

Gazette Supplement



Curators of the University Libraries Bodleian Libraries: Annual Report 2012/13

The Curators of the University Libraries have considered and approved the annual report of the Bodleian Libraries for the year 2012/13.

The Bodleian Libraries form an essential part of the University, with an important role in delivering the University strategy in research, teaching and wider engagement. Not only do the Libraries provide access to the research literature and teaching materials, they also support activities such as the REF, Open Access and research outputs through the Oxford University Research Archive (ORA). ORA will now include archiving of and access to research data.

Students continue to make extensive use of the Libraries. The Bodleian has received the top satisfaction rating for a university library in the National Student Survey this year, as in the past three years. And external use of the library by scholars worldwide remains at a very high level.

This is facilitated by the digital strategy now being implemented by the Libraries, including not only the digitisation of collections to enable wider access to them, but also the change to electronic legal deposit, and the enhancement of digital capabilities in support of research and teaching.

The Libraries continue to be very successful in attracting external support through gifts and donations, building on the support provided by the University for library operations.

A major theme for the Curators during the past year has been communication. Following the question asked of Council in Trinity term 2012, Curators reported twice to Council and also, following extensive consultation with the academic divisions, published a paper on Communication and Library Committees: these are all available at <https://www1.admin.ox.ac.uk/lib/papers>.

As a consequence of this consultation, revisions were made to the terms of the Divisional Committees on Library Provision and Strategy. These form a critical means by which Curators can assess the needs of the academic community in regard to library provision and the effectiveness and efficiency with which it is being delivered.

Further, a reader survey was carried out in Michaelmas term 2013, which attracted over 3,500 responses, from which a set of actions has been distilled for implementation in the current year. The outcomes of these will be reported in future Annual Reports.

In the coming months we look forward to beginning a new phase for the Bodleian Libraries, as the Weston Library opens to the University community and the wider public, continuing to provide a world-leading infrastructure for research, teaching and engagement.

Professor Ian Walmsley
Chairman, Curators of the University Libraries

Introduction

The 2012/13 academic year was a significant one for the Bodleian Libraries. At the end of the year we said farewell to Dr Sarah E Thomas, who had served as Bodley's Librarian since February 2007. Her many achievements in the post included leading a successful application for the Queen's Anniversary Prize, four successive years with the top satisfaction rating for a university library in the National Student Surveys (including the year covered by this report), the construction of the Swindon Book Storage Facility and the progression of the Weston Library from scheme design to near completion of the construction phase. Dr Thomas left to become the inaugural vice president for the Harvard Library, returning to the institution that launched her career in librarianship.

Use of the Libraries' services showed a healthy year-on-year rise. Physical loans and visits to library premises both showed increases, while journal article downloads, electronic book chapters, SOLO searches and database use all showed significant and sustained increases. User education and information skills training sessions were also popular, especially those related to the RCUK's new Open Access policies. The summer 2012 exhibition and 2013's *Magical Books* both attracted successive record visitor numbers.

During 2012/13 the Libraries progressed a number of major initiatives and maintained an extremely busy and complex set of library services, while simultaneously grappling with the final year of a three-year budget reduction of 8.7% in the income received from the University. This reduction was compounded during the year by a further reduction of the special grant received from HEFCE in respect of the Bodleian's status as a National Research Library. Staff worked intensively to develop creative ways of maintaining services and protecting the acquisitions budget in the face of these reductions, while complying with the need to maintain fiscal probity.

The Libraries' ability to cope with the severe budget situation was in part thanks to the strong support shown by our community of donors and by grant-giving bodies. Endowment funding was received from Dr Ebadollah Bahari for the Bahari Curator of Persian Studies and from the Tolkien Trust to guarantee the post of Tolkien Curator of Medieval Manuscripts. The Polonsky Foundation continued to fund the joint Bodleian-Vatican digitisation project as well as a number of smaller-scale digital projects. Other important work to enhance access and deliver services through digital means was supported by Jisc, the Andrew W Mellon Foundation, the European Research Council, the Wellcome Trust and the Heritage Lottery Fund.

The Libraries continued to develop their digital collections and services during the year: a major enhancement to the online catalogue, SOLO, brought added search functionality and the vital support that is provided by the Libraries for activities such as the REF, Open Access and research outputs through the Oxford University Research Archive (ORA) was improved by enhancements to that service. Groundwork continued to be laid for the Libraries to support the preservation, management and provision of access to research data. The many University research projects that are underway in partnership with the Libraries through digital developments are a testament to the importance of this aspect of our work.

Major research collections continued to be added to our holdings by gift and purchase, and April 2013 saw landmark legislation passed to extend Legal Deposit to electronic publications. Working with the other Legal Deposit Libraries, we were able to provide access to this important class of research material, preserved through the collective action of the libraries. In addition, major special collections were also acquired during the year: the most significant being the archive of Oxfam. Further political papers were also acquired: those of Jack Straw and Lord Heseltine being of particular note.

The redevelopment of the New Bodleian Library, to be reopened as the Weston Library in the academic year 2014/15, continued apace throughout the year with no major obstacles to progress being encountered. The process of organisation planning for the redevelopment also continued in parallel with work to complete the funding for the building. Significant support from the Helen Hamlyn Trust towards a new exhibition gallery was the highlight of recent Weston funding.

Richard Ovenden
Bodley's Librarian

1 Building for the future

Weston Library

During 2012/13 the refurbishment of the New Bodleian Library entered its final phase. Renamed the Weston Library, it will be reopened for readers in October 2014 as a state-of-the-art library for special collections. There will be new and improved facilities for researchers, highly secure and carefully controlled conditions for over a million rare book and manuscript volumes and, from March 2015, greatly improved access for the public.

The interior of the building was transformed over the course of the year. Following the end of the initial demolition phase,

the central section of the building was rebuilt to a new configuration. The two new service cores carrying stairs, lifts and building services were completed, rising up through all thirteen levels of the building. Above ground floor, a huge new floating stack was constructed to span, bridge-like, between these towers. In three storeys below ground, three vast new book storage compartments were created to replace the old central stacks. In addition, work was undertaken to divide the old open basement stacks into four further fire compartments enclosed in concrete. This will provide a minimum of four hours of protection against fire in compliance with accepted standards. Reconstruction also extended to the roof: the original south face of the stack tower, carefully deconstructed in 2011, was painstakingly rebuilt, stone by stone.

Internally, new office layouts were created and partition walls and new doorways installed. Original fittings and finishes, such as door architraves and skirting, were carefully reinstated. Rapid progress was made with installing building services including cable trays and piping.

Away from the building site, 2012/13 has seen Libraries staff intensively planning for the re-occupation of the building in 2014. A coordinating project group, the Weston Team, met monthly and sub-teams progressed the practical planning required to draw up the new policies, operating practices and staffing structures required for the new library. A catering contract was put out to tender, and planning for way-finding and signage moved forward.

Bodleian Libraries staff members are looking forward to moving back into the building and opening up new and enhanced services to readers and the wider public, showcasing what this major project will have achieved.

History Faculty Library relocation and Radcliffe Camera

During the early part of 2012/13 the History Faculty Library (HFL) moved into the Radcliffe Camera and Gladstone Link. Some slight alterations to the Radcliffe Camera were undertaken, including the creation of a glazed office for HFL staff and a consultation space for readers. A great deal of library material was moved, with less-used material weeded if duplicate or moved to the Book Storage Facility to be available by request if unique. Early feedback suggested that readers studying history found the consolidation of all their open-shelf resources and the book delivery service to be very useful.

