

Gazette Supplement



Curators of the University Libraries The Bodleian Libraries: Annual Report 2011/12

1. Introduction

The year to 31 July 2012 continues a period of transformation and change across the Bodleian Libraries as we work to update our estates and services for twenty-first-century library provision. Some of the major initiatives launched in 2010/11 paved the way for the year ahead: by the start of 2011/12 we had moved 7 million books, journals, maps and other archival materials, and had come close to the end of a major barcoding project. The Book Storage Facility (BSF) in Swindon had opened, and we continued to finesse the process of book loans and operations at, and from, the BSF. The Gladstone Link was in operation, creating a dynamic new space for readers; and a new Integrated Library System was implemented at the cusp of the new fiscal year, in August 2011.

The success of these past projects provided momentum for the year ahead. Our capital and estates projects continued with groundbreaking work on the New Bodleian (Weston Library project) as we excavated down to the core of the building stacks to begin the upward redevelopment of a new world-class facility, targeted for opening to readers in late 2014. Plans to improve and optimise spaces were under way, including the move of the History Faculty Library and a review of the use of space and services in the Radcliffe Camera. Over the spring and summer our Health Care Libraries were reconfigured for more efficient use of space and a working group of academics and librarians developed a proposal for a new China Centre Library to be created in the new China Centre at St Hugh's, replacing the existing Chinese Studies Library on Walton Street. At the same time we initiated a Scan and Deliver service to expedite access to our resources and we continued to expand both print and digital collections, building our digital assets and improving our digital capabilities.

This year our outreach activities – from exhibitions and displays to lectures and events – have never been more popular. We built on valuable partnerships with institutions from around the world who took advantage of our loans programme or hosted exhibitions featuring our collections. Fundraising was highly successful, with more than £13 million received from benefactors; at the same time Libraries continued in their second year of a three-year programme of cuts to their University and HEFCE funding, with a target of reducing funding from these sources by £1.78 million by the end of the 2012/13 financial year.

These many activities occurred with limited interruption in services despite the inconvenience of book moves and alterations to spaces. We continue to receive positive feedback from our readers and users: in the 2012 National Student Survey (NSS) the Bodleian Libraries achieved a 98% satisfaction rate, coming in second for satisfaction out of 295 academic libraries in the UK.

Oxford is seeing unprecedented change in its libraries, reflecting shifting patterns of publication and scholarship, the growth of production and use of electronic resources, and new roles for libraries in data management, teaching and outreach. At the same time, demand for traditional services such as quiet reading rooms and access to printed books and manuscripts remains strong. Sometimes the change is disruptive. The Bodleian, like other major research libraries such as Harvard, the New York Public Library, Cambridge and the British Library, experienced the stress of transition with some readers strongly opposed to some of the reorganisations being implemented. The resulting dialogue has been an opportunity to engage more intensely in the understanding of the needs of readers and to communicate more clearly

about the way trends in higher education, such as economic and technological factors, have affected the development of libraries. Many readers have encouraged the Bodleian to continue to introduce innovations and to become more efficient in the use of scarce resources. With the oversight and support of the Curators of the University Libraries, who include more than a dozen members of Congregation, the Bodleian Libraries have made steady progress in improving the state of its physical facilities, building exemplary collections, and increasing access to its voluminous holdings. Library staff, despite their challenging situation in which almost 40% of them are operating in temporary and crowded conditions while awaiting the completion of the Weston Library, are flourishing, contributing their expertise and determination to give readers at Oxford and abroad the highest level of service.

In sum, the Bodleian Libraries, despite the stresses of the digital age, despite the pressures of an economy in recession, have continued to grow and to prosper. Even as electronic uses skyrocket, use of our reading rooms and our collections remains high, with the consequence that total use far outstrips anything previously recorded.

In the coming years we can anticipate a further opening up of the Bodleian through exhibitions, programmes and digital access at the same time we expand the magical experience of reading in a great library with collections that offer discovery and insight to both students and world researchers.

I hope all who read this report will join me in thanking the Libraries staff who have worked so tirelessly to achieve the successes documented here, and who have done the best they could to chart a steady course, even in turbulent times.

Sarah E. Thomas
Bodley's Librarian

2. Building a Better Future for Readers, Staff and Visitors

The Bodleian Libraries offer environments that inspire the best research and learning, whether they are our traditional libraries or our cutting-edge digital services. This year saw transformations across numerous subject libraries while work continued apace on the redevelopment of the Weston (New Bodleian) Library. Meanwhile the Book Storage Facility, which opened in autumn 2010, became an integral facility in our service.

(a) Weston Library (New Bodleian)

The Weston Library, created through the renovation of the New Bodleian Library, is designed to provide enhanced research facilities for scholars; to protect high-value, high-risk collections; and to promote the collections for wider understanding. Key features of the library include: 41km of static and mobile shelving, a new lecture theatre, two exhibition galleries, and the Blackwell Hall. This year saw great progress in the development of the building as we head towards completion of the construction phase in autumn 2014 (with a formal or official opening in March 2015).

Onsite the extensive demolition phase of the project was completed in July this year as planned. Following the careful installation of the 37m-high tower crane into a shaft cut through the building, all eleven storeys of the central section of the building were removed, floor by floor, over a period of thirteen months. The significant transformative effect of the work to date is evident on the Broad Street elevation. The ground floor windows and internal walls have been removed to create the wide arcade that will form the new entrance to the Weston Library, giving a sense of the public welcome all visitors will feel on approaching and entering the building. Inside, a number of internal cross walls have been removed and it is now possible to get a good impression of the new public spaces on the ground floor, such as the exhibition galleries and the impressive scale of the central public area of the Blackwell Hall. On other levels, the removal of walls has revealed the layout of the enquiries area and seminar rooms, and the configuration of the conservation workshops. Throughout, preserving and restoring the original features of the Giles Gilbert Scott design of the New Bodleian within the redevelopment has been critical and great care has been taken to remove and store the heritage fittings such as doors and architraves, clocks and light fittings, for reuse in the building.

The construction phase of the project began in mid-July, with concrete works under way and the two new concrete service cores already built up to the first-floor level. These will carry the lifts and new staircases and will support the new 'floating stack' above the Blackwell Hall, a distinctive feature of the innovative Wilkinson Eyre architectural design which visually integrates the reading rooms and the public areas to create a coherent environment for all visitors. In the central part of the stack, the concrete walls creating the three-storey-high basement fire compartments have been poured, as have the half-metre-thick walls of the strong room, ensuring the highest level of security for the storage of the Bodleian's Special Collections.

The stonework on the south and east elevations, including the carved cartouches above the new entrance, and the original aluminium windows have been beautifully cleaned, and repairs have also been carried out to masonry and jointing. This has involved consultation with English Heritage and other organisations on best practice on cleaning and protecting the stonework. With the scaffolding now removed, the building is showing a cleaner and crisper face to the public, and raises curiosity and excitement about the progress underway inside the building.

For the remaining steps in the construction phase, the service cores will be completed and the stiffened box of the floating core will be built to span between them. The ground floor of the entrance colonnade, the Blackwell Hall and the two exhibition galleries will be cast. It will then be possible to enter and move around the building as intended and fully appreciate the new public spaces. The building will be topped out in spring 2013, when the highest point of the original stack tower is reconstructed. The facade retention system holding up the outer walls of the stack tower will then be removed and by June 2013 the heavy construction works will have been completed.

Finally, design work has been progressing in support of the programme of subcontract procurement, drawing up detailed specifications for over 40 tender packages.

The £80.4 million project (approximately £70 million has been raised so far) will be completed in summer 2014, and staff and collections will return in Michaelmas term 2014. The Bodleian recognises the significant impact that the Garfield Weston Foundation's £25 million gift has made to the project, and is most grateful for the role

it has played in supporting the successful completion of work to date.

The pace of work has been brisk and we are grateful for the continued hard work of our architects, Wilkinson Eyre, and MACE, our project management team. We look forward to the day in late 2014 when we can safely return over a million volumes of special collections to the Weston Library and expand our seating by 200 places.

(b) Book Storage Facility (BSF)

In October 2010, the new £26 million Book Storage Facility (BSF) was unveiled. Capable of holding 8.4 million volumes on 153 miles of shelving, this new warehouse in South Marston, near Swindon, was built to store the lower-usage items from the Libraries' collections that had overwhelmed the existing bookstacks and required additional temporary storage in various locations in and outside Oxford. These collections have now been brought together at the BSF, including books, maps, manuscripts, microfilms, periodicals and newspapers primarily from the eighteenth century onwards and are stored in a regulated warehouse environment which maintains a constant temperature and humidity level consistent with the standards required under British Standard BS 5454.

The year 2011/12 focused on continuing the ingest of books; 14 months after the first book was welcomed, the mass ingest was completed on 6 January 2012. By the end of 2011/12 a total of 7,049,741 items had been ingested into the warehouse management system, as well as 1.2 million maps stored separately. All of the key milestones of the year were met: the July 2011 deadline for the removal of Bodleian materials from the Cheshire salt mine, the July 2011 deadline for emptying the New Bodleian, to enable the refurbishment project to commence, and the December 2011 deadline to vacate the Nuneham Courtenay Repository. This represented an average of around 25,000 items and 4,000 maps every working day.

To support BSF operations, two operational teams were established and offered a service from 7am to 10pm, Monday to Friday. Retrieving items five times per day - at 7am, 10am, 2pm, 5pm and 7.30pm - reduced delivery times by five hours, and helped to support two scheduled deliveries from the BSF to Oxford at 7am and 12.30pm. During the year in review 204,713 books were requested from the facility. Approximately one in ten requests were for Special Collections material, much of which is housed at the BSF temporarily and will, ultimately, return to the Weston Library.

