Collection Development Policy for Archaeology:

Overview

1.1 General coverage in the Bodleian Libraries
The Bodleian Libraries collects resources relating to Archaeology across all time periods and geographical regions, funds permitting. Collections are particularly strong in areas reflected in the School of Archaeology’s teaching and research interests, with the Balfour Library additionally providing materials in relation to the objects held in the Pitt Rivers Museum.

Please note there are separate collection policies for Classical Art and Archaeology; Egyptology and Ancient Near Eastern Studies; Art and Architecture; numismatics.

The Sackler Library houses the collections relating to Classical Art and Archaeology (see separate Collection Policy), Prehistoric Archaeology and Medieval Archaeology. The Sackler holds an unrivalled collection on the post-Palaeolithic archaeology and art of Europe up to the medieval period. Medieval archaeology holdings are more evenly distributed between the Sackler and Bodleian collections. The Sackler has strong coverage of excavations and studies of artefacts and artistic finds throughout Europe and the Byzantine empire. Archaeological theory and practice is covered by the Sackler, but with strong holdings in the Radcliffe Science Library Book Storage Facility collections.

World Archaeology collections (the Americas, sub-Saharan Africa, Asia, and Oceania) are held across the Bodleian Book Storage Facility, Sackler Library and Balfour Library.

Geographical responsibilities for Archaeology:
Classical Europe and Late Antiquity – collected by the Classics Librarian for Sackler and Bodleian. Collecting responsibilities for Byzantium are divided between the Classics Librarian and Art and Architecture Librarian.

Non-Classical Europe – collected by Archaeology Librarian for Sackler Lower Ground Floor (LGF) and Book Storage Facility (BSF).

Middle East: Pre-Islamic Middle East is collected by the Egyptology and ANE Studies Librarian (Griffith Librarian). Islamic Middle East archaeology is collected by request for the BSF by the Archaeology Librarian.

South Asia: prehistory collected for the BSF by the Archaeology Librarian Buddhism/Hinduism related titles and Indus Valley civilization: collected by South Asian Studies Librarian for the Bodleian.

The Americas:
North America - Materials post-c1800 (colonial history onwards) collected by the Vere Harmsworth Librarian.
pre-c1800 collected for the BSF by the Archaeology Librarian

Central and South America – Archaeological texts collected for the BSF by the Archaeology Librarian.
Oceania:
General historical sources collected by African and Commonwealth Studies Librarian for the BSF.
Archaeological texts collected by the Archaeology Librarian for the BSF.

Sub-Saharan Africa:
General historical sources collected by the African Studies Librarian for the BSF
Archaeological texts collected by the Archaeology Librarian for the Sackler or BSF.

East Asia, South-East Asia and the Caucasus:
General historical sources collection by the KB China Centre Library or related Area Studies Libraries.
Archaeological texts collected by the Archaeology Librarian for the Sackler 3rd floor collections or BSF.

Contemporary Archaeology and Archaeological Science
Archaeological texts collected by the Archaeology Librarian for the Sackler or BSF.

Resource Discovery Tools
The majority of resources (books, ebooks, journals and bibliographic databases) can be found through SOLO, Oxford’s resource discovery tool. Materials relating to the Archaeology of China are currently catalogued through Allegro, with more information available here: http://www.bodleian.ox.ac.uk/ccl/catalogues. Holdings on Allegro will be migrated to SOLO in the summer of 2020 and Allegro will be withdrawn.

Legal Deposit
Legal deposit allows the Libraries to claim a copy of a title published in the UK. The Sackler holds on the open shelves Legal Deposit monographs and journals in Archaeology published since 2004. British regional archaeological journals can also be found in the Duke Humphrey Library local history collections. Any Bodleian Legal Deposit items not selected for the open shelves can be delivered to a reading room from the BSF upon request. Since 2013 many publishers are depositing publications in electronic format. Legal deposit items that have not arrived can be claimed through the Bodleian Copyright Receipt Office up to a year after publication.

Electronic resources
Online resources relating to Archaeology are discoverable through SOLO. Bibliographic databases and full text sources are listed in 'Databases A-Z', with key resources noted in the Archaeology Libguide at https://libguides.bodleian.ox.ac.uk/archaeology

Notes about particular formats or collections
In the Sackler, the bulk of the collection is in book format, many of which are folio and large folio size. In recent decades many books have been complemented with illustrations on microforms and CD-ROM discs. There are also significant holdings of pamphlets, the growth of which is comparatively slow.
Languages
The Bodleian Libraries will collect in all languages where possible, often in collaboration with the relevant Area Studies Librarian or at the recommendation of faculty members. In the Sackler lower ground floor primary material (notably site reports, but including many museum publications) is usually in the language of the country of publication. There are many books and periodicals therefore in the various Slavonic, Scandinavian and Iberian languages as well as Hungarian and Romanian. The Sackler 3rd Floor East Asian collections house materials in the vernacular, some European Languages and English-language publications.