Planning for a third and final phase of alterations to the Radcliffe Camera involving the moving of the entrance, a number of security improvements and creation of an

approach that will be accessible to disabled readers was undertaken in preparation for later work.

Bodleian Library reading rooms

At the end of the year, work began on replacing light fittings in the Bodleian Library's Lower Reading Room. The new fittings will resolve an issue with noise caused by the old fittings, improve the quality of the light and reduce energy consumption. Alongside this, the carpeting of the Upper Reading Room got under way and readers quickly began to enjoy a much quieter space in which to work.

China Centre Library

Planning began in earnest for the Library in the new University of Oxford China Centre to be built in the Dickson Poon Building at St Hugh's College. Work on the Library started in early 2013 and should be complete by the end of March 2014. The Library provides an exciting opportunity to review services and open-shelf collections in support of the study of China and to coordinate library services closely with this major cross-divisional development.

Philosophy and Theology Faculties Library

The new Philosophy and Theology Faculties Library completed its first year of operation. Merging the Philosophy Faculty Library and Theology Faculty Library has meant that users now enjoy book deliveries from the Book Storage Facility, improved study space and extended opening hours.

Window on Korea

With support from the National Library of Korea (NLK), the Window on Korea 2013 project created a new Korean Studies Library in the Oriental Institute Library together with a fully equipped seminar room. The NLK generously presented 3,000 books to the Library, adding to the existing collection of 33,000 Korean-language titles, 700 Japanese-language titles and 12,000 other titles in Korean Studies - the largest collection in the UK and one of the most important in Europe.

'The Window on Korea project brings together books on Korea from disparate parts of the Bodleian system and augments these with substantial numbers of recent publications given by the National Library of Korea. Having historical, literary and reference works together with contemporary commentary and all within arm's reach in one location will change the way we teach and research. Instead of describing something to a student, we can pull a volume from the shelf and show them.'
(*Dr James Lewis, Oxford Lecturer in Korean Studies*)

Storage and logistics

In preparation for the opening of the Weston Library a series of storage and logistics projects commenced. In the last months of 2012 detailed planning work was undertaken for the barcoding and transfer of the printed book collections from the Bodleian Library of Commonwealth and African Studies at Rhodes House. The first six months of 2013 saw the barcoding plan implemented on time and considerably under budget.

The moving of the Rhodes House collection to the Book Storage Facility began in January 2013 and will continue to July 2014. With much of the book stack located in the basement, there have been many logistical challenges in removing material from the building. An ingenious solution was found with the installation of a cellar lift – typically used to carry beer barrels in public houses – in a former coal chute, allowing books to be carefully lifted out of the basement and into a waiting van. Rhodes House also houses some very large, bound newspapers weighing over 25 kg each. Special book trolleys were designed to ship these volumes to the Book Storage Facility. All of the design work and moving was undertaken by the Libraries' skilled, in-house book moving team.

2 Service provision

Gathering and responding to reader feedback

The Bodleian Libraries ran a reader survey during Michaelmas term in 2012 that was open to all members of the Libraries. The survey tool used was LibQUAL+ (Lite) – a standardised web-based survey used extensively in academic libraries internationally and across the UK. In total 3,611 valid responses were received along with 1,653 comments. Responses showed a higher-than-average satisfaction with Bodleian Libraries services and cited a number of areas of strength. Some concerns were also raised, including the library catalogue SOLO and opening hours. Work is underway across the Libraries to address these issues. A top-line summary of the survey results is available on the Bodleian Libraries website (www.bodleian.ox.ac.uk/_data/assets/pdf_file/0003/127479/Bodleian-Libraries-LibQUAL-survey-2012-summary.pdf).

Developing shared services across the Bodleian Libraries

During 2012/13 a new Research and Learning Support (R&LS) unit was created to bring together a range of shared services such as lending support and information

skills training, led by the Head of Social Sciences Libraries and Research and Learning Support. The creation of this unit was a step towards joining up the development of common services across the Bodleian Libraries with the provision of subject-based library services for academic divisions. A new document delivery section was established within R&LS to coordinate printing, copying and scanning (PCAS), inter-library loans and 'just-in-time' activities. Document delivery service improvements over the period included the extension of Scan and Deliver to include all Bodleian Libraries Card holders. Improvements to lending services allowed students to make overdue book payments at any Bodleian library that charges fines and, in some cases, pay online. Self-issue machines were installed in the Social Science Library and after-hours book drops added to the Radcliffe Science and Latin American Centre libraries.

Also part of R&LS, the Libraries' Admissions Office issued over 13,000 library cards during 2012/13 and provided a wide range of support and advice to new and renewing readers.

Open Access

Bodleian librarians were quick to respond to new Open Access requirements for researchers funded by Research Councils UK (RCUK). Open Access refers to the provision of unrestricted and free access to scholarly research online. An Open Access helpline was created to provide support to researchers via email or live chat. In addition, workshops were run across the University to keep researchers and research support abreast of the changing situation and new requirements. These popular initiatives were awarded a University of Oxford Teaching and Learning Award.

Teaching and training in the effective use of library resources

Students and researchers were well supported in their use of library and information resources by a rich programme of information skills courses and one-to-one research support appointments. Subject librarians provided discipline-specific sessions embedded in academic timetables and hands-on workshops for the Doctoral Training Centres. Interdisciplinary needs were also supported through the Bodleian Libraries' WISER programme. Newly designed and updated sessions from the Science and Medical librarians included Mendeley, e-books, bibliometrics and altmetrics. The Social Sciences Libraries' Graduate Search Clinics programme offered workshops on literature searches, current awareness, reference management and statistical data. In addition, librarians ran

classes on materials in specialist formats, including maps and GIS, images, archives and special collections. During the year library training courses attracted 6,352 participants.

The Research Skills Toolkit

The Libraries worked collaboratively with the University's IT Services on a project to introduce postgraduate students to important information tools for their research. The Research Skills Toolkit project was shortlisted as an example of best practice in information skills training by the UK Research Information and Digital Literacies Coalition. 763 postgraduate students took advantage of the Skills Toolkit in 2012/13.

'I've been to a number of courses and this one was top marks on organisation: good number of computers and stations, very helpful instructors and good range of topics as part of the "research kit". It is ideal for freshers, but also helpful to other postgraduates to pick up updates and tips.' (postgraduate student)

Online library induction with Library Assistant

The Bodleian Libraries run extensive induction programmes designed to familiarise thousands of new students and researchers with key services, facilities, collections and online resources. To supplement face-to-face induction, the Libraries worked with colleagues in college libraries to develop an online induction called Library Assistant. This new service, aimed at undergraduate students, was designed primarily for delivery through mobile devices (www.bodleian.ox.ac.uk/assistant). Feedback from students during focus-group sessions and usability testing was extremely positive. The project was supported by the Jisc Transformations Programme.

