Libraries and the other Legal Deposit Libraries in the UK and Ireland, to access electronic books, articles, web pages and other electronic documents published in the UK. The 2013 Regulations 2013 are being implemented gradually over several years, as the Legal Deposit Libraries agree collectively to accept electronic versions from each UK publisher. Electronic legal deposit material

should in principle be available via PCs in the Library, although technical issues prevent this at present.

### ***Electronic resources***

A wide variety of electronic resources including e-journals, e-books, bibliographic databases, image collections etc is available in subjects covered by the Rewley House Continuing Education Library as part of the Bodleian Libraries collections. The Library purchases selected e-books relevant to OUDCE courses.

OxLIP+ is the interface for electronic resources, such as bibliographic databases. Oxford University e-Journals provides access to e-journals. Both include subscription resources and selected open-access resources.

### ***Non-book collections***

#### ***Slides***

The Library has around 21,000 slides obtained through donation. These can be borrowed by academic staff for teaching purposes. Subject areas covered are Archaeology, Art, Architecture and Astronomy.

#### ***DVDs/Videos***

The Library has a collection of around 700 videos and DVDs. Most of these are feature films purchased to support film courses and can be borrowed. The collection also includes drama and documentary titles purchased in support of courses. New titles are purchased on request from academic staff

Recent DVDs are catalogued on SOLO but work is ongoing to complete the cataloguing of some older material. A printed listing is available in the Library and on the library website.

#### ***Languages***

The Library collects mainly English language material. There are small original language literature collections.

### ***Bodleian Libraries Collection Management***

Readers of this document are referred to the Bodleian Libraries Collection Management Policy <http://www.bodleian.ox.ac.uk/about-us/policies/collection-management-policy>. Individual subject/library policies are developed with reference to this document

## **2. Teaching collection**

#### ***Text books***

The provision of text books varies according to different courses:

***Weekly classes, Oxford University Summer School for Adults (OUSSA), International Summer Schools.***

The Rewley House Continuing Education Library is the only library available to support weekly class and OUSSA students, and some international summer schools. The Library

purchases all books on reading lists for these courses wherever possible. For weekly classes held outside Oxford City, with the exception of those held at the University of Reading, book boxes are supplied to the course for its duration, so some duplication occurs where different classes are covering similar topics.

### ***Award-bearing courses***

For undergraduate and taught postgraduate courses taught mainly face-to-face in Oxford, the Library purchases all books on reading lists wherever possible. For extended work and dissertations, students will need to use the central Bodleian and/or appropriate Faculty or Research libraries.

The Library does not fully support some courses which are taught either entirely as distance learning/online courses or blended courses with brief blocks of attendance in Oxford. In these cases the Library will purchase key texts requested by academic staff but course readings are supplied as part of the course package and for extended study students will use libraries local to them, often in the workplace. Examples of courses in this category are Evidence-based Healthcare and Experimental Therapeutics courses. The MSt in Human Rights Law is supported by the Bodleian Law Library, and Theological courses are partially supported by Oxford Theological Colleges.

All students on award-bearing courses have borrowing rights at the Rewley House Continuing Education Library, and have access to OxLIP+ resources.

The Library also buys material to support taught courses that it is not actually cited on reading lists, particularly in the specialist areas listed above.

### ***Journal articles***

The Library purchases or receives by donation around 90 current journal titles in the main teaching subjects of the Department. Some titles are not available electronically. Photocopies/scans of journal articles not available in Oxford will be obtained through inter-library loan.

### ***Levels of provision***

Student numbers, the nature of the item (core reading or background text), price, and whether the text is required by both weekly class and award-bearing courses, are all taken into account when placing new book orders. Generally two copies of key texts are purchased. Confined copies are provided in some instances in consultation with teaching staff. Reports (e.g. hotlists and reservation queues) are used to monitor and respond to use of the teaching collections.

## **3. Research collections**

The Library does not hold research collections.

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