Bodleian Libraries Collection Management
Please refer to the general Bodleian Libraries collection policies which apply to all subjects:

The Bodleian Libraries has a set of Collection Management Policy Documents which refer to all subjects and collections. They were last updated in 2018 by the Collections Management Strategy Group (CMSG). These are available on the web and deal with location, retention, disposal and transfer of library material plus treatment of donations: https://www.bodleian.ox.ac.uk/about/policies/collection-management-policy

Teaching collections
Teaching collections for Archaeology are held in the Sackler, Balfour Library and BSF. With some Medieval Archaeology titles held in the History Faculty Library and Archaeological Science titles held in the RSL. The Libraries will endeavour to provide materials on open shelf or in e-version that appear on undergraduate and postgraduate reading lists for degree programs delivered by the School of Archaeology.

Text books
Text books are selected in accordance with reading lists. By default the most recent edition of a text book will be kept on open shelves where possible, and previous editions will be transferred to the BSF or deaccessioned.

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 the copyright-fee-paid British Library inter-library loan service. Proving the terms of the University’s licence agreement with the CLA are adhered to, University staff may scan journal articles (and book chapters) for use via the VLE or make the relevant number of multiple copies.

Levels of provision
At minimum, one print copy of each reading list item will be purchased. Additional purchases will be made in light of usage patterns and user requests. Where
available, online/electronic copies of reading list resources will normally be acquired (or created through digitization); where a printed copy is not already in the collections one or more may be acquired, as a supplement to the electronic version, where appropriate and where budgets allow.

The following courses are supported:
BA Archaeology and Anthropology
MSt/MPhil in Archaeology
MSt/MSc in Archaeological Science
DPhil

Research collections
The Bodleian Libraries welcome all suggestions for monograph purchase from members of the School. Research collections are developed in accordance with the research interests of the School of Archaeology, and also for the wider research community and reflecting new research trends where funds allow.

Research books
Research monographs are concentrated primarily in the Sackler Library and Book Storage Facility. A high proportion of the monographic stock is primary research material: excavation reports, museum catalogues, newly discovered texts and publication of recently completed research. Research collections for sub-Saharan African, pre-Colonial American and Australasian/Pacific archaeology are held at the Book Storage Facility and the Balfour Library in the Pitt Rivers Museum.

Monographic series /standing orders
Many monographic series in relevant subject areas are acquired for the Sackler Library, but those with broader, multi-disciplinary scope are more likely to be found in the Book Storage Facility or the Bodleian Library.

Journals
The Bodleian Libraries will provide all key journals in Archaeology. Online access is provided where available, these journals are searchable via SOLO. Print copies are housed in the Sackler, the BSF and in the Bodleian Library.

Special Collections
There is a wide range of pre-1850 material relevant to Classical, near Eastern and European archaeology housed at the Sackler and frequently referred to in conjunction with more recent works. Much of this material relates to C18th-19th excavations and travel in Italy, Greece and Egypt. These constitute an essential part of a premier research collection in these subjects.

The Sackler also holds 2 extensive archives of particular importance to the study of Roman Britain, which were left to the University by Prof. F.J. Haverfield and Sir Ian Richmond respectively. For brief descriptions of these and smaller archive collections in the Sackler see http://archiveshub.ac.uk/contributors/oxforduniversitysacklerlibrary.html.
Relevant Subject Librarians

Africa and Commonwealth Studies Librarian: Sarah Rhodes
Sarah.Rhodes@Bodleian.ox.ac.uk

Archaeology Librarian: Helen Worrell
Helen.Worrell@Bodleian.ox.ac.uk

Art and Architecture Librarian: Clare Hills–Nova
Clare.Hills-Nova@bodleian.ox.ac.uk

Classics Librarian (including Classical Archaeology and Numismatics): Charlotte Goodall
Charlotte.Goodall@Bodleian.ox.ac.uk

Egyptology and Ancient Near East Studies Librarian (Griffith Librarian): Susanne Woodhouse
Susanne.woodhouse@bodleian.ox.ac.uk

South Asian Studies Librarian: Emma Mathieson
Emma.Mathieson@Bodleian.ox.ac.uk

Vere Harmsworth Librarian: Bethan Davies
bethan.davies@bodleian.ox.ac.uk

Date updated: January 2020.