(c) Radcliffe Observatory Quarter (ROQ)

Because the University opted not to move forward immediately with the construction of the Humanities Building, the focus in the year was continued consultation around the future library spaces in the Radcliffe Observatory Quarter (ROQ). A small group facilitating consultation within the Humanities Division on the ROQ began discussions through various channels in the division. At the same time the Bodleian Libraries began evaluating the needs of all divisions with regard to the provision of library services, with ideas and recommendations being gathered through a variety of means, including formal and informal discussions with members of Congregation and students, surveys and the use of library committees with an aim that draft recommendations are proposed in 2012/13.

(d) History Faculty Library - move

As the original plans for the move of the History Faculty Library to the ROQ were put on pause due to the delay in the construction of the Humanities Building, the relocation of History into the Radcliffe Camera was proposed. This was a decision taken after thorough, if sometimes very passionate, debate and consultation in the History Faculty and by other interested parties. In the end, the majority supported the move because of the benefits, which included a significant uplift to the HFL materials budget and Sunday opening hours for the Bodleian, Gladstone Link and Radcliffe Camera. Bodleian staff - especially those in History and in the Radcliffe Camera - worked flat out this year to begin the transfer and reclassify collections, preparing for the move in August 2012.

(e) Bodleian Library reading rooms

Changes to the Bodleian Library were made to provide a limited amount of access for readers in wheelchairs and with other movement restrictions. Eight height-adjustable desks as well as twelve fixed-height desks were added to the Upper and Lower Reading Rooms. The Main Enquiry Desk (MED) was moved to the former Academy Room (now designated the Reference Room) along with a much-reduced selection of printed reference material. The Philosophy Room (formerly the MED) is now a reading room with 37 seats. This year printed runs of journals in English, History, Philosophy and Theology were moved to the Gladstone Link where no or only an incomplete electronic substitute was available, and to the Book Storage Facility where a complete electronic substitute was available for regular access.

This created a single interdisciplinary section of periodicals. More primary research material is being added to the Upper Reading Room including a section on the History of Science, which brings together previously dispersed material to provide a focal point for this subject, and on later periods of History which are not currently well covered.

(f) Taylor Institution Library

Much progress was made on the first phase of the capital project. Among other changes, the capacity of the main reading room was increased from 24 to 48 readers' seats to accommodate the increasing demand. A trial Graduate Studies Room with 14 additional reader spaces was created in the former cataloguing room. A film viewing room and ten additional reader spaces were also created in the Teaching Collection (formerly the Modern Languages Faculty Library).

(g) Philosophy and Theology Faculties Library

Behind the scenes much work went on in planning the Philosophy and Theology Faculties Library, combining the formerly separate libraries, to open in Radcliffe Humanities in September 2012. Plans to move services, staff and most of the open-shelf lending stock of the libraries were underway - with low/no-use unique material transferred to the Book Storage Facility where it remains available by request for use in the new library (and other stack request locations).

(h) Radcliffe Camera

In 2011/12, changes to the Radcliffe Camera were proposed - these changes intended to permit access for those with mobility impairments and to improve security. The plans were reviewed by a Conservation Officer and English Heritage and were unanimously approved by the Oxford West Planning Committee on 23 August 2012. A 5½-month period of public consultation began in June 2012.

(i) China Centre Library

In 2011, following a review of possible options, including locating library provision for Chinese Studies on the ROQ, and following extensive consultation with affected parties, the decision to open a China Centre Library in the China Centre to be constructed at St Hugh's was approved by the Curators of the University Libraries, the Institute for Chinese Studies, the Faculty of Oriental Studies, the Humanities Divisional Board, the Committee of the School of Interdisciplinary Studies and the Interdivisional Area Studies Committee.

Fellows at St Hugh's and St Antony's were also consulted. Groundbreaking for the China Centre was planned to take place in autumn 2012, with the building expected to open in 2014.

(j) Health Care Libraries

Over the summer in 2012 the Cairns and Knowledge Centre libraries were renovated and updated. The space occupied by printed materials (journals and books) was reduced and study areas have been updated to reflect changes in the teaching, learning and research in the medical and health-related subjects. Office spaces for the Nuffield Department of Clinical Neurosciences and the Nuffield Department of Surgical Sciences were also created.

(k) Other libraries

The general shift to more electronic resources provided the opportunity to reconfigure spaces across our Libraries:

- The science and medical libraries have responded to students' needs and preferences in studying by creating more group study areas and adding electric outlets and Wi-Fi to accommodate growing numbers of personal laptops.
- Free space was filled up in the Old Road Campus and at the John Radcliffe to introduce improved facilities and deliver cost savings.
- In the Sainsbury Library, during the summer 2012 break, a second reconfiguration of the lower floor was made.
- With financial support from the Social Science Division and from the Saïd Business School (SBS), the number of individual PCs and PC desks was reduced from 20 to 12: the space that was created was then fitted out with an additional four round tables for group work, increasing the seating capacity at the round group work tables from 64 to 80. This reconfiguration will be even more advantageous for students with the current significant upgrading of the wireless network being implemented by the school's IT department.
- This year part of the lower level of the Oriental Institute was prepared for the creation of a dedicated section on Korea consisting of up to 5,000 books being donated by the National Library of Korea and selections from our existing holdings. A small room was created adjacent to the space earmarked for these books providing facilities for small classes, group study and the use of audiovisual material.

*Associated projects***(l) Book moves**

Following the completion of the book move from the New Bodleian Bookstack in July 2011, the book moving team turned its focus to removing collections from the Nuneham Courtenay Repository. Nuneham Courtenay is a small, quiet village, and the Libraries' book store is sited in the grounds of Nuneham House. A dirt track leads to the store, so the team put down a temporary roadway and erected scaffolding in the delivery area to aid the loading of the vans. Despite the team's concerns about causing disruption to the village's inhabitants, they had no complaints throughout the move.

Books from Nuneham were transferred to the Libraries' warehouse on Osney Mead where they were barcoded by the Inventory Control Project teams. Completed books were then transferred to the Book Storage Facility by a commercial removals company. The Nuneham Courtenay move was completed in early December 2011, thus ending the last of the book moves over a two-year period. Temporary staff left at the end of the year and the book moves team returned to its original size of three staff members.

In a library system such as the Bodleian Libraries there is a continual requirement for books and other items to be moved. Librarians routinely relegate items that are less used to free up space for new books, and as we always keep one copy of every item, these are sent to storage if no longer required in a reading room.

Through the year book moves to the BSF continued: over the summer months 5,000m of books from Bodleian Libraries were moved to the Book Storage Facility. Since January 2012 numerous archive and library bequests were fetched from around the UK and delivered to Oxford.

While the above moves were taking place the Special Collection Courier Service ensured the safe movement of such material within the University on a daily basis for the benefit of staff, readers and visitors. During the last few years book moving staff have received specialist training in art handling and recently moved the central Bodleian Library's artworks and objects to Swindon.

(m) Barcoding

The barcoding project is critical to the management of the collections, enabling a more efficient delivery system of books and manuscripts to readers. We have improved the bibliographic control over our holdings by increasing the granularity of our holdings

information, and enhanced the catalogue records (or provided them where they did not already exist) to provide better access to our collections.

Between March 2010 and December 2011 over 100 full-time-equivalent staff worked shifts identifying and barcoding library stock. They worked in the 11-floor bookstack inside the New Bodleian Library and also in a warehouse on a local industrial estate where nearly 2 million volumes previously stored in the Cheshire salt mine were barcoded at a rate of around 110,000 items – almost two miles – per week. Material at the Nuneham Courtenay facility and other satellite storage locations was also barcoded and the buildings closed.

Technically the most challenging element of the process was the matching up of the barcoded items to their records in the catalogue. The barcoders used a custom-designed program called ReBar, which not only recorded barcode and item information but predicted the next volume, saving time and effort. The barcoders averaged an impressive 30 seconds to one minute per item and barcoded 4 million books using this solution. Periodicals were processed using powerful spreadsheets.

The most difficult cases were escalated for specialist attention in order to associate the barcode correctly with an entry in the library catalogue. At the end of the project 655,032 items received this attention, including the addition of 56,598 basic catalogue records for books which had no record previously.

The last item to be barcoded in December 2011 brought the total to 7,049,741, meaning that on average 15,806 books were barcoded each day.

The project was supported by staff in cataloguing and the OLIS team responsible for the online catalogue. A small team of staff provided technical support to the operations and designed barcoding tools and solutions, while another team provided supervisory control for the large teams of barcoders drawn from an agency.

3. Service Provision

(a) Service changes and improvements across our libraries

Throughout the year, and across our libraries, staff continued to provide the highest level of services to readers. Over this time a number of new initiatives – to support readers and their needs, to provide guidance and advice – were launched at both individual libraries and occasionally across the entire service. Examples of some of these initiatives are noted below:

Opening hours

Changes in opening hours were made across a number of libraries to increase flexibility for readers. For example, the Law Library offered extended evening opening to 10pm for two weeks into the summer vacation specifically to meet the needs of BCL students whose exams extend into tenth week. At the Education Library longer weekend hours were piloted during Hilary and Trinity terms to help accommodate all students, but particularly those on distance-learning Master's degrees and PGCEs who teach during the week. The pilot was a success and it was agreed that the arrangement would continue for 2012/13 with opening hours increased from four hours to seven hours per day and Saturday and Sunday openings between 10am and 5pm.

Core texts two-hour loans

At the Latin American Centre Library a new two-hour loan scheme for core texts ran throughout the year. Reading lists were updated in the late summer and autumn 2011 and a survey, designed to get feedback to improve the core texts reading scheme, was led, which showed that students seemed satisfied with the scheme and only minor adjustments were made.

Enhanced induction

To ensure that adequate support was provided for undergraduates and postgraduates new to the Libraries, a number of unique induction projects were piloted this year. At the Sainsbury Business Library, induction sessions became embedded within the scheduled undergraduate induction programme, leading to 70% attendance for all undergraduates (and 75% for MFEs) and increased use of the collections by new students throughout the year. In the Law Library, the Law Library Link initiative provided all first-year undergraduate students with a personal library staff member as their initial contact point in the library. Thus, at induction each student was introduced to the Law Library by his or her Link staff member and given mini business cards with contact details, thus providing a more personal contact. At the Radcliffe Science Library all new undergraduates in science and medicine (over 1,000 students) were given induction tours during Freshers' Week while specific inductions on key e-journals, datasets and reference management software were offered for MSc students in Immunology and other courses.

