Collection Development Policies for research and taught-course collections in the Bodleian Social Science Library

Sociology

1. Overview

1.1. General coverage

The Bodleian Social Science Library (SSL) develops its collections primarily in support of the research and teaching activities of the departments of Economics, International Development, Politics and International Relations, Social Policy and Social Work, and Sociology; and in the Centres for: Criminology, Refugee Studies, Russian and East European Studies, Socio-Legal Studies and African Studies. Each year the library orders from over 470 undergraduate and postgraduate reading lists.

The collections can be searched using SOLO. Books cited on reading lists, recent research texts and key reference works are housed on open-shelf in the Social Science Library in Library of Congress classification order. Most journals are available online; those only available in print are on open-shelf, shelved alphabetically by title.

All members of the University are encouraged to recommend items for purchase. An online suggestions form is available.

1.2 Legal deposit

The SSL 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 such as ‘Sociological Theory’ and ‘Sociology’. Other Bodleian Legal Deposit items can be delivered to the SSL from the Book Storage Facility (BSF) on request.

To help preserve the national archive, the SSL avoids transferring Legal Deposit books to its open-shelves if they are cited on core reading lists.

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 will be implemented gradually over several years, as the Legal Deposit Libraries agree collectively to accept electronic versions from each UK publisher.

1.3 Electronic Resources

Where possible and if desirable, resources for the social sciences are made available online in preference to, or as a supplement to, printed versions.

Over 50,000 electronic journals are available, and can be accessed from any site in the University, or outside Oxford using Single-Sign-On. All major publishers are included in Oxford’s portfolio of e-journal packages (which often includes the complete backfiles), and additional e-journal titles are subscribed to on an individual basis if deemed cost-effective.
There is also a growing collection of Sociology ebooks and online reference works (including 'The British Journal of Sociology', 'Sage Dictionary of Social Research Methods' and 'Oxford Bibliographies'), particularly in support of teaching. Bodleian Libraries provide access to more than 500,000 online books across many subjects, and subscribes to three major platforms: EBL, EBSCO and Ebrary.

There are also over 1000 databases available via OxLIP+ and SOLO, including ‘IBSS: International Bibliography of the Social Sciences’ and ‘Sociological Abstracts’ plus social science wide data sources and platforms such as the UK Data Archive and SCOPUS.

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

For each of the G8 nations (Canada, France, Germany, Italy, Japan, Russia and the United States plus China 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 purchase and retention of monthly statistics will be reviewed on a regular basis as many are now freely available via the web.

For all other non-G8 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.

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

1.6 Languages
Resources purchased will primarily be English language material. Key research materials in European, and to a lesser extent, other languages, will be considered however.

1.7 Bodleian Libraries Collection Management
The Bodleian Libraries aim to support new research areas and taught courses as they arise, and collection policies will be subject to amendment and continuous development in the light of such changes in academic requirements, while having regard to national/international provision in subject areas where the Bodleian Libraries have leading collections.

The Bodleian Libraries have a range of Collection Management Policy Documents which refer to all subjects and collections, particularly as regards location, retention, disposal and transfer of library materials.

2. Teaching Collections for Sociology

2.1 Reading list material
The Bodleian Libraries make every effort to ensure that students have easy and timely access to all the references on the reading lists prepared by Sociology teaching staff. General items in support of teaching and learning are also provided, especially research methodology texts. Departments should be explicit in their recommendations to students
concerning personal purchases of essential books, as the Bodleian Libraries are unable to ensure that every student can always access a copy of a textbook at the time they want it.

2.2 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. In general, the Social Science Library aims to provide a minimum of two print copies (one reference and one lending), or one online copy, of every core text. Additional copies are purchased in the light of user’s needs, requests and usage patterns. If additional lending copies are purchased they are generally done so at a ratio of: one copy for every 10 students for core texts; and one copy for every 20 students for background texts. In some limited cases, it may be more appropriate for resources to be housed in a different library (e.g. legal aspects covered by the Law Library).

The availability of reading list texts is maximised through the provision of e-books, confined copies, short loan periods and a reservations system. System 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.

2.3 Journal articles
The majority of journals are available online. Any journal articles required for teaching that are unavailable in Oxford (online or print) will be obtained through inter-library loan. Providing the terms of the University’s licence agreement with the Copyright Licensing Agency are adhered to, academics may scan journal articles (and book chapters) for use via WebLearn or make the relevant number of multiple copies.

2.4 Courses
The following courses are supported:

Undergraduate courses:
- BA in Philosophy, Politics and Economics
- BA in History and Politics
- BA in Human Sciences

Postgraduate courses:
- MSc in Sociology
- MPhil in Sociology and Demography
- DPhil in Sociology

The SSL eReadings service provides digital copies of print-only book chapters and articles cited on reading lists. These scans are created and hosted under the terms of the CLA HE Licence for the courses below:

Undergraduate courses:
- Political Sociology
- Social Policy
- Sociology of Industrial Societies
- Sociology and Demography
- Society Culture and Environment
- Sociological Theory
- Quantitative Methods

**MSc in Sociology:**

- Crime and governance
- Social inequality
- Political Sociology
- Gender and family
- Sociology of Japan / Latin America
- Health and society
- Quantitative methods

**MPhil in Sociology and Demography:**

- Sociological Analysis
- Demographic Analysis
- Life Course Research
- Statistical Methods
- Research Design

Note – it is the responsibility of lecturers to keep the Library informed of teaching requirements. For major course revisions or new courses, the Social Sciences Division requires a supporting letter from the Library Service, and the Department may be required to pay start-up costs.

**3. Research Collections for Sociology**

**3.1 Journals**
All key journals (i.e. highly cited journals and those relating to the specific interests of the department) in Sociology will be provided. Where possible and desirable, new subscriptions will be made available online in preference to print. The Library Service welcomes requests for specific titles not currently subscribed to and is committed to expanding coverage of Sociology journals as funds permit.

**3.2 Discussion and working papers**
The Library retains key discussion and working paper series permanently and a larger selection for five years before discarding. Details of these are available on the SSL website and holdings are reviewed on a regular basis: [http://www.bodleian.ox.ac.uk/ssl/finding-resources/resources-by-format2/discussion-and-working-papers](http://www.bodleian.ox.ac.uk/ssl/finding-resources/resources-by-format2/discussion-and-working-papers)

Many individual papers for Sociology are catalogued on SOLO.

**3.3 Research books**
The Bodleian Libraries welcome all suggestions for monograph purchases from members of the Department. In addition to this, and the legal deposit intake, the Library Service will pay special attention to the purchasing of non-deposited material in support of the subjects listed in section 4.
3.4 Data
Where appropriate and within budget constraints, the Bodleian Libraries will purchase datasets and data-based reports in support of research. (Data can only be purchased by the Library Service if the contract is acceptable to the University and the data can be made available to all University members).

4. Core Research and Teaching Areas for Sociology

Topics include:
Comparative Sociology,
Crime, Violence and Governance,
Culture and Religion,
Demography,
Gender, Family and Households,
Health and Wellbeing,
Political Sociology,
Research Methods,
Social Inequality,
Social Mobility,
Labour Markets,
Sociological Analysis.

Monthly accessions lists of new items, both purchased and received through legal deposit, are available via the SSL website: http://www.bodleian.ox.ac.uk/ssl/quick-links/new-books

5. Contacts

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