

Edinburgh University Library

East Asian Studies Collection: collection policy

July 2017

1. Introduction

East Asian Studies is a multi-disciplinary field spanning a wide range of subject areas in arts, humanities and social sciences pertaining to China, Japan and Korea. The East Asian Studies Collection in the University's Main Library (*referred to as EAS Collection hereafter*) was established in 1966 with the founding of the Chinese and Japanese departments in the former Faculty of Arts. It currently comprises ca. 55,000 printed items published mainly in China (including Taiwan) and Japan, and a small amount in Korea in their languages (*referred to as CJK material hereafter*). The EAS Collection is supplemented by a large amount of associated material in Western languages in the general collections and by a growing number of electronic resources in Chinese and Japanese languages. There are also some 300 CJK printed titles in the Rare Books collections, and some relevant material in the University's Archive, Manuscript, Art and Museum collections. The earliest printed book in all the University Library's collections is a Chinese imprint, dating from 1440.

The collection is traditionally strong in Chinese and Japanese art, philosophy, literature, history and religion, including reprints of classic texts and modern publications. In recent years, the subject coverage has also extended to social sciences, international relations, film studies, and translation studies. Over the last 50 years, the collection has grown into a regional centre of resources for multi-disciplinary studies of East Asia. It is, in fact, the only such collection in Scotland.

The EAS Collection Policy sets out the principles and guidelines for developing and maintaining the collection in all formats. The policy is set within the context of the growing subject studies on China, Japan and lately Korea at the University, and is in line with the University Library Collections Policy. The policy reflects particular issues common to East Asian studies collections in leading academic institutions in the UK, Europe and North America.

Edinburgh University Library is represented in UK China, Japan and Korea Library Groups, and is a member of the European Association of Sinological Librarians (EASL) as well as being a member of the European Association of Japanese Resource Specialists (EAJRS).

2. Purpose of the collection

The EAS Collection provides resource support for teaching, learning and research in arts, humanities and social sciences of East Asia at the University. Such academic activities are focused in, but not limited to, the department of Asian Studies in the School of Literatures, Languages and Cultures (*referred to hereafter as LLC*) within the College of Arts, Humanities and Social Sciences (*referred to hereafter as CAHSS*).

The collection is available for use by registered external users, either by visits or via the Interlibrary Loan service.

3. New acquisitions

3.1 Purchases

Items for the EAS Collection are funded from the library materials allocation made to CAHSS.

Since 1999 financial support for material purchase has also been received from CAHSS, the department of Asian Studies, and the Confucius Institute for Scotland within the University. The Library continues to welcome such financial support.

Grants for material purchase have also been received from external bodies such as the Scottish Higher Education Funding Council (during the Chinese Studies in Scotland Initiative project years 2000 - 2005) and from the Universities China Committee in London. The Library continues to seek external sources of funding whenever possible.

Acquisition of books and electronic resources for the EAS Collection have also been made with funding from other Schools at their request.

3.2 Donations

The Library welcomes donations of material relating to East Asia. The selection criteria for purchasing also applies to donations.

The Library reserves the right to accept or decline donations. Once accepted, donations become the property of the Library and are subject to the Library collection management decisions on location, relegation and disposal. The Library has to balance the value of the donation against the costs of cataloguing and storing it. Large donations being offered with funding to catalogue, process and manage space for them would be particularly welcome and appreciated.

4. Selection criteria

Selection of material for purchase and from donations is based primarily on supporting current teaching, learning requirements and on current research interests. However, care is also taken by the Academic Support Librarian for LLC to build up a systematic collection, fill gaps, and anticipate potential needs and interests.

4.1 Subject coverage

The Library aims to acquire selective CJK material in the following categories:

- Modern humanities -- major works of modern scholarship in the areas of language and linguistics, literature, history, philosophy, religion, art, translation, media, film studies, etc.

- Social sciences – East Asian international relations, politics, political thought, history of thought, law, economics, statistics, yearbooks, etc.
- Reprints of classical works not already represented in the collections. Due to space pressure, the digital format of this category of material is preferred if it is available (see 4.2 below).

4.2 Formats

The Library has an e-preference collection policy which applies to the EAS Collection. It is recognised that the extent of monograph publications in e-book format in East Asia is still quite limited compared to Western publications in English. However, digital versions of historical publications are more readily available, as with electronic versions of current academic journals. The Library will continue to purchase East Asian material in both print and electronic formats, with a preferred choice for e-books and e-journals whenever possible. DVDs are also accepted and form part of the EAS Collection.