Teaching sessions

Across the year a large and varied number of teaching sessions were held. In the Humanities sessions were run on research and learning skills and on subject topics. In the Social Science Library staff provided workshops to support literature reviews to the Centre for Criminology, the Department of Social Policy and Intervention, the School of Interdisciplinary Area Studies (SIAS), the Department of Economics, the Refugee Studies Centre, the School of Anthropology, and the Department of International Development. The SSL interdisciplinary Graduate Search Clinics ran in Hilary term with over 60 graduate students from ten Social Science departments attending, and contributions were made to four Graduate Skills Toolkits (run in collaboration with Computing Services and attended by 86 social science graduates). The SSL, together with the Education Library, worked closely with the new Doctoral Training Centre for Social Sciences and ran three DTC workshops in Hilary term, namely: 'Turning a research question into an effective search strategy'; 'References and reference management'; and 'Statistical data sources for social scientists'.

Science and Medicine offered: search skills for second years preparing for projects/dissertations in Biochemistry, Experimental Psychology, Medicine and Physiological Sciences; 'Finding the evidence' for EBM thread in Medicine year 4; Introduction to NHS resources for 'F1 survival sessions' in Medicine year 6; and teaching for Graduate Entry Medicine. In the Humanities subject librarians and other staff put on teaching sessions, about both research and learning skills and on subject topics, in increasing numbers. This reflects both the greater penetration of electronic resources into Humanities information and the further development of individualised learning within undergraduate courses, as well as the use of special materials in graduate teaching.

Unique learning events

In April 2012, the Sainsbury Library instigated a Critical Thinking event by inviting all of the Saïd Business School's academic and research staff and its DPhil students to participate by nominating up to two critical works that had influenced their thinking or contributed in some way to their development as the critical thinkers they have become. Almost 40 individuals contributed with insightful and fascinating personal narratives that formed an eclectic collection of works ranging from Shakespearean sonnets, science fiction classics and books by classical authors,

through to Bach's *Goldberg Variations*. This collection was printed into a catalogue, 'Critical thinking: notable works chosen by the critical thinkers of the Saïd Business School', as well as presented in an online PowerPoint slide show released at a celebratory evening on 3 July. Officiating at that function were the Dean of SBS, Professor Peter Tufano, and Professor Roger Goodman, head of the Social Science Division, who gave a thoroughly engaging and entertaining account of his own erudite readings and journey through his bedside reading pile. All the items nominated have been acquired by the Sainsbury Library and recorded as Critical Thinking works, and tagged in the SOLO catalogue for easy identification.

Skills Toolkits and resource materials

In autumn 2010, students on the three Master's courses run at the Latin American Centre attended a Skills Toolkit session at OUCS, jointly run by the Libraries, OUCS and the Careers Service. It was a very well-attended and popular event.

Blogs to provide ongoing support

In addition to our traditional means of providing training, informal blogs have been set up to provide tips for researchers. These include the new Oxford Transport Nurses Blog, set up by the Outreach Librarian at the Churchill Library, and the blog set up by our Biochemistry Subject Librarian at: <http://rslbio.blogspot.co.uk>.

Supporting special needs

The Libraries continue to work to support the needs of their varied users. For example, at the SSL a number of initiatives were launched to support readers with disabilities. In addition to offering extended borrowing permissions through the SSLPRI membership category, this year 35 students were individually contacted upon receipt of their details from the Disability Office or the Bodleian Libraries Disability Librarian, with around a third taking up the offer of a meeting to discuss best use of SSL facilities and services. A staff training day was held during the 2011 summer vacation to increase staff awareness and understanding of disability issues. To enable independent library access to readers with impaired mobility, automated sliding front doors were installed in the SSL at the end of Trinity term.

Exposing hidden collections, improving existing ones

Work has continued to expose and make available new collections. For instance, the Law Library released a new database via its

website which indexes foreign-language law theses written and collected from the 1880s to the 1930s. The collection of 18,000+ theses has never been fully catalogued, but is now searchable via author, title or topic. The integration of the entire UK monograph collection into the Moys sequence was completed over the summer. A project to integrate all official papers from the main law collection into the Official Papers collection was also initiated, freeing up much-needed space for growth.

(b) Technologies and electronic resources to enhance our services

As scholarly communications and the distribution of knowledge change, the Libraries continue to invest more in electronic resources which have the benefit of offering 24/7/365 access to resources:

Investing in electronic resources

In the science and medical libraries a number of new initiatives were led to make available once-printed books in e-format. More electronic resources were purchased than print and the availability of e-books was expanded in several key areas in science (eg the *Safari Books* collection). Funding from Nuffield Oxford Hospitals Fund enabled BHCL to provide a range of e-books in support of medical students including the *Oxford Textbook of Medicine*, 15 OUP *Medical Handbook* titles, and four key Elsevier textbooks. We also negotiated access for our clinical medical students to an additional 900 electronic books from Elsevier as part of their access to the new Elsevier product Clinical Key. In the Humanities, significant purchases of electronic resources have been made. These include: *State Papers Online*, parts 3 and 4; *Literary Manuscripts* (Berg); *Medieval Family Life*; *Romanticism: Life, Literature and Landscape*; *First World War: Personal Experiences*; *London Low Life*; *Popular Culture in Britain and America, 1950–1975*; *Victorian Popular Culture*; *Confidential Print: Africa, 1834–1966*; *Confidential Print: Middle East, 1839–1969*. Electronic versions of individual titles are more widely available and these are becoming (by purchase or rental as appropriate) more central to the provision of multiple copies for reading lists. In the Social Sciences the SSL was pleased to be able to purchase Palgrave e-book collections on Philosophy, Politics and Economics following a donation of £10,000.

New e-resource terminals in business

Working in partnership with the Oxford-Man Institute of Quantitative Finance, the Sainsbury Library entered into a subscription for the Bloomberg service,

installing two terminals within the Sainsbury Library, one terminal in the atrium of the School's executive education site at Egrove, and three licences allocated to laptop computers for loan to SBS faculty and DPhil students to use outside the library space. In 2011/12, the Sainsbury Library worked with both the Bloomberg Office and the finance teaching staff to capitalise on the finance skills that may be acquired by the SBS students through Bloomberg training and terminal use, to enhance both the finance courses and the career prospects of those students wishing to enter the financial markets.

Scan and Deliver service

In spring 2012 a Libraries-wide desktop document delivery service called Scan and Deliver was launched. This service enables readers, through the SOLO catalogue interface, to order (within copyright regulations) scans of book chapters or journal articles of material stored at the Libraries' Book Storage Facility. Libraries staff retrieve the requested item, scan and then email it to the reader. The request is made through a simple click of a button on SOLO, the Libraries' online catalogue. Scan and Deliver is a particularly useful service for researchers who may not have the time to copy items themselves or who may be away from Oxford, and has already proved popular with academics and other readers.

Scanning and collection

This year the Social Sciences Library launched a new scanning service called SSL eReadings. Scans are made available to relevant students and academics via the SSL WebLearn site. Departments using this new service include Economics, Politics and International Relations, and Social Policy and Intervention.

Laptops and iPads

To help library users explore new e-book reader technologies, the science and medical libraries added, to their Kindles and Sony e-book readers, four iPads with pre-loaded e-content that users can borrow and explore device features. Also, to improve RSL library security, laptop locks were purchased to enable readers to secure their equipment. The initial purchase of two locks had to be increased to five to meet the immediate demand for the service.

Extending Web 2.0

Using QI codes to provide a new channel for finding out about the Law Library was introduced; the number of Facebook 'likes' increased to over 420; videos describing the

Law Library were added to the Law Library website and using SOLO for lawyers; and additional wireless capacity was installed to extend the reach of the Wi-Fi network around the concrete pillars and corners of the main floor of the library.

(c) Research support

The Libraries continued to support a range of research in new and innovative ways:

Research data

The Bodleian is developing infrastructure and staff skills to support the management, storage and discovery of research data created through research projects and activities by Oxford researchers. In part this is in collaboration with a large externally funded project we are running in collaboration with OUCS (<http://damaro.oucs.ox.ac.uk>) through using digital infrastructure developed in the Bodleian (DataBank and Datafinder). A mature service offering will be rolled out in 2012/13.

Eureka repository

Over the year the Saïd Business School Library invested in a programme of systematically entering all legacy material identified through faculty webpages into the Eureka repository. The repository is now the central focus point for the discovery of the school's research publications, and plans are under way to harmonise the function and role of the Eureka database within the school's website redevelopment, which was recently commenced. This will form a major focus of the Sainsbury Library's contribution to the school in 2012/13, as the library continues to make its contribution to the research agenda.

Subject guides

The Libraries continue to develop subject guides to better assist researchers across subject areas. At the Latin American Studies Library a Collection Policy was completed; this includes a list of all Bodleian Libraries where Latin American material is held with hyperlinks to their websites, in an attempt to give readers a unified sense of the Bodleian Libraries' extensive collections in this increasingly important subject area. A feature of the LAS LibGuide is a page of links to open access materials that are listed as they come to light.

Online training materials and Education Information Skills programmes

In the Bodleian Education Library two new online tutorials were created, mounted on WebLearn, to help researchers to find literature using the new Proquest platforms.

These were created after consultation with the tutors and students on the Master's in Learning and Technology, and with assistance and advice from a DPhil student in e-Learning. All students in the department receive timetabled sessions, integrated into their academic programmes, which cover key skills including: search skills for assignments; managing references; working with the literature for theses/dissertations; and systematic review training (optional one-to-one training). For Master's and DPhil students, the librarian also runs a range of joint seminars and workshops with the Director of Graduate Studies and other tutors, covering topics such as conducting the literature review and academic integrity. She also leads a termly series of Dissertation Skills Workshops, with the Director of Graduate Studies, for all Master's students. All sessions are now an integral part of the academic programme, and offer one-to-one follow-up support with the librarian.

