Collection policy for Education

1. Overview

General coverage in OULS

Education material is primarily held in the Education Library, with additional UK material housed in the Bodleian Library book stacks.

The Education Library develops its collections primarily in support of the research and teaching activities of the Department of Education, although use of the Library by readers from across the University of Oxford and by external researchers is also encouraged. The Library aims to provide an excellent service for educational research by providing a good general collection with strengths in the areas in which the University has current research and teaching interests. The Education Library does not hold a comprehensive education collection, although it is supplemented by the Bodleian Library, which is provided by the Institute of Education in London.

The Education collection is supplemented by providing an inter-Library loan or document delivery service where material is not available in Oxford. The quantity and importance of free online material and official publications for education is significant and Library staff will assist readers in identifying key online documents and websites through individual searches or through the Library webpage.

The Education Library purchases multiple copies of reading list books for the Department of Education. The Library also houses selected official papers, reference material, statistical sources and general education journals, although much of this material is now available online.

As well as the research collections, the Education Library also maintains a Teaching Resources Collection to support the PGCE course which includes secondary level textbooks, DVDs and videos (commercial and off-air), CD-Roms and other resources in the following subjects: English, Geography, History, Mathematics, Modern Foreign Languages, Religious Education and Science.

The Education Library also houses books and journals on higher education paid for by the Oxford Learning Institute, to support the Diploma in Learning and Teaching in Higher Education.

Legal deposit

The Education Library houses selected key legal deposit books and journals for educational research, which can be consulted for reference in the Library. In addition many books held in the Bodleian and Radcliffe Science Library book
stacks can be requested to the Education Library, using the Automated Stack Request system.

*Electronic resources*

The Library is continuing to work towards the expansion of electronic resources available to educational researchers in Oxford, working in conjunction with the OULS Electronic Resources Team and with Colleges, as appropriate. Single and low-cost resources (e.g. a single electronic journal) are purchased by the Library as appropriate and made available to all members of the University.

*Statistical series*

The Library aims to collect relevant published UK and international educational statistics and provides access to online statistics for education.

*Languages*

The Education Library primarily purchase English language material. Where requested, the Library will also purchase materials in any other language.

2. Teaching collections for Education

*Text books*

The Education Library purchases all texts cited on reading lists provided by the Department of Education.

*Journal articles*

The Library will house education journals regularly cited on Departmental reading lists. Photocopies of journal articles not available in Oxford will be obtained through inter-Library loan. The Library will also provide photocopies of journal articles cited on core reading lists that are not available otherwise in the Education Library or online (subject to copyright restrictions).

*Levels of provision*

Student numbers, the nature of the item (core or background reading), price, and the availability of the text in Oxford, are all taken in to account when placing new book orders. At a minimum the Education Library provides two copies (one confined copy, one normal or overnight loan) of every core text cited on a supported reading list (unless student numbers are particularly low or the book is exceptionally expensive or unobtainable). As a minimum standard, the Education Library aims to purchase at least one copy for every 10 students for
core texts, and one copy for every 25 students for background texts (usually up to a maximum of six copies).

The availability of reading list texts is maximised through the provision of confined reference copies, overnight loan periods and an effective reservations system. System reports are used to monitor and respond to heavy use of teaching collections. The Education Library also provides photocopies of key articles and book chapters, subject to copyright law, for reference use in the Library. A College reading list is compiled and distributed to College librarians to encourage the purchase of key texts for research methodology and for the PGCE general courses.

3. Research collections for Education

Journals

Journal subscriptions are closely related to the current interests of the Department of Education and have been regularly reviewed for relevance by academic staff. The Library purchases as many key journals as funds allow in the field of education, taking account of holdings in other OULS libraries. Researchers are assisted to locate journals in other OULS libraries and regular use is made of document delivery from the British Library for journals which are not available in Oxford. All subscriptions which allow online access are available via SOLO and Oxford University e-journals.

Research books

In most cases, the Education Library will be the first port of call for researchers in the field of education. However, use is also made of the legal deposit collections of the Bodleian, which can be ordered to the Education Library, and of other libraries in Oxford, in particular the Social Science Library, Radcliffe Science Library and Experimental Psychology Library.

In addition to general education works, the Education Library will hold purchased and donated material in the following specific subjects:

- Applied linguistics
- Comparative and international education
- Education and government policy
- Education in developing countries
- Education in specific countries around the world (apart from England / UK strongest in US, Japan and Germany)
- Educational research methodology
- E-learning and ICT applications in education
- English teaching (language and literature)
• Equal opportunities in education (Gender issues, special needs, multicultural education, private schooling etc.)
• Families, Literacy and Early Learning
• First and second language learning
• Further and adult education
• Geographical and environmental education
• Higher education
• History education
• Mathematics education
• Modern language education
• Philosophy of education
• Religious Education
• Research methodology (general social science)
• School management
• Science education
• Special education
• Teacher education and professional development
• Teaching practice and methodology (lesson planning, classroom and behaviour management, grouping in education and assessment etc.)
• Vocational education

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