Collection policies for research and taught-course collections in the
Social Science Library
Social Policy, Social Work, and Demography

1. Overview

General coverage and purpose of the Library
The Social Science Library develops its collections primarily in support of the research and teaching activities of the departments of Criminology, Economics, International Development, Politics and International Relations, Social Policy and Social Work, Socio-Legal Studies, Sociology and provides social science support for Russian and East European Studies, African Studies and Anthropology. Each year the library orders from over 250 undergraduate and postgraduate reading lists.¹

The Library will also cover general social science, social science methodology, social aspects of the Internet and any closely related or inter-disciplinary subjects not actively researched in the departments but appropriate for a major social science research library.

The library also houses general purpose statistical material, selected official publications and reference material.

Legal deposit
The Social Science Library is the primary holding library for post-1990 legal deposit books in economics, Western and global politics and international relations, sociology, social policy and social work and for post-2005 works in international development, Western language Slavonic works, and general social science works. The Library also holds many key legal deposit journals that relate to its core subjects.

To help preserve the national archive, the Social Science Library avoids transferring legal deposit books from the Bodleian Library to its open-shelves if they are cited on Departmental core reading lists.

Electronic resources
The Library, via the use of subject funds and ELISO funding as appropriate, will continue to work towards the expansion of the range of electronic resources available to social scientists in Oxford, with a particular emphasis on data and full-text resources. Journal subscriptions will be reviewed regularly to assess whether upgrading to online access is available and cost-effective.

Statistical series
As the principal library for social science statistical collections in Oxford the Library maintains a comprehensive collection of series from major international organizations including the United Nations, OECD, World Bank, IMF, ILO, and the WTO and to a lesser extent the EU.

¹ A full list is available on our website at http://www.ssl.ox.ac.uk/readinglists.html.
For each of the G7 nations (Canada, France, Germany, Italy, Japan and the United States plus China, Russia and India), the Library will hold the report of the central bank, the yearbook of statistics, and other official statistical office publications as and when deemed appropriate. The purchasing and retention of monthly statistics will be reviewed on a regular basis.

For all other non-G7 nations, the Library will increase its holdings over time to include the yearbook of statistics and the annual report of the Central Bank as available.

Official Publications
In addition to statistical publications the Library will hold all World Bank, IMF, and OECD publications as well as significant UK official documents and reports of interest to its core subjects.

Languages
The Social Science Library will primarily purchase English language material. Where appropriate the Library will also purchase materials in French, German and Italian.

OULS Collection Management
Readers of this document are referred to the OULS Collection Management Policy (http://www.admin.ox.ac.uk/lib/oxonly/2001/cul01-75.shtml), which outlines the aims of correctly housing material within OULS and reducing unplanned duplication. Collection policies are developed in accordance with these aims and the Library works closely with the OULS Collection Management Unit in achieving them.

2. Teaching collections for Social Policy, Social Work and Demography

Text books
The Social Science Library purchases all texts cited on reading lists provided by the Social Policy & Social Work Department. General items in support of teaching and learning are also provided, especially research methodology texts and statistical software manuals.

Journal articles
The Library will house social science journals regularly cited on Departmental reading lists. Journal articles not available in Oxford will be obtained through inter-library loan. For the convenience of readers, the Library will also provide photocopies of journal articles cited on core reading lists that are not available in the Social Science Library or online (subject to copyright provisions).

Levels of provision
Student numbers, the nature of the item (core reading or background text), price, and the availability of the text in Oxford, are all taken in to account when placing new book orders. At a minimum the Social Science Library provides two copies (one confined, one lending) of every core text cited on a supported reading list (unless student numbers are
particularly low). Additional lending copies are generally purchased at a ratio of: one copy for every 10 students for core texts; and one copy for every 20 students for background texts.

The availability of reading list texts is maximised through the provision of confined copies, short loan periods and a reservations system. OLIS reports (e.g. reservation queues) are used to monitor and respond to use of the teaching collections, and new accessions and lists of heavily-used texts are emailed to College Librarians to encourage purchasing of additional copies.

3. Research collections specific to Social Policy, Social Work and Demography

Journals
The Library will house key journals (i.e., highly cited journals and those relating to the specific interests of the department) in social policy, social work and demography and in accordance with its language and area coverage. The Library welcomes requests for specific titles not currently subscribed to and is committed to expanding its range of online journals as funds permit.

Research books
The Library welcomes all suggestions for monograph purchases from members of the Department. In addition to this and the legal deposit intake, the Library will pay special attention to the purchasing of non-deposited material on the following subjects:

3.2.1. Social policy
Works relating to policy issues and studies of the following: ageing, equality/ social stratification, ethnicity, families, gender, housing (including urban policy), labour (including income distribution), public policy, poverty (including social deprivation and standard of living), UK and European social policy (including policy evaluation, comparative works, social policy on non-Western areas purchased selectively), welfare / social security.

3.2.2. Social work
Evidence-based social work and related works on the following: ageing, care (including child welfare, social and personal care), domestic violence, evaluation of interventions, families and parenting, participatory action research, substance abuse.

3.2.3. Demography
Demographic statistics, works on demographic research topics: ageing populations, comparative demographic systems (UK, European and global) demography methods and theory, demographic trends, family demography, fertility rates, ethnic populations, immigration / emigration (including policy), socio-economics of population growth.

Louise Clarke, Mark Janes, Margaret Robb, Oct. 2006.