New model of reading list provision on WebLearn

This year the Education Library improved its provision of online, annotated and interactive course reading lists, in response to feedback from students. The goal of getting all MSc reading lists linked from the Course Outline areas on the Department of Education's WebLearn site was achieved and the library continued to digitise all eligible chapters/articles not already available electronically, mount them on WebLearn and link to them from the online reading lists. Feedback from students and tutors has been extremely positive.

Research spaces - The Hive

While changes to study spaces have occurred across a range of libraries (see section 2), new research spaces have also been developed. This spring the RSL launched The Hive, an experimental flexible library space to encourage collaboration in non-traditional library spaces between the librarians and graduate students and research staff.

Streamlining and rationalising materials

Many of our libraries have been working to streamline material holdings to focus on more relevant items for readers. The Tylor has been working to do this and to create a reduced stack collection at the Bodleian Storage Facility (including titles of which Tylor holds the only Bodleian Libraries copy). Of the five stack areas held last year, the largest - at 58a Banbury Road - has now been completely cleared and returned to

the department. As part of an exercise to clear the basement corridors at ISCA of separate stack material, mostly periodical parts which were similarly weeded, we have also transferred the Tylor's small map collection to expert care at the central Bodleian, in collaboration with the Bodleian Map Librarian. Also, in the first half of 2012, the Education Library undertook a large-scale project to rationalise and weed its print journal collections. This was in order that the library could return one of its bookstacks to the department, for much-needed office space. As a result of the project, the Education Library was able to reduce its print journal collection to just under 25% of its previous size, freeing up open shelf space for the growing book collection, as well as emptying the journal stack.

(d) Collaboration

Subject liaison librarians continue to work closely with academic departments, while individual libraries and subject areas have collaborated with departments on a range of projects:

Collaboration with academic staff and outreach activities of staff

In the science and medical libraries subject librarians collaborate across the Bodleian Libraries and together with the User Education Coordinator to create and deliver orientation and induction sessions at the beginning of each term. Many college librarians also take part in these efforts. Throughout each term, a schedule of more advanced sessions (eg the Wiser programme) is advertised. These sessions are more specific and enjoy great popularity amongst students and University employees. Librarians are contributing to the MPLS Bridging the Gap Project by setting up new Information Skills sessions (including study skills, critical reading, etc). Working centrally with University Admissions librarians are developing inductions for the UNIQ Summer School initiative. The RSL Information Skills sessions are intergraded into Graduate Academic Programme for MPLS. Subject librarians liaise with Graduate Studies Directors regarding further contribution to the Research Skills Programmes in a growing number of Doctoral Training Centres (DTCs).

Publishing

Medical librarians in partnership with MSD colleagues engage in publishing articles in key professional journals. Evidencing our support of research activity, librarians co-authored articles in a range

of key biomedical journals including *Diabetes Care*, *British Journal of Surgery*, *Cochrane Database of Systematic Reviews*, *Clinical Chemistry*, *Diabetic Medicine* and *Kidney International* as well as receiving acknowledgments in a number of other articles.

Supporting the REF

Staff in the medical and science libraries worked closely with the REF Coordinator for MSD and carried out a number of in-depth searches to identify evidence of impact for REF case studies. Evidence identified included impact on government policy, clinical guidelines, evidence of research uptake, reputable charity endorsement, prizes and awards or evidence of economic impact. Our staff also provided hands-on support for academics and others with Symplectic.

Joint project work

Librarians at the Alexander Library of Ornithology and Sherardian Library of Plant Taxonomy actively participated in many joint projects to promote those two unique and extensive collections. The RSL continued its successful collaboration with the Ruskin School in displaying student art inspired by science. Librarians have overseen the installation of large display boards to feature results of work by advanced standing students in Life Sciences by displaying their research posters. Another example of joint project working took place in the Law Library, which became part of a project to obtain and retain all cases, decisions and articles related to the Cape Town Protocol, and is working with the Law Faculty and with the University of Washington in Seattle to create this unique collection.

Conferences and wider collaboration

The Bodleian Social Science Library is a key partner in the Nereus Consortium (www.nereus4economics.info). Nereus aims to integrate access to the economics resources of key libraries, academic publications and other online resources (in collaboration with RePEc), through the Economists Online portal, NEEQ. During the year the SSL added ten new author profiles and 240 records for Oxford economists. The Social Sciences Subject Consultant attended the Nereus Conference in Lisbon and the Consortium is currently considering an Oxford proposal to develop a new portal for global and international affairs publications.

The Subject Consultant for Forced Migration, African and Commonwealth Studies helped organise and host the

2012 conference for SCOLMA (Standing Conference on Library Materials on Africa). Ninety participants attended the Oxford-based conference to explore how the digital revolution is unfolding in Africa. The SSL is also part of a concordat with the British Library and the London School of Economics in order to collaborate on collections and services for social scientists and the provision of study days for librarians and scholars.

4. Digital Bodleian

(a) Digital priorities

Library users now expect to have knowledge at their fingertips, instantly, and so our approach to library services and resources is changing in response. The digital age has dramatically changed the way knowledge resources are accessed, with the century-long established culture of using paper as a display of information now augmented by the application of digital screens with completely new forms of interaction with knowledge resources. The advent of the digital world has added two seminal missions to the Bodleian's profile:

- *Digital Discovery* As catalogues were used over centuries to help readers navigate through the libraries' knowledge in Oxford, nowadays students, researchers and the wider public from all around the world also find and retrieve knowledge resources - physical or digital - through internet services such as SOLO.
- *Digital Memory* As the Bodleian Libraries kept and curated books in their impressive buildings for centuries, they will curate and preserve digital objects in a durable digital memory from the twenty-first century onwards - be it digitised images of the Bodleian's treasures, transcriptions, cutting-edge knowledge technology or born-digital materials.

The Bodleian Libraries have addressed these additional missions organisationally by merging the Systems and e-Research Service with the Oxford Digital Library to form Bodleian Digital Library Systems and Services (in 2010/11) and then appointing the Associate Director for Digital Library Programmes and IT in 2011/12. Together these measures marked the Libraries' commitment to tackle the challenges of the twenty-first century by strengthening and extending our digital services both in support of and to enrich the traditional library services offered to students, scholars and researchers worldwide.

(b) New technologies

Having rapidly and successfully replaced the underlying software supporting our main catalogue and book management system with Ex Libris' Aleph, this year the focus has been on introducing new functionalities and improved levels of service to meet the needs of our staff and, most importantly, students, researchers and the public. For staff, improved and extended reporting facilities have been provided with the capacity for different libraries to create their own reports and configure their own library policies without having to call upon systems staff to do it for them.

Our principal resource discovery system, SOLO (<http://solo.bodleian.ox.ac.uk>), had a number of minor and major enhancements made, which have significantly improved the research experience of scholars and bibliographers. These enhancements were the result of our own usability studies and extended discussions with particular user groups. Now, for example, SOLO has the ability to display and, most importantly, to index scholarly copy-specific notes appearing in the records of 1.3 million items. Now search results can be sorted in order of oldest publication first. In addition, in response to requests from specific user groups, to make them more readily discoverable, certain material types – antiquarian and rare books (pre-1830), maps, music and audio-visual items – have been removed from the clustering process that brings together related works.

Knowing that many information requests can be met with scans from works, rather than the works themselves, we have developed software for the Scan and Deliver service (see section 3b). We are seeing more readers bringing their own laptops and other personal devices into our libraries looking to attach them to our wireless network. To ensure good wireless access, we have surveyed our reading rooms and improved wireless coverage for library users.

The Mobile Oxford service (<http://m.ox.ac.uk>) is geared towards smartphones. This year we worked with our Computing Service colleagues to ensure that it can be used to interrogate our main catalogue. When a work is identified Mobile Oxford will also provide for the user a map showing the nearest library holding a copy.

ORA, the Oxford University Research Archive (<http://ora.ox.ac.uk>), holding principally articles and theses of Oxford authors, underwent a major revision in 2011/12, making it more convenient and streamlined for users (see section 6b for

details). In response to the Finch Report (*Accessibility, sustainability, excellence: how to expand access to research publications*¹), ORA will be enhanced further in 2013 to facilitate the widest possible free dissemination, making the considerable number of Oxford-authored publications open access.

We are keenly aware of the importance of providing assured long-term storage and access to the huge amount of valuable data that is generated through Oxford's research. The Libraries are working in partnership with other departments such as Research Services and IT Services to provide an overall institutional support framework for data management through the DaMaRO Project (<http://damaro.oucs.ox.ac.uk/>). The project will result in data management plans, policy and infrastructure to provide tools for researchers before they even create any data, right through to the discovery and reuse of data. The Libraries have started the development of two new services in support: DataBank, where researchers are able to deposit their data both for access and preservation, and DataFinder, a discovery interface to a registry of Oxford's research data, whether or not it is held in DataBank. These services will be available in 2013.

(c) Digitisation foundations

With the number of projects to digitise the collections increasing in 2011/12 we began the foundational work on rolling out a full and large-scale digitisation service, defined as a package of individual products and services that enable the creation and delivery of a digital copy of items in our collections. Digitisation involves more than just creating digital images; it must be managed from the point of selection through to the point of access for the end-user.

Within the Libraries' Imaging Services section (which has been the primary provider of high-quality digital images within the Bodleian) work has been done to identify hardware and software that will increase our digitised output significantly. Parallel to Imaging Services, BDLSS has been creating interfaces and access points for individual digitisation projects. These tools and services will be rolled out and the new services announced in the next fiscal year.

(d) Digital Bodleian

The Bodleian Libraries have been digitising content for over twenty years, creating over 200,000 freely available digital objects

and with at least another 1.5 million images awaiting release. However, like many academic libraries, our freely available digital collections have been placed online in project-driven websites, with content stored in discrete 'silos', each with its own metadata format and user interfaces, and with no common search interface enabling users to discover content or navigate across collections. This year the Digital Bodleian project was launched to help bring together our discrete collections under a single user interface, standardise the metadata for each collection, and convert all images, thus allowing users to export metadata or tag images. The Digital Bodleian project has been funded by the JISC as part of the Resource Discovery Programme.

