



# **Library Policy**

March 2023

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## **A welcoming and renewed learning space for all college members**

The Linacre College Library aims to give its students the best possible support for their studies and provides a welcoming space for everyone at the college.

### **1. Access Policy**

- 1.1.** Linacre College Library is open 24 hours a day, 7 days a week for college members and those with reciprocal arrangements.
- 1.2.** The main library is reserved for quiet study. A group study room and printing and scanning facilities are also available. There is additional study space (along with computers, a printer and a scanner) in Study Room 1 on the top floor of the O.C. Tanner building and Abraham Building.
- 1.3.** The Library Study Room is bookable via the online system for Linacre students and Fellows only. It is for group study and can be reserved for a maximum of two hours up to two weeks in advance.
- 1.4.** The library operates via a self-issue system. All books must be taken out via the self-issue terminal in the library lobby. Returns should be placed in the book returns box in the same location.
- 1.5.** Members can borrow up to 30 books at a time from the library. Books are loaned for four weeks, but will be recalled after two weeks if reserved by another student. Privileged readers are entitled to loans of up to eight weeks.
- 1.6.** Renewals can be made via the University's library system [SOLO](#).
- 1.7.** A cost-covering scheme will be implemented to recover the current replacement value of any items not returned from those who were borrowers.
- 1.8.** Demand for space is high so students should not reserve study spaces or leave belongings on desks if leaving the library. The library does not take responsibility for any private possessions.
- 1.9.** Please keep phones on silent and conversation to a minimum.
- 1.10.** Food and drink are not permitted in the library, with the exception of bottled water, which must be kept securely closed when not in use.
- 1.11.** Linacre College Library is committed to improving accessibility and its services for those with disabilities. If you have any difficulty in accessing the library, using library materials or are unsure about how accessible the library would be to you, please contact the [librarian](#).
- 1.12.** Reference access may also be given to other University of Oxford students and staff members if material is not available at other Oxford libraries. They should contact the library team to make an appointment in advance. A valid University card should be presented on arrival.
- 1.13.** Linacre College Library is not open to members of the public apart from researchers consulting the Ryle Collection.

1.14. Linacre College Library does not offer an inter-library loan service but University members can use the free service provided by the Bodleian Libraries.

1.15. Printing and scanning facilities are available in the Library Printer Room.

1.16. Wireless access is available throughout the library using eduroam.

1.17. For help and assistance please contact: [library@linacre.ox.ac.uk](mailto:library@linacre.ox.ac.uk)

## 2. Collection Policy

2.1. The main objective of the Linacre Library's selection policy is to provide the College community with a wide range of materials that are consistent with the ethos of the College, its academic disciplines and the research and information needs of its students and staff.

2.2. The process of selecting resources will include input and collaboration from Linacre students, Fellows and staff with the overview provided by the librarian and library team. Purchasing can be informed by relevant course reading lists, student, fellow and staff suggestions and decisions made by the librarian and library team.

2.3. The library collection at Linacre College is interdisciplinary, mainly focusing on the University of Oxford Academic Divisions of Social Sciences, MPLS and Humanities. The priority themes for collection include:

- **Social Sciences:** Sociology, Anthropology, Archaeology, Business, Politics, Economics, Law, Geography and the Environment, Global Studies and Education.
- **Humanities:** Philosophy, Ethics, English Literature, History, Linguistics and Art.
- **Sciences: Mathematical, Physical and Life:** Mathematics, Statistics, Computer Science, Engineering, Materials, Earth Sciences and Biology (Plant Sciences/Zoology).

2.4. The collection needs to be relevant and useful, concentrating on diverse subjects central to the research of students and staff at Linacre College.

2.5. It would be relevant to obtain items that concentrate on environmental and sustainability themes linking to the ethos of the college. Library acquisitions should strengthen the connection between the lectures and events taking place in the wider college, for example, by purchasing publications produced by visiting lecturers.

2.6. There are important general themes including welfare, diversity, LGBTQ+, women, disability, and under-represented and collected groups that should be central to the collecting policy. Study skills and development are also important themes.

2.7. Items requests will be evaluated by:

- The cost of the item
- If it is already held by a University of Oxford library
- If a copy is available as an e-book
- How well it fulfils the Linacre Library Collection Policy guidelines

- 2.8.** The Linacre Library will periodically monitor its holdings to ensure that it offers the best collections and service to the college. Library stocktake will inform this process along with space requirements.
- 2.9.** The systematic removal of items may be permitted with the following points taken into consideration:
- An item will not generally be removed if it is the only such copy on SOLO.
  - Removed and unwanted library items can be withdrawn and offered to college members for a small donation.
  - Items can also be offered to other libraries or sent to book charities or removal companies.
- 2.10.** Withdrawn items can be offered to Linacre members via the table outside the main reading room for a small donation or given to the Book Swap located in the Common Room.

### **3. Donation Policy**

- 3.1.** The Linacre Library welcomes donations. However, space and out-source cataloguing cost restrictions mean that we have to be selective with acceptances.
- 3.2.** Donations will be accepted if they fit with the collection policy and if the benefit of the item outweighs the possible costs of cataloguing and storage limitations.
- 3.3.** Donations will be acknowledged via an inserted book plate and public notes on the SOLO catalogue.
- 3.4.** Donations may be removed from the Linacre Library at a later date and cannot be accepted with donor limitations.
- 3.5.** Donations not seemed suitable when received or at a later date will be removed following collection policy guidance.

### **4. Special Collections Policy**

- 4.1.** Linacre College Library is committed to making the Gilbert Ryle collection as accessible as possible. Reference access to the collection is available to members of the college, other college and University of Oxford members and external academic researchers.
- 4.2.** Readers will need to provide identification such as a university card, Bodleian card, British Library card or passport or driving licence.
- 4.3.** All appointments to consult special collections material must be made in advance by contacting the librarian.
- 4.4.** Appointments can only be arranged for when the library team are present in the library due to security reasons.
- 4.5.** Readers are responsible for all items issued to them. All material must be handled with care and kept in the correct order.
- 4.6.** Pencils or computer devices should be used for note taking. No pens are permitted.

- 4.7.** Readers may not eat or drink in the Special Collections Ryle Room.
- 4.8.** Photographs may be taken with prior permission. A declaration must be signed confirming that images are for private research only and will not be published.

Approved by Governing Body: 8<sup>th</sup> March 2023