



Library of the Religious Society of Friends in Britain

Collection Policy for Periodicals

1. Terms of reference

This policy concerns specifically materials termed 'periodicals' (also known as serials) and complements the overall library collection policy (produced Oct. 2002). Periodicals are items that are published on a regular or continuous basis such as annual reports, newsletters and quarterly, monthly and weekly journals.

The definition of a periodical in *Harrod's Librarians' Glossary* (8th ed.) is "a publication with a distinctive title which appears at stated or regular intervals, without prior decision as to when the last issue shall appear".

2. Collection criteria

2.a) Quaker periodicals

Britain Yearly Meeting

The Library is the official repository of Yearly Meeting Proceedings and periodicals published by the central departments of Britain Yearly Meeting. It also collects newsletters and members' lists of meetings within Britain Yearly Meeting.

Britain and Ireland

The periodicals collection reflects the diverse views, experiences and concerns of Quakerism, especially in Britain. It collects the publications of significant organisations and institutions which have a strong Quaker identity / ethos such as Quaker Social Action, the Retreat in York and British and Irish Friends Schools. It also collects the publications of the listed informal groups such as New Foundation Fellowship, Quaker Green Action and others. It collects scholarly titles examining Quakerism, be it Quaker thought (Friends Quarterly) or history (Journal of Friends Historical Society etc.)

These items are the primary concern of the periodicals collection for a variety of reasons.

1. This accords with the general collection policy for the Library and the collecting criteria set out there.
2. The Periodicals collection is a unique resource for Quakerism in Britain and the study of Quaker history.
3. Much of this material is not, with the exception of Woodbrooke, collected by other libraries within the UK.

International Quaker bodies

The collection covers the major international Quaker organisations, such as the American Friends Service Committee, Friends World Committee for Consultation and Quaker United Nations Offices. However the receipt of items from some of these bodies has at times been erratic, and so the collections of these titles may not be fully comprehensive.

Overseas Yearly Meetings

The Library has good coverage for Yearly Meetings in North America in terms of minutes, journals and newsletters. Western Europe, South Africa and the Antipodes are well represented in terms of journals and newsletters. The Library is not at present strong in its holdings for other areas such as Africa and Asia, but will collect the publications of these Yearly Meetings as and when they are available.

2.b) Non Quaker Periodicals

The Library receives the journals of several non-conformist denomination historical societies in exchange for the Journal of Friends Historical Society. These were last reviewed in 2004.

The Library receives several publications from various academic / information science bodies such as the Association of British Theological and Philosophical Libraries (ABTAPL) and the Society of Genealogists which are kept for Staff use and not usually available to Library users. These have a limited period of usefulness and are not retained permanently.

2.c) Exclusions

Other than the specific examples given above, the Library does not as a rule collect general titles relating to peace, relief work and other churches/denominations that would be available in other collections, unless they have a specific Quaker connection.

This policy does not cover periodicals (such as Young India and Harijan) in the Manuscript collection that are included as part of an

individual or organisation's papers. Nor does this policy cover individual issues of items in the printed books and pamphlets collection.

3. Acquisition

The Library has a small budget for periodical subscriptions. It is dependent on the good will of many organisations (both in the UK and internationally) to receive the number of titles it does, as many are donated, and so it is important to maintain links with these organisations.

While many titles are received for no charge or a small fee, the Library acknowledges that the full cost of a title includes factors such as storage and administration. These need to be taken into account when considering retention.

4. Retention and Disposal

Unless otherwise stated all titles are retained permanently.

Wherever possible the Library holds two copies of key titles (such as The Friend, Friends Quarterly, Quaker Monthly, Journal of Friends Historical Society), publications of significant organisations (such as the Friends Ambulance Unit and Central Board of Conscientious Objectors) and periodicals produced by London / Britain Yearly Meeting, and its constituent departments (such as Friends Service Council). This allows the Library to have loan sets of these titles and to reduce the amount of damage from use.

When an item is surplus to requirements, be it because it is an additional copy of an item the Library already holds or because it is not collected under the terms of this policy then the Library will offer said item to other collections.

When items for disposal are concerned with Quakerism, they are offered to other Libraries with strong Quaker holdings such as Woodbrooke. When items for disposal are concerned with a general area Friends have been involved with such as peace work or temperance they are offered to other Libraries that collect in these areas.

5. Storage and Binding

Much of the Periodicals collection is shelved together for ease of use. However some items have been shelved at other locations due to issues of size and format.

When items are unbound, the Library stores them in as protective a manner as possible, be it in pamphlet boxes or acid free boxes and folders.

The Senior Library Assistant monitors the growth of the collection, and assesses and plans future storage needs based on this.

There is an annual allocation for periodicals binding from the library budget, and binding is normally done twice a year. The priorities for binding are the yearly meeting proceedings and the main titles concerned with Quakerism such as *The Friend*.

6. Access to the Periodicals collection

Recent issues of most currently received titles and reference copies of key titles (such as *The Friend* and *Journal of Friends Historical Society*) are kept on open access in the Reading Room. All other holdings are stored in closed access areas.

To enable library users to locate periodicals (which in some cases are stored in more than one location) the Library has listed its holdings in three places.

A printed Kalamazoo catalogue that is kept in the Library reading room. The online catalogue (www.quaker.org.uk/catalogue). Priority for cataloguing on to the online catalogue has been given to titles published by Britain Yearly Meeting, currently received titles and items of historic/national importance concerning work done by the Society (particularly from before 1900).

A printed handlist '*Hand list of Periodicals in the Library of the Society of Friends* (October 2005)', also kept in the Reading Room. This is currently the most comprehensive listing of the Library's periodical holdings. It has also been distributed to the other major Quaker collections in Britain, Ireland and America. The Library has also submitted a list of holdings to ABTAPL for inclusion in the next update their of Union List of Periodicals.

7. Electronic Resources

Some items have already ceased to be published in paper format and are only available in electronic form. The number of items for which this is the case will certainly increase in the next few years. In the near future the library will need to agree a policy on collecting and making accessible these titles, which will be incorporated into this policy statement.

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