(e) Digitisation projects

With the generous support of a £2 million award from The Polonsky Foundation, we announced in April 2012 an exciting new collaborative digitisation project with the Biblioteca Apostolica Vaticana (BAV). The project will digitise and open up 1.5 million pages from their remarkable collections in three subject areas: Greek manuscripts, fifteenth-century printed books (incunabula), and Hebrew manuscripts and early printed books. Two-thirds of the material will come from the BAV and the remainder from the Bodleian. These will be made freely available online to researchers and the general public worldwide.

Also this year the Bodleian Libraries, working in partnership with the Royal Archives and the information company ProQuest, developed a unique online resource which made all the private records/personal journals of Queen Victoria publicly accessible for the first time ever. The journals, which span Victoria's lifetime and consist of 141 volumes containing over 43,000 pages, have never been published in their entirety. While ProQuest oversaw the creation of high-quality digital images of every page in the journals, expert digital editors from Libraries' staff managed the process of meticulous transcription and created extensive and detailed indices to enhance and enrich their functionality. The completed website, www.queenvictoriasjournals.org, was launched in May 2012 by Her Majesty the Queen. In its first month the site received 114,188 unique visitors and over a million page views.

This year the Libraries completed an eight-year-long project to digitise out-of-copyright books in the Bodleian's collections. These books are available through Google Books, but we have now linked 330,000 of them to records in our catalogue. By making

¹www.researchinfonet.org/publish/finch

the Bodleian copy of the digitised books available online, the material became fully available to all users in PDF format. Following this public release, the Bodleian Libraries continued efforts to enhance the scholarly value of the digitised books by adding improved page scans and better full-text searching.

The Serica website was created to showcase our pre-modern Chinese holdings and associated digitised works. This digital collection will continue to grow throughout 2013 (<http://serica.bodleian.ox.ac.uk/>).

The Bodleian continues to enlarge its selection of digital resources through purchase and through reformatting of materials held in our collections or held by other institutions with whom we collaborate. Some of the other digital collections recently launched and currently available to access are:

- Maimonides' Code of Jewish Law (<http://maimonides.bodleian.ox.ac.uk/>)
- Electronic Enlightenment (www.e-enlightenment.com)
- The John Johnson Collection: An Archive of Printed Ephemera (<http://johnjohnson.chadwyck.co.uk/home.do>)
- Shakespeare Quartos Archive (www.quartos.org)
- Digital Shikshapatri (www.shikshapatri.org.uk)
- Bodleian Broadside Ballads (<http://ballads.bodleian.ox.ac.uk>)
- Bodleian Collection of Genizah Fragments (<http://genizah.bodleian.ox.ac.uk>)
- What's the Score at the Bodleian? (<http://scores.bodleian.ox.ac.uk>)

5. Special Collections

It has been a busy year in Special Collections having welcomed over 11,000 readers to the Special Collections Reading Room and handled over 22,000 green slips (requests). In the same period we saw over 18,000 visiting Duke Humfrey's Library and more than 5,500 visiting the Bodleian Library of Commonwealth and African Studies at Rhodes House.

The section completed a number of projects across different specialist areas:

This year the Maps section embarked on a research/digitisation project of scanning in the Bodleian's First World War trench maps of the Western Front. Around 1,000

maps have been captured in colour at high resolution, with plans to make these freely available online via the Digital Bodleian project and upcoming centenary projects.

In Modern Political Papers key projects included the cataloguing of the papers of Roy Jenkins, Baron Jenkins of Hillhead (1920–2003), writer and politician, Chancellor of Oxford University. The first phase was funded by a number of donors, including the Pilgrim Trust in this year, 2011/12. See: www.bodleian.ox.ac.uk/bodley/library/special/projects/roy-jenkins. Papers of the project archivist Charlotte McKillop-Mash, and of John Campbell, Lord Jenkins' biographer, and images of selected manuscripts were featured in the Authorship, Memory and Manuscripts 2012 seminar series.

In Rare Books the team concluded the Early Printed Books project and began work on the provenance project. The John Johnson Collection continues to be developed with donations. More researchers are accessing it with two blogs about the collection being launched at <http://johnjohnsoncollectionnowandthen.wordpress.com> and <http://ephemerareources.blogspot.co.uk>. Work has continued on the exposure of data from the Johnson catalogue through SOLO. Images from the collection are being made available through Digital Bodleian.

In Music, funding was obtained from the Andrew W Mellon Foundation to scan the catalogue cards for the Music and Map collections and make catalogue records available online. Once completed, this will revolutionise access to these important collections. The experimental project What's the Score at the Bodleian?, sponsored by Google, was launched this year. The project seeks to crowd-source descriptions of previously uncatalogued mid-Victorian piano music.

In the Oriental Collections section key work included the Genizah Project. This created a complete set of digital images of the Bodleian's Genizah collection, searchable through metadata created in TEI/XML. The collection of Cairo Genizah fragments is one of the major collections of its kind. Acquired over the years since 1890 it consists of about 4,000 fragments. The collection, skillfully selected and featuring the Bible, early rabbinic literature, liturgical fragments, legal documents and letters, both personal and commercial, is particularly remarkable for the size of many of the documents. The 4,000 fragments comprise some 25,000 pages, amounting to over six pages per fragment, an average unparalleled

elsewhere. The online catalogue is based on the printed *Catalogue of the Hebrew Manuscripts in the Bodleian Library and in the College Libraries of Oxford* (volume 2) by Adolf Neubauer and Arthur Ernest Cowley (1906) and the typewritten catalogue of additional Genizah fragments by Arthur Ernest Cowley (c1929). The project was officially launched in February 2012 (<http://genizah.bodleian.ox.ac.uk>).

Work was underway on the Pre-Modern Chinese Books project (supported by the Tan Chin Tuan Foundation), with progress made on the identification and cataloguing of our pre-modern Chinese holdings, so that some 200 items had been identified, catalogued and fully prepared for presentation when the web interface was made available in September 2012. Within the Persian collections a 12-month project supported by the Barakat Trust (www.barakat.org) has enabled the Islamic curator Alasdair Watson to code Persian manuscript descriptions from existing printed catalogues into TEI/XML, which are being added to Fihrist. It is estimated that some 2,500 entries will have been added to the database by the close of the project (in October 2012).

Within the Conservative Party Archive, conservation work was completed on 108 volumes of Conservative Party general election pamphlets and leaflets, 1868–1968, enabling their long-term preservation and digitisation. Major accessions included papers of Brendon Sewill, director of the Conservative Research Department 1964–1970, and papers relating to the restructuring of the Conservative Party by its chairman Norman Fowler in 1993. Research support and initiatives included the provision of a stall at the annual Information Fair, for Oxford postgraduates; participation in the Modern Papers Masterclasses seminar series with a presentation on recently catalogued papers of the Conservative Research Department, and the provision of a stall at the annual History Thesis Fair, for Oxford undergraduates.

2012 saw the conclusion of the future Arch project funded by the Andrew W Mellon Foundation to develop the Libraries' capacity to manage born-digital archives. The project developed the Bodleian Electronic Archives and Manuscripts service, which provides means to capture, preserve and provide access to these materials. Digital materials from numerous archives were processed as part of the project, including materials from the archives of Sir Walter Bodmer, Barbara Castle, Edmund Dell, Adrian Mitchell,

Anthony Sampson, the Conservative Party Archive and Oxfam.

Following a successful pilot project, the Bodleian Libraries Web Archive was established in 2011. The BLWA collects websites in an effort to preserve this material for future generations. See: www.bodleian.ox.ac.uk/beam/webarchive.

The Libraries were also awarded funding by the Wellcome Trust to catalogue the archive of Sir Walter Bodmer, Oxford's first Professor of Genetics, which will be available to scholars from early 2014.

At the Centre for the Study of the Book the Bodleian Libraries received funding from JISC for a project in partnership with the English Broadside Ballad Archive and the English Folk Dance and Song Society. See: www.jisc.ac.uk/whatwedo/programmes/digitisation/content2011_2013/Strand%20C.aspx. Concluding in 2013, this project will enable cross-searching of information about English broadside ballads in online archives and will implement an image-matching functionality in the Bodleian's own interface to its digitised collections of ballads, which range in date from the sixteenth to the twentieth centuries. Colloquia and masterclasses were also held.

Through the Centre for the Study of the Book (CSB), the Department of Special Collections, in partnership with faculties of the University and external partners, presented a programme of scholarly events including conferences and colloquia on a seventeenth-century painted map of China from John Selden's collection, marking the end of a two-year conservation project on the Selden Map, MS. Selden supra 105 (<http://seldenmap.bodleian.ox.ac.uk>).

Other events covered subjects including: the Harding Collection of music and popular literature; fifteenth-century blockbooks; and the dispersal of books from monastic collections. Masterclasses in Michaelmas and Hilary terms featured historians, literary scholars, rare book and manuscript dealers, and biographers discussing individual Special Collections items and the formation of collections of books and archives. The CSB Summer School, 'Bibliography and the study of paper', made Special Collections items available for an intensive study of the history of paper use in early modern books and manuscripts.

This year the CSB welcomed: Gabriele Balbi, Northumbria University (Douglas Byrne Marconi Fellow); Louisiane Ferlier, Université Paris Diderot - Paris 7 (Humfrey Wanley Fellow); Dr Eliza O'Brien, Northumbria University (BSECS/Bodleian

Fellow); Susan Nalezty (RSA/Bodleian Fellow). The Bodleian Libraries' partnership with the Vatican Library was furthered by the visits of Oxford scholars to the Vatican Library, in the Polonsky Visiting Research Grants programme.