4.3 Languages

The EAS Collection spans the languages of East Asia, i.e. Chinese, Japanese and Korean. Purchased materials in these languages and bilingual materials will be kept in this collection. Materials in non-CJK languages will also be purchased, but will be routinely shelved with the Main Library's general collections or in the appropriate Site Library.

5. Selection methods

5.1 Monographs

Book recommendations are accepted and encouraged from academic staff and students. Recommendations of material in CJK languages should be sent by email to the Academic Support Librarian for LLC (the current online book recommendation form does not support non-Latin scripts well). The Academic Support Librarian for LLC oversees the selection of material and also makes purchase recommendations or decisions with an overview on building a strong, relevant, coherent collection

5.2 Patron driven acquisition (PDA) of Chinese e-books

Chinese e-books from the *Chinamaxx database* can be selected online on the database platform without the need to use email or the online book recommendation form. Chinese e-books selected in this way can normally be made available within a week.

5.3 Recurrent journal and database subscriptions

Academic staff and students can request new subscriptions to journals, databases, e-book packages etc. in CJK languages using the *AHSS New Recurrent Subscriptions Request Form*. Database subscription decisions are usually preceded by a trial. Those costing less than £1000 a year will normally be considered internally by the Library, and those costing more than £1000 a year will normally be considered by the AHSS

LISC Budget Sub-committee, and both categories will depend on the availability of funding.

5.4 Non-recurrent database purchases

The Library plays an active role in selecting and purchasing databases in consultation with the academic community. Recommendations for non-recurrent purchase of databases from academic staff and students are processed in the same way as 5.3.

6. **Special Collections Purchases and Donations.**

CJK items are acquired for Special Collections, in line with the collecting policies for the individual collections within the Centre for Research Collections (CRC):

<http://www.ed.ac.uk/information-services/library-museum-gallery/crc/about/collections-policies/special-collections-acquisitions>

Suitable material may be selected by CRC staff. Rare Books acquisitions, in particular, may be made in consultation with Academic Support Librarian for LLC. Suggestions of material for purchase, and offers of donations within the scope of the collections policy, are always welcome.

7. **Collection management**

7.1 Location

Print items in CJK languages are routinely added to the EAS Collection on the 3rd floor of the Main Library. Items recommended by non-LLC staff and students may be added to collections in the appropriate Site Libraries as requested. If so, such items do not form part of the EAS Collection. As collections grow, some less used CJK and non-CJK items may be transferred to the University Collections Facility from where requests for these items can be made via DiscoverEd.

Print items in Western languages on East Asia are interfiled with the Library's general collections.

7.2 Classification

Since 2002, the EAS Collection has adopted the Library of Congress (LC) classification scheme in line with the Main Library general collections. See [Library Subject Guide for East Asian Studies](#) for details. The Library aims to convert non-LC sequence items to the LC scheme to facilitate easy access as staff resources allow.

7.3 Retrospective cataloguing

About three quarters of the EAS Collection has been catalogued online. The Library wishes to undertake the retrospective conversion of the remainder of the collection as and when resources become available. The Library will take steps to try and secure such funding.

7.4 Multiple copies

The EAS Collection retains one print copy for research material and may retain multiple copies as required for teaching such as textbooks.

7.5 Deselection and disposal

The Library reviews the EAS Collection on a regular basis to ensure the collection remains relevant, current and strategically important. Materials that fall into the following categories may be withdrawn:

- Duplicate copies not required by teaching
- Superseded editions
- Books no longer in use**
- Books and journals replaced by electronic versions when perpetual access can be guaranteed

** The definition does NOT include classics or their reprints, local gazetteers, yearbooks, statistics, reference works etc. that have important archive and reference values regardless of their recorded usage.

Material which was printed before 1900 may be transferred to the Centre for Research Collections, in line with the Library's current policy.

(<http://www.edinburgh.ac.uk/files/imports/fileManager/Library%20Committee%20Paper%20pre-1900%20transfers%2027%2011%2013.pdf>)

Similarly, material which is fragile, physically vulnerable, or particularly rare or special in some way may, in consultation with the Rare Books Librarian, be transferred to the Centre for Research Collections.

8. Promotion of the collection

The EAS Collection is promoted through the Library Subject Guide for East Asian Studies, the LLC Librarian Blog, links from the LLC School web pages, as well as through information skills sessions, library talks, book exhibitions and other possible avenues.

9. Collaboration

The Library welcomes collaboration with other regional, national and international institutions on enhancing and promoting the EAS Collection. An example of collaboration is to adopt a consortial approach towards purchasing or subscribing to CJK e-resources.