The Accessible Resources Acquisitions and Creation Unit

The Accessible Resources Acquisitions and Creation Unit (ARACU) provides essential support to a diverse range of students. In 2012/13, strong relationships with publishers enabled a 73% success rate in requests for materials in electronic format. In addition 112,500 pages were scanned, 331 audio pages recorded and a further 1,342 items identified as existing Bodleian Libraries e-materials. ARACU also continued its support for students by demonstrating how to use equipment and software applications to make the most of the Bodleian Libraries' e-resources, as well as providing advice and training to librarians and other members of staff. Service improvements in 2012 included

the introduction of the Oxfile system as the default means of delivering materials to readers (unless CDs are specifically requested), which improved supply times and reduced costs.

Saturday book deliveries and self-collect

Saturday book deliveries were trialled during Trinity term 2013. These deliveries were made to the Bodleian Library, Radcliffe Camera, Radcliffe Science Library and Social Science Library. In the summer it was agreed to extend this trial through 2013/14.

In July, the option to self-collect reserved items was introduced in the Bodleian Library's Lower Reading Room. Self-collect in the Taylor Institution Library and the Philosophy and Theology Faculties Library had received positive feedback and reduced waiting times for reserved material.

E-readings and e-books

There is an increasing expectation from students that reading list materials for taught courses will be available in electronic format for quick, 24-hour access from mobile devices. To address this, a range of libraries including the History Faculty Library, Social Science Library, Law Library and Education Library continued to offer scanning services under the terms of the CLA Licence, making extracts available to appropriate users through WebLearn. During 2012/13, in collaboration with academic staff, the Education Library also extended its online reading list provision to include pre-induction materials and enhanced the service by enabling readers to upload their reading lists into their reference management system of choice.

Significant new collections of e-books were purchased (online access is now provided to over 50% of the books on clinical student reading lists, for example) with access to e-books substantially increased for a range of disciplines, including computer science, physics and mathematics. To help promote social science e-book collections, the Social Science Library introduced a NOOK e-reader lending scheme. The NOOKs were preloaded with a number of freely available books relevant to Philosophy, Politics and Economics reading lists, and readers were able to transfer e-books to the NOOK borrowed from a range of platforms.

The Sainsbury Library at the Saïd Business School arranged for the digitisation of 1,500 student projects and made them accessible and searchable through a restricted website. Another new website, along with a small special collection, was created for the Law Library's Notable Works project in which faculty members nominated works that had particularly influenced them.

Improving study spaces

Libraries play an essential role in offering a conducive environment for study and research, providing a range of spaces for intellectual and quiet study and interaction. During 2012/13, the Continuing Education Library was rewired, which greatly improved lighting over the book stacks and lower floor, increasing use of these spaces for study. Additional power points also allowed wider use of laptops and a reconfiguration of the desk area improved services to readers. The Radcliffe Science Library improved access to wifi by making Eduroam available throughout the library and created two new collaborative spaces featuring 'whiteboard' tables and comfortable seating. Final touches to the refurbishment of the Cairns Library included the installation of medical and health-related images from Libraries collections as well as some of the 2012 Frith Photography Prize entries.

Support for the Research Excellence Framework

Support for the Research Excellence Framework (REF) 2014 continued throughout the year in support of all academic divisions. Activity included identifying and checking references and citations, identifying and quantifying the impact of research outputs, supplying information for environment statements and providing a wide range of online research tools. Science librarians, for example, worked closely with staff in the Mathematical, Physical and Life Sciences Division and contributed to 24 impact case studies. They also delivered evidence of further impact in newspapers and other media.

Improving communications

During 2012/13 many libraries also reviewed their communications with readers. These reviews resulted in a number of new initiatives and also developments within existing channels, including the Science and Medicine Dispatch e-newsletter: a monthly newsletter that provides news on library events, new resources and other items of interest to the science and medical community. Highly tailored support for research students and undergraduates was introduced in the Law Library through their Link Programme, which was developed to provide a named librarian for one-to-one communication and support.

3 Digital Bodleian

Digital priorities

2012/13 saw great progress in the development of digital library services, from both a strategic and an operational perspective.

Much work went into creating an innovative 'Digital Shift' strategy, outlining a systematic approach to digital activities that will firmly establish the Bodleian Libraries as a leading twenty-first-century organisation. The Digital Shift will build on existing relationships with academic divisions, IT Services, the Oxford e-Research Centre in e-Science and Digital Humanities projects and services. It was developed partly as a response to the University of Oxford's Strategic Plan for 2013-18, which promises 'to invest in information technologies that enhance the capacity of Oxford's academic communities to collaborate with each other and with global partners, and that support the student experience'. It will also support the IT Strategic Plan and a wider ambition to develop a 'Digital Oxford'.

Aleph and Aleph Reporting Centre upgrade

Aleph, the integrated library system supporting many front-line services, was updated in August 2013. This moved the Libraries onto the latest supported version of the software, allowing access to the latest fixes and enhancements from Ex Libris, which supplies the software. The upgrade also delivered a number of improvements for Libraries staff using Aleph and the welcome opportunity to upgrade the Aleph Reporting Centre (ARC).

SOLO (Primo) upgrade

Primo, the software underpinning SOLO, the Oxford libraries' catalogue, was upgraded. The upgrade delivered a number of new features that had been requested by readers.

Digital developments to support Open Access at Oxford

In March 2013 an approved statement on Open Access (OA) at the University of Oxford was released, reiterating its strong commitment to ensuring the widest possible access to its research for the benefit of both the international research community and wider society (<http://openaccess.ox.ac.uk/wp-uploads/2013/03/Statement-on-Open-Access-at-the-University-of-Oxford-Approved-by-Council-on-11-March-2013.pdf>). An Oxford Open Access Project Group, reporting to the Pro-Vice-Chancellor (Research), was created to develop OA systems and services, and to assist staff and students in understanding and meeting research funders' requirements in relation to OA.

As part of the Oxford Open Access Project, the Bodleian Libraries worked to enhance the Oxford University Research Archive (ORA). ORA is vital in supporting open-access distribution of research publications using author self-archiving for free public use. It also acts as an important and freely

available online listing of Oxford research. Over 96,000 records were imported into ORA from Symplectic (the University's system for gathering publication data) and made freely available online. Work also started on accurate author identification for publications recorded in ORA and on managing standard terminology. Members of staff were appointed to review and enhance submissions to ORA, ensuring that they could be easily found and were legally compliant. Thanks to the generosity of the Polonsky Foundation, around 2,000 theses were also scanned during 2012/13 for adding to ORA.

In addition, the Bodleian Libraries continued to collaborate with colleagues in Research Services and IT Services to plan and provide systems and services to support management of, storage of and access to research data generated by Oxford scholars. The Libraries built a demonstrator catalogue for Oxford research data and an early-stage archival data-storage system.

The Bodleian Libraries' Collection Support team developed procedures for processing and managing article processing charges (APCs) in line with the University's policy. Requests for APC funding started to come in from the launch of the service.

Expanding access to collections through digitisation

In March 2012, the Libraries completed a project to make over 330,000 scanned books (with over 100 million pages of the Bodleian's collections) available as downloadable PDF files through SOLO, the Oxford libraries' online catalogue. These copies were the result of a partnership with Google. Use of the new digital books began immediately and there was a very positive response from readers and the media when the project was announced. The average number of monthly downloads has remained above 15,000 and the collection continues to see increased usage.

The Bodleian Digital Library Systems and Services (BDLSS) team is committed to maintaining the service, increasing the number and quality of available books and seeking new and innovative ways of presenting them as part of an overall strategy for digitised books from Bodleian Libraries collections.