6. Developing, Managing and Protecting the Collections

(a) Collection building, acquisitions and management

The Bodleian Libraries have acquired many important electronic resources this year. Existing online collections were expanded with the addition of historical collections including *American West*; *Virginia Company Archives*; *Medieval Family Life*; *First World War: Personal Experiences*; *London Low Life*; *Popular Culture in Britain and America 1950-1975*; *Victorian Popular Culture: Sections I-IV*.

We were able to purchase *Confidential Print: Africa, 1834-1966*, and *Confidential Print: Middle East, 1839-1969*, complementing parts I-IV which we already hold. Additional content this year includes the literary collections: *Literary Manuscripts: Berg*; and *Romanticism: Life, Literature and Landscape*; as well as *Eighteenth Century Journals V* which complements parts I-IV, already accessible in Oxford.

Additions in the scientific and medicine collections include: *The New England Journal of Medicine Archive, 1812-1989*; *Safari e-books*; *Astronomical Society of the Pacific - Conference Series*; *International Tables for Crystallography*; *Elsevier Medical Textbooks*; *BMJ Case Reports*; *Royal Society of Chemistry*.

We have subscribed to *The Cairn Revues (Humanities and Social Sciences)* and to the *AllAfrica* collection of news stories, in addition to *JSTOR Arts & Sciences 8*, which broadens JSTOR's coverage of core humanities disciplines. We now have access to the newspaper collection *The North China Herald 1850-1940*, the most important foreign source of Chinese news during the period of its publication.

A successful e-book demand-driven acquisition pilot project was undertaken between 8 May and 16 June 2012, and was extremely popular with users. The total budget was £16,500. The SOLO catalogue was populated with 9,993 additional e-book records of books published between 2009 and 2012, selected for humanities, medicine and the biological sciences. Readers accessing these books were unaware that the library did not as yet own the titles, and

permanent purchases depended on the number of accesses made by readers. The first two accesses each supplied 24-hour access; a third access triggered a purchase on the 325 credits model. Purchases will be permanent additions to library stock. We are currently reviewing the project to consider how to expand and improve demand-driven acquisitions, an approach which maximises use and reader choice.

The use of Electronic Data Interchange (EDI) for automated ordering and invoicing of books and journals, saving staff time, is currently being extended after its successful introduction in 2011.

Phase 1 of the new Po Chung lending collection, based on the subject of personal development and which is housed within the Gladstone Link, was completed in 2011. Phase 2 began in March 2012 and is focused on providing e-resources and printed books on the subject of careers.

Following on from the success of the Inventory Control Project, and to enhance the data added to the system, over 3,100 bibliographic records and over 20,200 records for periodical holdings have been edited to improve the clarity and accuracy of the Bodleian's holdings for periodical material. In addition, around 1,000 duplicate records have been deleted from the database.

In Special Collections, notable acquisitions include: papers of the writer Bruce Chatwin; further eighteenth- and nineteenth-century papers of the Harcourt family of Nuneham Courtenay and Stanton Harcourt, Oxfordshire; papers of the Conservative politician Lord (Geoffrey) Howe of Aberavon; the archive of the Gehenna Press, an American private press founded by the artist Leonard Baskin (1922-2000); the papers of Anthony Sampson, writer and journalist (1926-2004), c1930-2011; film reviews produced by the McCarthy Agency 1936-1968, with some other papers 1935-1976.

Other Notable Acquisitions across the Bodleian and Special Collections:

Science

- Letters from Hugh Cairns (1896-1952), surgeon, first Nuffield Professor of Surgery at Oxford University, to his wife, Barbara, and related materials, c1920-1952
- Papers of Sir David Weatherall (b1933), physician and researcher in molecular genetics, haematology, pathology and clinical medicine, former Regius Professor of Medicine at Oxford

Politics

- Papers of Douglas Jay, Baron Jay, PC (1907–1996), Labour Party politician, twentieth century
- Archive of Roy Jenkins, Baron Jenkins of Hillhead (1920–2003), Labour politician, founder member and leader of the SDP, Chancellor of Oxford University

Arts

- Archive of Adrian Mitchell (1932–2008), poet, novelist and playwright (first tranche)
- Materials of the publisher Kevin Begos Jr relating to the work *Agrippa (a book of the dead)* and to its reception

Latin American Library

- Books and papers on a variety of subjects relating to Bolivia, given by Giovanni Carnibella
- Books and papers on health, women and poverty in Peru, donated by Judith Condor Vidal

Business

- Blackwell Publishing Archive, twentieth century
- Papers of the Townsend or Townesend family of Oxford, master-masons, c1690–c1785

Antiquarian

- Milles family documents (mainly title deeds, seventeenth–nineteenth centuries), with some papers of Jeremiah Milles (1714–1784), antiquary and Dean of Exeter

Music

- The archive of the English composer Edmund Rubbra, comprising letters, diaries, concert programmes, annotated copies of music scores, etc
- A substantial group of letters to Charles Hubert Parry from his future wife, Maude Herbert (and her sister Mary), largely written during Parry's time at Oxford

Rare Books

- Cheney Archive (local printing firm in Banbury)
- Private press books from South America acquired through Catherine Docter
- Hammond collection of editions of *Wind in the Willows*
- Bequests from Robert Oresko and Professor Edgar Wind

Bodleian Library of Commonwealth of African Studies (BLCAS)

- Papers of Sidney Harold Hammond (1879–1947) relating to Nicaragua
- Papers of Sir Thomas Smartt (1858–1929), South African politician and founder and leader of the Unionist Party, 1880s–1920s
- Papers of Stanley Lawrence (1918–1986), Executive Officer in the Nyasaland government from 1960 and later for the Royal Commonwealth Society for the Blind, 1949–1981
- Papers of the Globe and Phoenix Gold Mining Company of Que Que, Southern Rhodesia/Rhodesia/Zimbabwe, 1894–1985

(b) Protecting the collections for current and future generations

The Conservation team continued to play an essential role in the care and development of our collections. One of the highlights of their work was the completion of the conservation treatment of the Selden Map of China, which was presented at the Selden Map colloquium with a talk. Thanks to the generous donations given during Duke Humfrey's Night 2010, the team was also able to carry out the treatment of Purcell's *Ode to St Cecilia's Day*, Sir Philip Sidney pedigree roll, *Secreta Fidelium Crucis*, the Morton Collection of Miniature Books and a selection of Opie's collection of pre-1850 movable books. Also, funded externally, the Abinger Project, which focused on the treatment and fasciculing of correspondence and papers of the Godwin and Shelley families, was successfully completed. Improvements to the housing of and access to the collections included the fasciculing of the Marconi Archives and the Bankes Papers, and the rehousing of selected papers from the Conservative Party Archive. Additionally, the team assessed collections for the successful delivery of key exhibitions and digitisation programmes, which included the assessment and treatment of the manuscripts selected for the exhibition *Love and Devotion: From Persia and Beyond* at the State Library of Victoria, Melbourne.

As a leading team of experts in the conservation field, Bodleian conservators continued sharing their expertise at a significant number of forums, including the Bodleian's summer school 'Bibliography and the study of paper', and the international conferences '2011 a pest odyssey' and 'Indoor air quality 2012', where the design of an HVAC system for the Weston book stack was presented. The team also

provided training for Bodleian staff in various topics, delivering courses such as 'Handle with care', 'Emergency salvage', 'Mould awareness', and 'Datalogger training'. Aimed at the general public, the new course 'Introduction to bookbinding' generated great interest and was very well attended. As part of the department's learning and academic endeavours, and as a preliminary step for setting up a solid internship programme, Conservation and Collection Care hosted their first Preventive Conservation Internship, in partnership with the Institute of Archaeology Master's Programme, University College London.

Finally, we continued to offer research into and advice on the Weston Library planning, providing crucial information for the design of conservation, exhibitions, display and storage areas.

(c) Scholarly communications

The year marked an increase in government and EU support for 'gold' open access – free access to research findings on the web where the author of the publication has paid a fee to publish. The Bodleian Libraries worked with colleagues throughout the University to brief the Pro-Vice-Chancellor for Research and Academic Services and University Collections (ASUC) on the Report of the Working Group on Expanding Access to Published Research Findings (the Finch report), which recommends that all government-funded research should be made available free of charge on the web.

The Libraries continued to discuss the future of publishing and the implications for libraries and publishers with colleagues at Oxford University Press. The Libraries' Associate Director, Collection Support, and the E-Resources Manager also met representatives from the publishers Cengage, Elsevier, Nature, ProQuest, SAGE, Springer, Taylor & Francis, Thomson Reuters and Wiley-Blackwell.

Bodley's Librarian and the Associate Director, Collection Support, attended the Joint Information Systems Committee annual conference in July 2012, 'Transforming opportunities in scholarly discourse', where Bodley's Librarian chaired a session.

The Associate Director, Collection Support, also served on the Interim Member Advisory Board to plan the next steps in the support and development of arXiv, an open-access archive for publications in Physics, Mathematics, Computer Science, Quantitative Biology, Quantitative Finance and Statistics.

The Head of Resource Description and the Digital Collections Development Manager organised two workshops in which cataloguers involved in traditional book and journal cataloguing could share experiences and learn from those involved in creating metadata for digital data, and vice versa. The sessions, respectively 'From cataloguing to metadata' and 'Author and name authorities', were held in November 2011 and July 2012.

In spring 2012 the ORA (Oxford University Research Archive, <http://ora.ox.ac.uk>) search and access interface was redesigned and the code underneath upgraded. New features are 'top downloads' on the home page, faceting for better searching, and icons to indicate whether there is access to a local full-text copy in ORA and/or a link to the publisher's copy and whether the item has been peer reviewed. The ORA Developer has been pivotal in the development of DataBank, the University's research data archive due for launch in 2013.

Thanks to the generosity of Dr Leonard Polonsky and The Polonsky Foundation, authors of Oxford DPhil theses were invited to propose their thesis for digitisation. The response was spectacular, generating more than 2,000 positive replies for theses dating from 1941. Staff from Collections and Resource Description and from Special Collections worked with BDLSS staff to manage the procedures. The first batch of theses has been digitised, deposited in ORA and is freely available online. Coupled with this, the requirement that all research students submit a digital copy of their thesis has come into effect, resulting in the ORA thesis collection growing significantly during the year.

Symplectic is the University's selected system for managing research outputs (www.admin.ox.ac.uk/pras/research/symplectic). The ORA-Symplectic connector went live in September 2011. It enables Oxford authors to deposit full-text copies of their research publications quickly and easily into ORA directly from their Symplectic account.

7. Outreach and Widening Access

Our commitment to outreach and widening access continued as the Libraries led an exciting programme of exhibitions, displays and events. We supported other institutions through loans from our collections and promoted the collections through our diverse publishing programme.

(a) Exhibitions

The year opened with the summer 2011 exhibition *Manifold Greatness: Oxford and the Making of the King James Bible*. The exhibition to celebrate the 400th anniversary of the King James Bible was curated by a committee of Oxford academics in collaboration with the Folger Shakespeare Library, Washington DC. When it closed in September it had attracted our highest-ever visitor numbers at just over 58,000.

Manifold Greatness was followed by *Treasures of the Bodleian*, a taster for the new Treasures Gallery which will open in the Weston Library in 2015. Among the highlights on show were the newly restored Selden Map of China, Magna Carta, and the Bodleian First Folio, as well as a treasure acquired only weeks before – the manuscript of *The Watsons* by Jane Austen. The exhibition was accompanied by a website inviting visitors to answer the question 'what is a treasure?' with the responses used to inform the curatorial selection for the new galleries. The exhibition ran from October until the end of December 2011 and attracted 36,886 visitors.

Our spring exhibition, *The Romance of the Middle Ages*, examined the role and origin of medieval romance stories and showed some of the Bodleian's outstanding medieval manuscripts alongside loans from the V&A, the British Museum and the British Library. The exhibition was accompanied by a book, a website and an academic conference organised by the curator, Dr Nicholas Perkins of St Hugh's. A lively series of events accompanied the exhibition, including gallery talks, public lectures, a specially commissioned story-telling performance and, for the first time, a schools programme. The exhibition welcomed just over 40,000 visitors in three months.

Finally, in summer 2012, the Libraries celebrated the great novelist's bicentenary with an exhibition entitled *Dickens and his World*. Aiming to illustrate the world Dickens lived in and wrote about, the exhibition featured contemporary maps of London, theatre posters, illustrations of prisons and workhouses, and examples of popular card games and pastimes which feature in his novels.

A busy programme of ten smaller displays ran in the Proscholium throughout the year. Many of these were linked to academic conferences, lectures or other University activities, while some marked anniversaries such as the sinking of the Titanic and the birth of William Golding. Other displays were developed from collaborations

with external organizations: *Liebe Ottila* celebrated the acquisition of Franz Kafka's letters to his sister Ottila in partnership with the Deutsches Literaturarchiv in Marbach, while the display *Jain Treasures at the Bodleian* was mounted in collaboration with the Institute of Jainology, marking the Bodleian's involvement in the lottery-funded JAINpedia website, as part of a countrywide project to celebrate one of India's important and most ancient religions. This year the Libraries also hosted an exhibition of recent works by fellows of the bookbinding organisation Designer Bookbinders. On display in the Proscholium were 100 bindings in wood, leather, vellum and metal by some of the country's finest practitioners.

Over 22 one-day displays were mounted throughout the year. These short displays support Library and University activities and included a pro-democracy display for the Free Speech Debate website launch, a display of Latin church music from Renaissance England mounted to illustrate the programme of a concert in the Divinity School given by ensemble Alamire, images of acrobats for the book launch of Harriet Heyman's book *Private Acts: The Acrobat Sublime* and Sanskrit manuscripts for the Oxford Literary Festival. World Book Day was celebrated with a display entitled *Jane Austen: A Literary Genius at Work* which brought together our recently acquired manuscript of *The Watsons* with two interesting loans: an eighteenth-century sampler which may have been executed by a young Jane Austen, and a recently discovered portrait thought to show the author seated at a writing desk. Both loans are in private ownership and the display offered the public a rare chance to view and consider the evidence. Five hundred visitors stood patiently in line between 10am and 5pm for a chance to look at the display and make up their own minds.

The Libraries continued an active programme of loans, supporting 18 exhibitions at institutions across the UK and overseas by lending 113 items from Bodleian collections. Loans ranged from a large consignment of oriental material for the State Library of Victoria in Melbourne for the exhibition *Love and Devotion: From Persia and Beyond* to a large loan to the New York Public Library for its exhibition on the poet Shelley and his circle. Closer to home the Libraries were pleased to lend a Windsor chair to an exhibition at West Wycombe Park, and to continue to support our sister institution the Ashmolean with regular loans to its exhibitions.

(b) Events and public engagement

The Bodleian Libraries ran a wide array of events over the year built around the exhibitions and display programme and the Bodleian's collections, and utilising the skills and knowledge of Bodleian and Oxford University staff.

Our lunchtime lectures continued to prove popular both with members of the University and the general public. The historic venue (Convocation House), of course, added to the appeal and attendances for many of the talks reached full capacity. In Michaelmas term, the programme included talks on four of the special items on display in the *Treasures of the Bodleian* exhibition, followed by, in Hilary term, a series on the themes in the exhibition *The Romance of the Middle Ages*. World Book Day (2012) was marked by a display of Jane Austen's material from the Bodleian Library collections, accompanied by a lecture on her recently acquired manuscript *The Watsons*.

The lunchtime lectures have been extended to include book launches. In January 2012, Harriet Heyman and Acey Harper delighted the audience with commentary, photographs and videos from *Private Acts: The Acrobat Sublime*. Many present were surprised to find that the accompanying display of materials from our collections included an early tenth-century manuscript featuring an acrobat swinging from a dragon to form the Anglo-Saxon letter 'thorn' (þ, 'th') as the illuminated chapter initial. In March 2012, Brian Aldiss gave short readings from *An Exile on Planet Earth*, followed by a wealth of amusing anecdotes during the question and answer session.

At the Oxford Literary Festival in Spring 2012 the Bodleian Libraries were able to highlight some of their recently launched titles. A talk by John Simpson asked what was to be gained from publishing old dictionaries. Given that he has written the introduction to *The First English Dictionary of Slang 1699* and *The First English Dictionary 1604*, his conclusion was 'quite a lot'. Peter Whitfield in his 'Travel: A Literary History' toured through the historical motives for travel and travel writing - religion, conquest, gold, glory, adventure, aesthetics, science, sex, hedonism, poetry and wisdom - while Michael Hughes and Katherine Bosworth in 'Titanic Calling' used the Marconi Archives in the Bodleian Library to recount the fateful events of April 1912, from the first warnings of ice to the brief and poignant messages of the survivors. In a first for the Bodleian, Oxford ethnomusicologist and award-winning dance artist Menaka P P Bora presented an innovative lecture-

performance drawn from academic research on Bodleian Sanskrit manuscripts, including a rare sixteenth-century text, and classical performance traditions of India. Some examples of the Sanskrit manuscript collection accompanied the performance. A highlight of the Literary Festival was the award of the Bodley Medal to two-time Booker Prize winner Peter Carey.

In July the Old Schools Quadrangle was transformed into an Elizabethan theatre when Shakespeare's Globe on Tour staged a production of *Hamlet*. This performance marked the fifth year of collaboration between the Oxford Playhouse and the Bodleian Libraries. For the first time the production was extended into a third week for a total of 17 performances. Mercifully, in what was proclaimed as the 'worst summer in a hundred years' the weather held and we were spared any cancellations. The production attracted excellent audiences and again was illuminated by a number of pre-show talks given by experts, predominantly from the University's Faculty of English.

(c) Publishing

Publishing continues to form a significant part of the Bodleian's outreach, bringing a little of the Bodleian to readers around the world. The Libraries published 13 titles in 2011/12, covering a very wide spectrum of interests. *Travel: A Literary History* is the first history of writing about travel conceived as widely as possible, from the book of Exodus to Colin Thubron. It received major reviews in numerous publications and was widely recommended. *A Pocket Guide to Vietnam*, with a foreword by a veteran of the war, reprints this concise cultural primer given to American soldiers to help bridge the gap in their knowledge about this far-away land in which they would soon find themselves. *Peter Mundy, Merchant Adventurer* brings together edited selections from the unique manuscript of one of the most famous travel narratives of all time, written in the seventeenth century by a member of the East India Company and containing an account of the first Englishman to sail into Chinese waters. *The Romance of the Middle Ages* accompanied the winter exhibition of the same name, reproducing images of all the items in the exhibition, as well as others.

Cultural Revolution in Berlin: Jews in the Age of Enlightenment draws on the library of the nineteenth-century scholar, Leopold Zunz, now in Oxford, to tell the remarkable story of the role played by the young intellectual Jewish elite of Berlin in the process of secularisation that led to the Enlightenment.

Reproducing over 200 posters from the Conservative Party Archive in the Bodleian, *From Demons to Dole Queues: British Election Posters from the Conservative Party Archive* provides a visual record of the election strategies of the Conservatives over a century of British politics. The Bodleian's Marconi Archive, which contains the most complete record of messages to and from the Titanic and other ships involved in the rescue operation, was widely featured during the centenary anniversary of the sinking of the ship. Items from the archive were displayed in Oxford and the book, *Titanic Calling: Wireless Communication during the Great Disaster*, formed the basis of a feature story on the Channel 4 News on the eve of the anniversary.

The Bodleian celebrated the acquisition of the archive of the bestselling author and long-time friend of the Libraries, Brian Aldiss, through the publication of a volume of essays entitled *An Exile on Planet Earth: Articles and Reflections*. Surveying 600 years of the iconography of dance, *A Dance through Time* explores how artists and illustrators have represented dance and the meaning and messages behind these representations. *Sarah Angelina Acland: The First Lady of Colour Photography* reproduces over 200 examples from one of the Bodleian's little-known treasures. Her photographs record not only the famous visitors to her family home (ironically, previously on the site of the New Bodleian Library), but some of the first experiments in colour photography.