2012/13 digital projects

SPRINT FOR SHAKESPEARE AND THE BODLEIAN FIRST FOLIO

'Sprint for Shakespeare' (<http://shakespeare.bodleian.ox.ac.uk>) was an innovative campaign created to pay for the conservation, digital imaging and free online publication of the Libraries' First Folio of

Shakespeare's plays. A blog was used to sustain interest in and provide information about the campaign (<http://shakespeare.bodleian.ox.ac.uk/blog>).

SUSTAINING THE EEBO-TCP CORPUS IN TRANSITION

The Sustaining the EEBO-TCP Corpus in Transition (SECT) project ran from February 2012 until July 2013. It was funded by Jisc and run as a collaboration between the Bodleian Libraries and the Oxford Internet Institute. The goal of the project was to shape the future of the Early English Books Online Text Creation Partnership (EEBO-TCP) body of online content and identify areas for future development. A study was undertaken to allow a better understanding of the use and impact of EEBO-TCP and the results showed it to be an important resource for the study of the early modern period, with an extremely active user community.

A full report on the EEBO-TCP study is available online: Judith Siefring and Eric T Meyer, *Sustaining the EEBO-TCP Corpus in Transition: Report on the TIDSR Benchmarking Study*, Jisc, London, March 2013 (available at SSRN: <http://dx.doi.org/10.2139/ssrn.2236202>).

QUEEN VICTORIA'S JOURNALS

24 May 2013 (the bicentenary of Queen Victoria's birth) saw the final content additions to the Queen Victoria's Journals website and marked a year since it was first launched by HM The Queen at Buckingham Palace. The project saw the Bodleian Libraries collaborate with the Royal Archives and an electronic publisher, ProQuest. The completed resource made available all 141 surviving volumes of Queen Victoria's diaries, fully searchable online and accompanied by essays from specialists; galleries of Victoria's own sketches; an interactive timeline; a gazetteer of featured places; and biographical information on featured people. The occasion was celebrated with a number of activities, including a Wikipedia Editathon and a social media campaign. Feedback from the public and the academic community was extremely positive.

'The content here is marvellous ... and the design is dazzling, yet effective. Heartily recommended for all researchers into Victorian history, culture, and society' (*Library Journal*)

EARLY MODERN LETTERS ONLINE

After several years of collaborative development with the Cultures of Knowledge Project, the beta version of Early Modern Letters Online (EMLO) was launched (<http://emlo.bodleian.ox.ac.uk>).

Supported by generous funding from the Andrew W Mellon Foundation, EMLO aims to be both a finding aid and an editorial tool for basic descriptions of early modern correspondence. The beta version combined material from eight contributing collections. The continuing addition of metadata information on letters - manuscript, printed and digital - by other individuals, projects and organisations will support EMLO in its aim to become the first freely available joint catalogue for this type of often hard-to-access material.

Further funding from the Andrew W Mellon Foundation will allow the development of this project to continue.

INTEGRATING BROADSIDE BALLADS ARCHIVES (IBBA)

Broadside Ballads Online (<http://ballads.bodleian.ox.ac.uk>), funded by Jisc, presented a digital collection of English printed ballad sheets from the 16th century to the 20th, supported by links to the English Broadside Ballad Archive's digital versions of pre-1800 ballads from other libraries, and to the folk song scholarship of the Roud Broadside Index, hosted by the English Folk Dance and Song Society.

Collaborations

Over 300 paintings in Bodleian Libraries' collections, principally portraits, can now be viewed online on the BBC's Your Paintings website (www.bbc.co.uk/arts/yourpaintings/galleries/locations/bodleian-libraries-university-of-oxford-7493). The digital images were made in collaboration with the Public Catalogue Foundation, a charity dedicated to making the art owned and held in public collections more accessible.

The Libraries' collaboration with the Vatican Library, Biblioteca Apostolica Vaticana, has continued with the generous support of the Polonsky Foundation. Work on this project has provided many opportunities for the Libraries to increase the rate at which rare collections can be digitised. In response, new digitisation workflow software was implemented to allow better management of large-scale projects and a means to standardise the way digitised materials are displayed online. This development was complemented by work on software that will allow the delivery of high-quality images online, giving users across the world access to some of the Libraries' rarest collections.

Digital outreach and teaching

DIGITAL HUMANITIES @ OXFORD SUMMER SCHOOL

The Libraries are increasingly involved in delivering the Digital Humanities @ Oxford Summer School (DHOxSS) (<http://digital>).

humanities.ox.ac.uk/dhoxss), one of the leading international training events in digital humanities. Members of Libraries staff sit on the organisational committee and in 2012/13 provided four speakers for the DHOXSS event, led the Cultural Connections workshop and presented two projects at the Poster Reception (SECT and Sprint for Shakespeare).

CULTURAL CONNECTIONS

Cultural Connections was a week-long workshop on knowledge exchange in the humanities, held as part of the Digital Humanities @ Oxford Summer School (<http://digital.humanities.ox.ac.uk/dhoxss/2013/workshops.html#culturalconnections>). Following consultation within and beyond the University of Oxford, public engagement was identified as the most pressing topic for the workshop and a necessary starting point for much knowledge exchange work in the humanities. 38 speakers were drawn from universities and related professions to run sessions over the course of the week and participants rated the content very highly. Developed over seven months, the workshop was conceived as a pilot for future knowledge exchange and public engagement training and development courses for members of humanities faculties. Video and audio podcasts of the workshops were made available through iTunes U (<http://podcasts.ox.ac.uk/series/cultural-connections-exchanging-knowledge-and-widening-participation-humanities>).

4 Special Collections

Special Collections had a strong 2012/13, providing unique research materials to scholars and the wider public both physically and virtually. Almost 30,000 visits were made to its reading rooms, while its online catalogues of Western manuscripts alone were visited over 100,000 times.

There were several major additions to the collections over the course of the year, including the archives of Jack Straw and Lord (Michael) Heseltine. The Saving Oxford Medicine initiative continued to gather many notable archives and oral history recordings to document and preserve the research records of key Oxford medical scientists. Other scientific collections acquired include papers relating to the World Meteorological Organisation and a large collection of astronomical photographic images from the Greenwich and Radcliffe observatories, gifted by the Science & Technology Facilities Council. Among literary papers acquired were Cecil

Day-Lewis papers and a manuscript draft of Gerard Manley Hopkins's famous poem 'Binsey Poplars'. Musical additions included further manuscripts of Mendelssohn and Finzi and a comprehensive collection of late-19th- and early-20th-century Russian musical scores.

Within the Conservative Party Archive, work continued on cataloguing the Conservative Overseas Bureau papers, c1948–2000. Major additions to the archive included the papers of the Conservative Party's trade unionist organisation, c1920s–60s (thought to have been lost) as well as a digital collection of Conservative Future material. Interest in the Conservative Party continues to run high and 2012/13 was the second busiest year on record in terms of usage.

Several major catalogues were completed over the course of the year and the Wellcome Trust awarded a £360,000 grant to catalogue the vast and recently donated Oxfam archive. 2012/13 also saw the launch of the Rediscovering Rycote project website, which gives access to a rich source of materials from the Tudor period and includes an interactive palaeography course. Online access to the *Catalogue of Books Printed in the Fifteenth Century now in the Bodleian Library* was also made available.

The Bodleian Library of Commonwealth and African Studies at Rhodes House acquired several important collections, including candid letters from Herbert Gladstone during his time as home secretary and first governor general of the Union of South Africa. Among projects designed to enhance access to the collections, the Anti-Apartheid Movement Archives Committee obtained a Heritage Lottery Fund grant to create a website and to conduct oral history interviews with figures from the national campaign and from local groups in London.

The Maps section worked with the other Legal Deposit Libraries to set up a system for the capture and presentation of digital cartographic records. These digital deposits will build upon the Libraries' extensive collections of Ordnance Survey mapping on paper and microform dating back over two centuries. As part of an ongoing project supported by the Andrew W Mellon Foundation, the Maps and Music card catalogues were made available online for the first time, allowing readers to browse through a virtual version of the cards without having to visit the Library.

The Oriental section received important gifts, including a collection on Japanese medicine donated by the Tsumura company. The Serica Chinese reached a milestone with over half of the pre-modern Chinese collection fully catalogued. The generosity of the Friends of the Bodleian

enabled the acquisition of a unique Chinese printing block produced by the Protestant mission in Batavia in the early 19th century, and 29 issues of the late-19th-century lithographic pictorials *Dianshizhai huabao* and *Feiyingshehuabao*.

The Libraries' winter 2012 exhibition, *Love and Devotion: From Persia and Beyond*, allowed an impressive show of the Libraries' Islamic and Middle Eastern manuscripts. During 2012/13, 1,000 online catalogue records for manuscripts in the Libraries' Persian collections were added to the Fihrist database, with further additions planned. The Libraries also won a grant from the National Manuscripts Conservation Trust to undertake the conservation and digitisation of MS Huntington 212, a 12th-century copy of the *Book of the Constellations of the Fixed Stars*.

Research and administrative use of the University Archives continued to increase, with reader visits and document issues reaching their highest ever levels. The University Archives Subcommittee of the Curators considered the issues surrounding the administration and preservation of electronic records and decided that efforts in this area should initially be concentrated on University websites, the email records of the most senior University officers, and digital copies of the papers of major University committees and other bodies.

The Centre for the Study of the Book (CSB) presented a rich programme of academic outreach to promote wider access to items from the Special Collections of the Bodleian Libraries, and to encourage an understanding of the history of these collections, their origins and their current value to scholarship. It hosted four visiting scholars, and five scholars from Oxford were supported by the Polonsky Foundation in making research trips to the Vatican Library as part of a Bodleian-Vatican scholars scheme. There were symposia on the poet Cecil Day-Lewis and the Shakespearean scholar Edmond Malone (1741–1812) and nine masterclasses featuring objects from special collections. Public lectures included the Annual D F McKenzie Lecture, given on 28 February 2013 by book artist Xu Bing. The 2012 CSB Summer School was on the subject of paper. Ten students gained an in-depth appreciation of the history of papermaking and the use of paper in early books and in manuscripts.

Curatorial staff continued to support and initiate teaching within the University and beyond and to serve as advisers to significant national bodies, including Art Council England's Reviewing Committee on the Export of Works of Art.

5 The collections

Acquisitions

In 2013, the Acquisitions team took on added responsibility, including the de-duplication of journal titles, as part of the United Kingdom Research Reserve (UKRR). This presented a huge challenge as it coincided with a substantial move of the Mathematics Institute, which generated 900 boxes of material to be processed; a need to manage Open Access Gold payments; work on the Po Chung Collection; and the development of the Libraries' e-book processes.

Following a successful trial in Trinity term 2013, library users were given access to 84,000 extra e-books in the Ebrary Academic Complete collection. The books come from 500 prestigious academic publishers and cover all disciplines. They were all made available through SOLO and the ProQuest platform with multi-user access and 14-day downloads to mobile devices (for University members). The package will be updated regularly. A reader's comment during the trial described the resource as 'incredibly awesome'.

In addition, progress was made on the processing of the Mack Smith collection of materials and other donations, particularly the Window on Korea Collection at the Oriental Institute Library.

Testing continues on an Electronic Data Interchange (EDI), and the Libraries are talking to suppliers who may be able to support this project.

The work of Acquisitions staff was recognised with a Bodleian Libraries Impact award, particularly for the work to test Patron-Driven Acquisitions, which has allowed the Libraries to buy new material based on reader demand.

Legal Deposit

The Legal Deposit Libraries Act of 2003 updated the Copyright Act of 1911 to make provision for non-print publications (excluding audio-visual materials). As a result, a lot of work was undertaken by legal deposit libraries (including the Bodleian Libraries), representatives of the publishing industries and the Department of Culture, Media and Sport to shape the regulations that will underpin legal deposit operations for non-print publications. Following a series of public consultations, the regulations finally came into force at midnight on 6 April 2013.

The regulations will ensure that the legal deposit libraries can provide a national archive of the UK's non-print published material, such as websites, blogs,

e-journals and e-books, in addition to its print collection. In doing so, they address the important challenge of preserving the nation's digital heritage for future generations and will ensure that researchers of the future will be able to study and analyse a comprehensive collection of material which accurately reflects UK society.

The legal deposit libraries worked together to agree a shared approach to handling electronic materials. The British Library's Digital Library System, where the materials will be held, has been extended to the National Library of Wales and the National Library of Scotland. The national libraries will have responsibility for acquiring and storing the materials and for providing access to them in both their own reading rooms and those of the university libraries (Bodleian Libraries, Cambridge University Library and Trinity College Dublin).

This work marked the beginning of what will become an invaluable, comprehensive and extensive collection, contributing to an organised archive of the country's published output.

Resource description

Over 1.5 million records were uploaded to improve the consistency of names, titles and subject headings in SOLO and provide cross-references to help readers find what they are looking for. In addition, more than 2,000 new records for British authors, institutions and titles were created and added to the international authority file maintained by the Library of Congress. The Libraries also contributed over 50 new subject headings for concepts not currently represented in the Library of Congress Subject Headings (LCSH) list. Both of these Library of Congress resources are widely used by libraries across the globe in their online catalogues to improve access to the materials in their collections.

Conservation and collection care

Throughout 2012/13, the Conservation and Collection Care team looked after Bodleian Libraries' collections and met the exacting standards of work set out by the Institute of Conservation (ICON).

PHILANTHROPICALLY SUPPORTED PROJECTS

Thanks to generous gifts from a number of donors, conservation treatment was possible on a broad selection of materials, including Shelley's notebook; the manuscript of the first opera in English, *Erismena*; and a large guard book relating to Richard Gough's *Sepulchral Monuments of Great Britain*, which features drawings by William Blake. The conservation of a

series of drawings of Blenheim Palace by Sir John Vanbrugh was also completed. Several longer-term projects got under way, including work on a number of Kafka's papers. Work on the *Book of the Constellations of the Fixed Stars* by 'Abd al-Rahmān al-Sūfi (1170) was progressed after securing funds from Duke Humfrey's Night and the National Manuscripts Conservation Trust, and progress was also made on a number of items from the Chinese collections, including a 19th-century Chinese board game printed on paper. In addition, several major gifts from the Clothworkers' Foundation, the J P Getty Jnr Charitable Trust, the Friends of the Bodleian, and a number of private donors allowed the start of conservation treatment on the Bodleian's Sheldon Tapestry Maps: a project commissioned to the National Trust.