(d) Communications

The Central Communications section supported Bodleian Libraries activity by providing timely communications to readers and to our wider stakeholders (while building on the communications activity led at a local level across libraries). Our website, frequent newsletters and print communications kept readers abreast of changes while *Outline*, our weekly staff newsletter, updated staff.

This year we achieved national and international press coverage for projects such as the launch of Queen Victoria's Journals website, our partnership with the Vatican and numerous digital projects and acquisitions. This year the redevelopment of the Bodleian Libraries' website (www.bodleian.ox.ac.uk) and associated websites, along with the new What's On website, got underway. 2012/13 will see the launch of these exciting new sites.

(e) Other outreach activities

Staff continued to engage in a variety of outreach activities. This varied from providing a show and 'show-and-tell' of material illustrating the history of the Conservative Party, 1867–1992, for eight members of staff of the Conservative Research Department (October 2011), to Libraries staff participating in their first-ever Parliament Week, an annual series of events which aim to raise awareness of Parliament and encourage engagement with the UK's democratic system and its institutions.

Many Special Collections staff led talks and presentations on collection areas or provided tours in their specialist subject areas.

8. Leadership and Staff Talent

(a) Library management and staff changes

In 2010/11 the opportunity was taken to review senior management roles and a new structure was put in place. This new structure was still in the course of being implemented in early 2011/12. The new post of Associate Director, Digital Library Programmes and Information Technologies, was taken up by Wolfram Horstmann, who joined in January 2012.

On 1 August 2011 a new department, subsequently named Collection Support and bringing together Collections and Resource Description, Conservation and Collection Care, the Book Storage Facility and the Book Moves Team, was formed under the leadership of Catriona Cannon. Following a structural review, two new positions were created to head the teams within the department and the new postholders took up their roles in April 2012: Ann Evans as Head of Collections and Resource Description and Michael Williams as Head of Storage and Logistics. At the same time, David Howell became Head of Conservation Research and Virginia Llado-Buisan Head of Conservation and Collection Care. All posts were funded from existing resources within the Collection Support department.

Key management and staff appointments included Vicky Stanbury, who joined in the post of Head of Enterprises. Cesar Merchan-Hamann joined as Curator of Hebrew and Judaica Collections. In accounts, Linda Hoar joined us as Finance Manager while Suzanne de la Rosa joined as Head of Communications.

Dr Joshua Seufert was appointed as the first H D Chung Chinese Studies Librarian.

Together with the existing Chinese specialists, David Helliwell and Minh Chung, this appointment provides a strong team to support the development of Chinese Studies and to plan for the proposed China Centre Library in 2014.

Staff departing this year included Roddy Bedford, Retail Manager, and Sarah Henderson, Head of Communications.

(b) Curators

The Curators of the University Libraries have continued their active engagement and vigilant oversight of the Libraries throughout the year. Curators, who include elected members of Congregation, representatives of divisions and departments, external members, the Proctors and Assessor, and student officers of the Oxford University Student Union, are chaired by the Pro-Vice-Chancellor for Research and Academic Services and University Collections. They tracked the Bodleian budget and considered its proposal for 2012/2013 funding. They reviewed and approved numerous projects including the move of the History Faculty Library (subject to public consultation) and provided advice on the consultation on proposed changes to the Radcliffe Camera. The Curators also advised on the lending policy (recommending consultation was delayed until 2013) and advised on various issues related to Communications. They participated in Scenario Planning and formed an important channel for communication of issues between the Bodleian and divisions, departments and faculties.

(c) Human resources and staff development

Staff are central to the success of the Bodleian Libraries. To support staff this year we continued to invest in ongoing staff development and training. Over 200 development events were held with more than 2,500 places for library staff. In total 67 staff were supported to attend external conferences and courses in the UK and overseas, with a commitment of £22,000 towards this training. During the year, we reviewed our graduate trainee scheme, finding it unique in the UK, well regarded and valued by managers, current and past trainees. This year we recruited 12 trainees and trained 19 including those from the colleges.

A Health and Safety Management Profile audit was carried out in April on the central Bodleian site, the conclusion being that there were no areas of significant concern, some good practice and some areas that

would form the basis of an action plan for improvements. A staff survey was conducted in May 2012, with results for discussion in the following autumn. A project to interview leavers from fixed-term contracts and their line managers highlighted the challenges in managing these contracts, but did show overall good practice in place. The Personnel and Staff Development teams have both been instrumental in the piloting and use of the university's new HR database which should ultimately ensure more comprehensive data management and information with which to support the libraries. The trial of the Employee Assistance Programme for the libraries came to an end, having showed good usage during the period of change when the BSF was built, barcoding and moving of large numbers of staff occurred.

9. Finance and Development

(a) Finance

The Libraries' operational budget for the year was £36.35 million, with a further budget of £2 million for the departmental and research projects. The operational budget included £570,000 of savings required by the University, being the second year of the three-year savings exercise and bringing the cumulative total of savings to £1.14 million. The final year of savings (1 August 2012 to 31 July 2013) will bring the total reduction to £1.78 million. The Bodleian ended the year with a small surplus of a few hundred pounds, a significant accomplishment whilst in the second year of a major budget reduction.

The Libraries' materials budget was set at £5.92 million, which included an additional £250,000 from the University to help mitigate the effects of the high rate of inflation on e-resource packages. In total £7.18 million was spent on Library materials with the additional funds coming from endowment income and donations.

The annual funding to the Bodleian Libraries was cut by £348,000 from 2011/12 onwards, following HEFCE's decision to redistribute funds among its designated National Research Libraries on the basis of data regarding external use as a percentage of library costs. This annual funding cut will last until at least 2014/15 when the data will be revisited. As the Libraries' budget for 2011/12 had already been set when the decision by HEFCE was announced, the University agreed to meet the £348,000 from a central budget.

(b) Development

The 2011/12 financial year resulted in new gifts and pledges for the Campaign for the University of Oxford totalling £13.4 million for the Bodleian Libraries from philanthropic sources.

This year we saw significant support for the Bodleian's digitisation projects. Major gifts received include a generous donation of £2 million from The Polonsky Foundation towards the collaborative project with the Vatican Library, as already noted in this report, and a large gift from The Zvi and Ofra Meitar Family Foundation towards the digitisation of Queen Victoria's Journals, also noted in this report.

There were a number of substantial donations towards acquisitions and cataloguing projects at the Bodleian, including a grant of £42,950 from the Pilgrim Trust towards the cataloguing of the Roy Jenkins Archive, a donation of £75,000 towards the acquisition of the Gehenna Press and support from several donors to cover the acquisition and cataloguing of the Townesend Archive.

Donations were made towards the funding of academic and curatorial positions. A generous benefactor made a pledge of £2 million to endow the Curator of Persian Studies position, a gift of £600,000 from the Tolkien Trust will fund the Curator of Medieval Manuscripts and gifts and pledges to endow Visiting Fellowships have been made by Dr Joseph Sassoon, an anonymous donor and the late Gordon Bussey.

Throughout this period, fundraising for the Weston Library has actively continued. Amongst the gifts received is a pledge from a generous donor to support the creation of a Seminar Room; a gift from Miss Claire M Blackman towards a Visiting Fellow's office; and a generous pledge from The Zvi and Ofra Meitar Family Foundation in support of the new shop in the Weston Library. Several gifts were also received for the planned installation of the Ascott Park Gateway in the Weston Library, alongside other donations received for the project more generally.

Following the great success of the inaugural event last year, Friends of the Bodleian

held their second Duke Humfrey's Night in October, and, thanks to the support from so many, around £35,000 was raised, including Gift Aid, to support important acquisitions and conservation work across the collections.

Finally, we were fortunate to receive a number of notable pledges and gifts, which will be put towards a variety of purposes at the Libraries, including a pledge of £500,000 from Mr Winston Wong and a transformational benefaction of £3.9 million from an anonymous donor. Legacy gifts also continued to be of great importance to the Libraries and their future, and this year legacy income totalled over £220,000. Members of Bodley's Circle met in May, and we were delighted to have the opportunity to thank so many of those who are leaving a benefaction to the Libraries in person.

Through 2011/12, donations and pledges of all sizes have helped to ensure that important work at the Bodleian can continue. The Bodleian Libraries wish to thank all of their donors for their continued support.

10. Facts and Figures

	2011/12	2010/11	Notes
SPACE			
Total gross floor area (in square metres)	85,733	90,159	Nuneham closed.
INFORMATION RESOURCE PROVISION			
Total catalogued book stock	11,244,795	11,136,414	
Number of additions to stock in the categories listed in the stock count	174,604	161,352	
Number of electronic books purchased	484,585	454,295	
Number of serial titles purchased in electronic form only	22,255	13,375	
Number of electronic databases purchased	502	461	
LIBRARY USE - INFORMATION RESOURCES			
Total loans	1,508,824	1,817,898	
Full-text article requests	7,608,848	6,994,939	
Requests for electronic books	2,176,112	1,803,025	
Database searches	8,082,254	6,009,986	
LIBRARY USE - OTHER SERVICES			
Number of photocopies made	1,678,446	1,925,132	
Number of sheets printed on computers in libraries	1,488,533	1,464,817	
Number of sheets scanned by users	1,351,977	1,273,678	
LIBRARY STAFF (FTE)	530.53*	556.54	
LIBRARY EXPENDITURE			
	£	£	
Staff expenditure	20,322,295	22,754,975	
Information provision expenditure	7,185,991	8,586,923	
Other expenditure	11,342,217	13,350,392	
Total gross library expenditure	38,850,503	44,692,290	
LIBRARY INCOME			
University funding	27,324,000	28,002,941	
HEFCE grant	1,886,743	2,220,083	
Other income - internal	644,211	619,347	
Other income - external	8,995,843	13,682,929	
Total income	38,850,797	44,525,300	

* Based on data available at the time of printing, confirmed up to Q3.