CONSERVATION-LED PROGRAMMES

Several long-term programmes designed to preserve the Bodleian Libraries' collections continued throughout 2012/13, including the treatment of 1,457 items from the Oxford University Archives. The online service for requesting urgent conservation treatment remained popular and 400 such requests were dealt with, including a repair to a Rhodes House visitors' book containing the signatures of Alice Pleasance Liddel (the inspiration for *Alice in Wonderland*) and Mohandas Gandhi. A major milestone was achieved in 2012/13 with the fasciculing of more than half of the Libraries' 36,000 Anti-Slavery Papers.

PREVENTIVE CONSERVATION

Preventive conservation operations are crucial to prolonging the life of Bodleian Libraries' collections. 2012/13 saw the continuation of an intensive environmental control programme across a number of buildings and work to support the design of the new Weston Library radio telemetry system for both storage and display areas. The preventive conservation team also responded to 30 incidents where assessment and treatment of collections was required after an emergency situation, as well as undertaking assessment work on new acquisitions and loans in order to detect any potential hazards such as nitrates or pests.

SUPPORTING THE LIBRARIES' DIGITISATION PROGRAMME

An essential aspect of digitising the Libraries' collections is to ensure that they are safe during the digitisation process. Conservation contributed to the Bodleian Libraries' digitisation programmes by assessing and repairing hundreds of items prior to their safe scanning or photography. In 2012/13 pre-digitisation assessment and

work were undertaken on Shakespeare's First Folio and 422 volumes of manuscripts and early printed books for the Polonsky Foundation Digitisation Project.

ACADEMIC SUPPORT AND TEACHING

As an academic-related service, the Conservation team share their work and new findings with other specialists and the wider public, steadily strengthening their links to both national and international conservation programmes and contributing to conservation education. In 2012/13 a paper was delivered at the Institute of Conservation's conference in Glasgow and a practical session at their 'Stationery Bindings' seminar. Two conference papers on the Libraries' Jane Austen manuscripts were presented at the Folger Shakespeare Library and the British Association for Romantic Studies International Conference. Seminars were also delivered for colleagues in the Libraries. Internships for students on conservation-related Masters' programmes at Northumbria University and University College London were run again in 2012/13, and a new yearly internship was established with the Institut National du Patrimoine, Paris. Additionally, an agreement was reached which will see Conservation staff teach regularly at the Camberwell College of Arts and West Dean College.

The Libraries' Conservation team were also awarded a grant from the Cultural Heritage Advanced Research Infrastructures, Synergy for a Multidisciplinary Approach to Conservation/Restoration (CHARISMA). The grant enabled the team to use a mobile laboratory for instrumental analysis (MOLAB) to characterise the colours present in the Libraries' five pre-Columbian and early colonial Mexican codices, in order to support scholarly research and inform preservation approaches for such unique treasures. Other treasures analysed by the MOLAB include the Book of Kells and Codex Zouche-Nuttall.

Special Collections boxing programme

In 2012/13, a programme of work to box the special collections in the Radcliffe Science Library stack began, led by the Packaging and Display team. Over the course of the year 35,883 books were measured, cleaned and fitted with purpose-made conservation-grade boxes. This work was undertaken to help protect the collections when they move to the Weston Library and preserve them for future generations of scholars.

Electronic resources

SUBSCRIPTIONS

The Bodleian Libraries reached a new subscription agreement with Elsevier for their Science Direct journals package, which

started in January 2013. Pricing is no longer based on historic print spend, so libraries throughout the University no longer pay a charge for print journals cancelled where the electronic version is included in the package.

NEW ELECTRONIC RESOURCES

A number of electronic resources were purchased in 2012/13, including:

- State 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.

- Irish Newspaper Archive: an important resource providing access to the archive of twenty-three Irish national and regional newspapers. It includes, for instance, *Irish Independent* (1905–2001), *Leitrim Observer* (1904–1998), *Munster Express* (1908–2004), but also historic newspapers such as the *Freeman's Journal* (1763–1924), *Nation* (1840–1900) and *Leinster Journal* (1767–1828).

- *DigiZeitschriften*: offers electronic access to historical scholarly German periodical literature covering many humanities subjects (Egyptology, Archaeology, History, History of the Book, Art, German studies, Oriental studies, Law, Philosophy, Religion, Modern Languages).

- The Diaries of Joseph Goebbels Online; The Economy and War in the Third Reich, 1933–1944; Cold War: Voices of Confrontation and Conciliation; State Papers Online III and IV (Stuart and Commonwealth; Domestic and Foreign; 1603–1714).

- *Dictionnaires des XVIe et XVIIe siècles*: a database of 10 historical French dictionaries of the 16th and 17th centuries.

- Stalin Digital Archive: the web-based repository of archival and secondary research presents documents that have previously only been available at the RGASPI archive in Russia. Digital versions of Yale's Annals of Communism series supplement the RGASPI collection with additional scholarly commentary on selected documents concerning the history of Soviet and international communism from Russian state archives spanning the 75-year history of the USSR.

The University of Oxford remained the heaviest user of JSTOR in the world in 2012/13.

DVDs

The DVD collections continued to grow in 2012/13, with over 650 feature films and 14 collections of short films added at the Taylor Institution and English Faculty Libraries. Films from 38 countries and with production dates ranging from 1901 to 2013 were acquired, with particularly significant additions being made to holdings in French, American, Italian and German cinema.

Shuinjo

The *Shuinjo*, an original document issued by Shogun Ieyasu to the captain of the East India Company, is the first agreement allowing the UK to trade with Japan and permitting British citizens to reside in Japan. This makes it an extremely important document, marking the start of bilateral relations and trade.

The year 2013 was the 400th anniversary of Japanese–British relations (<http://japan400.com>), which was celebrated with a series of events across the UK. The Libraries took part by introducing *Shuinjo* to the public and the academic community through a display and a small symposium, helping to raise the profile of Japan in the UK and further a relationship that began four centuries ago.

Ishinpo: donation of Japanese medicine literature

The Libraries were delighted to receive a collection of rare books on Japanese medicine from the Tsumura company, a leading pharmaceuticals firm in Japan. A presentation ceremony took place at the Bodleian Japanese Library on 19 February. The donation included two sets of *Ishinpo*, a compendium of the oldest surviving Japanese medical texts written by Yasuyori Tamba in 984, and other titles on Japanese medical history. *Ishinpo* is a national treasure in Japan, and provides invaluable source material for Professor Denis Noble's collaborative research project on systems biology and herbal remedies. The Libraries are grateful to the Tsumura company for their generous support and also to Professor Noble, who has been instrumental in arranging this donation.

Books of Memory: Leningrad Blockade 1941–1944

In November 2012 the Libraries received a special gift from the Association of Survivors of the Leningrad blockade: a set of 35 volumes of the *Knigi pamiati: Blokada Leningrad 1941–1944* (Books of Memory: Leningrad Blockade 1941–1944). After the Holocaust, the Leningrad siege was the greatest act of genocide during the Second World War, which resulted in the death of over a million Soviet citizens.

This remarkable historical document provides essential biographical data about the victims of the 872-day siege and is an important archival source for the study of Soviet history.

6 Outreach and widening access

Exhibitions

In 2012/13, the Bodleian Libraries Exhibitions Section and curators worked with academics from the University of Oxford and other institutions to mount three temporary exhibitions to engage new audiences while continuing to attract regular visitors. Over 250 items from the collection were displayed alongside loans from private lenders and UK national collections. Each of these exhibitions was supported by an accompanying publication, web pages and public lecture series.

Dickens and His World (June–October 2012) celebrated the 19th-century world inhabited by Charles Dickens and brought to life in his novels. It attracted 59,687 visitors.

'A wonderful proof that an absorbing and fascinating exhibition can be mounted in small space.'

Love and Devotion: From Persia and Beyond (December 2012–April 2013) was a collaboration with the State Library of Victoria, Australia. It welcomed 36,128 visitors.

'The intimate atmosphere of the exhibition made it for me after a fortnight in London's great museums.'

The family-friendly *Magical Books: From the Middle Ages to Middle-earth* (May–October 2013) put the work of five modern writers of children's fantasy alongside the sources that inspired them, such as medieval bestiaries, early maps and spell books. Copies of many of the modern books were available in the exhibition room to browse and read, encouraging visitors to re-read old favourites or meet new authors. The exhibition proved extremely popular and final visitor numbers broke all previous records at 104,161.

'I really enjoyed this exhibition! It really inspired me to read new myths! I couldn't believe how vivid the colours on the illuminated manuscripts were!'

The exhibition programme also included a changing programme of short, themed displays in the entrance to the Bodleian Library. These showcased recent academic research, celebrated significant anniversaries and displayed new acquisitions. In 2012/13 eight diverse displays were mounted, allowing curators to show rarely seen material from the

collections. This space was also the venue for an exhibition of 70 highly commended book bindings from the second international bookbinding competition organised by the Bodleian Library in association with Designer Bookbinders and Mark Getty.

Frequent one-day displays of material from the Libraries' Special Collections supported Library, University and community events with 21 different displays showing around 139 books, manuscripts and objects. The acquisition of the Oxfam and Shirley Hughes archives and the personal archive of W H Fox Talbot was celebrated in this way, as was the purchase of the Gerard Manley Hopkins manuscript of 'Binsey Poplars'.

As part of their commitment to extend access to their collections, the Bodleian Libraries support local, national and international exhibitions through a programme of loans. In 2012/13, 140 items were lent to 18 exhibitions in the UK and overseas. This included the loan of the entire 2011 Bodleian exhibition *Crossing Borders: Hebrew Manuscripts as a Meeting-place of Cultures* to the Jewish Museum, New York.

Sharing collections in print

Books published by the Bodleian Library are a way of opening its collections to readers around the world. Some titles published in the financial year 2012/13 brought texts long out of print back to life, such as the *Victorian Dictionary of Slang*, which shone a light on hidden aspects of the language. Others, such as *Illuminating the Life of the Buddha*, illustrated important manuscripts and the traditions they embody.

In addition, each of the major temporary exhibitions was accompanied by a publication, which allowed readers everywhere to see images of all the items in the exhibition and read their story in greater depth and detail.

The Bodleian's publications reflect the vast diversity of the collections. In 2012/13, *Menswear* and *Fantasy Travel* illustrated the fashions of former generations as recorded in photo postcards of the early 20th century and *Can Onions Cure Ear-ache?* revealed the medical advice given to the public in the first English-language medical self-help book (originally entitled *Domestic Medicine*, 1769). Some books remain as relevant today as when they were first published, such as those by Edward Lear, who continues to delight readers. Bodleian Publishing celebrated his centenary in 2013 by compiling *Edward Lear's Nonsense Birds*.

Events and public engagement

Exhibitions and temporary displays continued to offer an excellent opportunity to promote the Libraries' collections through a series of related lunchtime

lectures and gallery talks. In 2012/13, attendance for the lectures regularly reached full capacity. Additionally, during the *Dickens and His World* exhibition, visitors were offered a chance to enter the world of Dickens in the company of his great-great-grandson, Gerald Dickens, as he performed dramatised readings from Dickens' works. The final day of the exhibition was marked with a miniature theatre performance of *Great Expectations* by Peter Baldwin and Mary Pegler.

To celebrate the gift of the Cecil Day-Lewis papers in October 2012, a symposium was held, which featured lectures, poetry readings and recordings, and a panel discussion with Tamasin Day-Lewis.

During the year, other events included a lecture by Mr David Vaisey CBE (Bodley's Librarian Emeritus) to mark the 400th anniversary of Sir Thomas Bodley's death, a talk by Dr Paul Coones (with musical accompaniment) to celebrate the 200th birthday of Richard Wagner, and a talk by Mr Clive Hurst on 'Early Children's Books in the Opie and Other Collections in the Bodleian Library' for World Book Day 2013. The programme also included a special seminar titled 'Jim Callaghan Remembered: Centenary Reflections on Callaghan, Labour and Britain since 1912'. The stellar panel comprised Baroness Jay, Lord Morgan and Andrew Smith MP. The Bodleian's enhanced status as a 2013 Oxford Literary Festival partner meant that many of the year's lectures were held in the Divinity School.

For the sixth year running, the Bodleian Libraries collaborated with the Oxford Playhouse in hosting the Globe on Tour, who performed *The Taming of the Shrew* to capacity audiences.

Communications

The Communications team continued to support and promote the work of the Libraries through timely communications to staff, readers, the University and the wider public via a diverse range of publications and communication channels.

2012/13 saw the completion of a major web redevelopment project, which focused on the www.bodleian.ox.ac.uk family of websites and resulted in a much-improved experience for users. The programme saw the relaunch of more than 30 websites over a period of several months in collaboration with colleagues from across the Libraries. The Libraries' digital presence was also expanded through the adoption of additional social media channels and digital support for online exhibitions.

The Weston Library project required extensive and complex communications activity throughout 2012/13 in order

to keep staff, readers, the academic community and the public informed of changes, progress and developments. The A-Z 'Treasures' hoardings developed by the Communications team to surround the building and the Weston chair design competition both received a great deal of public attention.

Alongside projects such as these, the Communications team continued to generate both national and international press coverage on Bodleian Libraries activities, from the appeal for the personal archive of W H Fox Talbot to the announcement of the joint acquisition with Cambridge of the Lewis-Gibson Genizah fragments, from digital activity like the Google Books project to the news that Oxford Libraries were ranked first in the country by the 2013 National Student Survey.

Transforming the Bodleian

Transforming the Bodleian was published in 2012 by De Gruyter Saur. Edited by Michael Heaney and Catriona Cannon, and written by Bodleian Libraries staff, it describes the major projects undertaken between 2008 and 2011 to modernise the Libraries' infrastructure.

7 Enterprises

The 2012/13 financial year was the first year that the trading activities of the Bodleian Libraries were brought together under single management, with the aim of generating profits while fostering the Libraries' public and scholarly objectives of widening access to its collections. All profit from these trading activities was returned to the Libraries to support their work. During the year the businesses also participated significantly in the core work of the Libraries and are a fundamental part of the Libraries' outreach, development and digitisation programmes.

Events, filming and tours

2012/13 was a superb trading year, with turnover from events, filming and tours totalling £468,000. Hire income from events was particularly strong, up 59% on the previous year, and the Libraries' collections were featured in a number of documentaries.

'The Divinity School proved the perfect setting ... and the Bodleian staff were totally professional and ensured all was in place as we had planned. A beautiful building for a beautiful occasion!' (*wedding client*)

These successes were recognised when, for the second year running, the Libraries

were awarded the Excellence category by Visit England's Visitor Attraction Quality Assurance Scheme.

Retail and e-commerce

Despite adverse weather conditions affecting the number of shoppers in early 2013, 2012/13 retail sales totalled £496,000 and, with tightened cost controls, returned an increased profit. The latter half of the year was aided by strong attendance at the *Magical Books* exhibition, which inspired innovative exhibition-related product.

The Libraries were the proud runner-up of an Association for Cultural Enterprises award for children's product design, a new category for the retail team. A competition to name a new dragon grotesque generated much enthusiasm and an overwhelming response.

Publishing

Bodleian Library Publishing launched fifteen new titles in the UK, distributed worldwide with sales of £328,000, an increase of 8% on last year, double the average of 4% growth in the UK book trade. Three book awards shortlisted Bodleian titles: the Krasna-Krausz Book Awards (*Sarah Angelina Acland: First Lady of Colour Photography*), the Council on Botanical and Horticultural Libraries' annual award (*Planting Paradise: Cultivating the Garden 1501-1900*) and the H R F Keating Award (for P D James's *Talking about Detective Fiction*). One of the highlights of the year was the publication of Roy Strong's *Self-Portrait as a Young Man* (memoirs), which was extracted in the *Mail on Sunday* and very widely reviewed to almost universal acclaim. Most of the new titles were also widely reviewed, with *The Tradescants' Orchard* singled out for its 'beautiful prose' (*Daily Telegraph*) and 'beautifully reproduced' images (*Country Life*).

Imaging studio

Throughout 2012/13, the Imaging Studio added images of a large collection of fragile materials to the Libraries' digital assets, supporting their preservation for future generations. Projects included: 20 manuscripts for the virtual reconstitution of the medieval monastic library of Abbey Lorsch; 77,000 images of Hebrew, Greek and Latin manuscripts as part of the Polonsky Foundation Digitisation Project; and new photography of many of the Bodleian Libraries' treasures for the forthcoming *Marks of Genius* exhibition.

The Studio scanned nearly 100,000 images over the course of the year, a 22% increase on the previous year.

Licensing and academic resources

Licensing - whether of images, books, product design or academic resources - goes from strength to strength, generating royalties of £192,000 in 2012/13.

Electronic Enlightenment: Letters and Lives Online

Electronic Enlightenment (EE), the most wide-ranging online collection of edited correspondence of the early modern period, continues to be developed by the Bodleian Libraries. It reconnects the first global social network through the digitisation of existing scholarly editions of correspondence and the commissioning of entirely new digital editions, while hundreds of thousands of annotations provide increasing numbers of additional details and cross-references. The summer 2013 update added a further 3,300 documents and 520 new people, bringing EE's total offering to 63,967 historical documents in a social network of 8,002 historical figures who discuss everything from religious tolerance to animal rights, vulcanology to classical archaeology, economic modelling to celebrity culture.

In 2012/13, a further 17 institutions and individuals worldwide acquired EE as part of their key library resources, increasing sales to £182,000, enabling the resource to be sustained into the future.

'The appearance of Electronic Enlightenment is a major breakthrough for anyone wishing to exploit the rich resources offered by the correspondence of major Enlightenment figures such as Voltaire and Rousseau, as well as many lesser-known figures. Given that epistolary exchange constituted the life blood of the Republic of Letters, Electronic Enlightenment is absolutely essential for any serious researcher of the Enlightenment.' (*Dr Alexandra Cook, Department of Philosophy, University of Hong Kong*)

8 Leadership and staff talent

Staff development

Throughout 2012/13, the Bodleian Libraries provided a wide range of training and development opportunities for staff. A total of 196 development events were held, with 2,400 places filled by Libraries staff and 340 by college staff. 588 members of staff attended one or more training events. In addition, 33 people completed an online Health & Safety training course. In total 57 staff were supported in attending external conferences and courses in the UK and overseas, with a commitment of £23,300 towards this training. 2012/13 also saw the successful training of 20 library trainees (including those from the colleges) and saw the recruitment of 12 for 2013/14.

Personnel

Sarah Thomas, Bodley's Librarian, left the Bodleian Libraries to become vice president for the Harvard Library at Harvard University, and Richard Ovenden stepped up to act as Interim Bodley's Librarian. Catriona Cannon stepped up to act as Deputy Librarian and the Enterprises function became part of the Administration and Finance section of the Libraries, headed by Laura How.

After very long service in some cases, the following senior staff retired: Mike Heaney, Executive Secretary; Clive Hurst, Head of Rare Books; Dave Price, Head of BDLSS; Geoff Neate, Database Applications & Project Manager; Anneke Bambery, Head of Venue Services.

A new post was created and filled: Frankie Wilson, Head of Assessment. Other newcomers included: Alice Ogilvie, Head of Venue Services; Ashleigh King, Head of Retail Operations; Catherine Scutt, Education Librarian. Internal promotions included Louise Clarke, now Head of Social Sciences Libraries and Head of Research & Learning.

During the year the Libraries continued to implement the action plan developed following a staff survey in 2012, and augmented both the Personnel and the Health & Safety teams to enable more timely support from these services. The implementation of the University of Oxford's human resources database in the Libraries was also consolidated, and a health and safety planning exercise took place in preparation for the opening of the Weston Library.

9 Finance and development

Finance

The Bodleian Libraries' operational budget for 2012/13 was £38.36 million, with a further budget of £2 million for the departmental and research projects. The operational budget included £645,000 of savings, being the final year of the three-year savings exercise that has seen a total reduction of £1.788 million. Throughout the year the Libraries' Executive closely monitored and reviewed the budget and for the second half of the year a number of non-frontline posts were left vacant as a means of achieving part of the savings required. The principles of protecting the materials budget and sustaining staffing levels in

digital library services were maintained. The Libraries ended the year with a small deficit of £85,000, equating to 0.2% of budget, which had been anticipated and forecast.

There was a noticeable increase in donation income (non-Weston Library) in 2012/13: £4.7 million compared to £1.7 million in the previous year. Donation income in 2012/13 funded a number of purchases, including £276,000 for the papers of the Earl of Clarendon. Income and expenditure on departmental and research projects totalled £1.2 million and included Open Access, the Polonsky Foundation Digitisation Project, as well as barcoding and book moving as part of the Weston project. £1.6 million of trust fund dividend income was spent during the year, funding some salaries as well as buying over £600,000 of additional library material, with just over £300,000 of that figure attributable to rare books/special collections and £200,000 in respect of the humanities.

Development

The 2012/13 financial year began with the launch of the Sprint for Shakespeare campaign in August, seeking to raise £20,000 to digitise the Bodleian Libraries' copy of Shakespeare's First Folio. Supported by champions from the worlds of theatre, television and literature the appeal was picked up globally and hundreds of supporters made donations to the project. The Dallas Shakespeare Trust generously pledged US\$7,000, which took the appeal target to its goal and allowed digitisation to begin. A second phase is under way, supported by a generous donation.

The New Year saw announcements of several major acquisitions by the Bodleian Libraries. Along with Cambridge University Library the Libraries purchased the Lewis-Gibson Genizah Collection and received a gift of £250,000 from the Polonsky Foundation in addition to other donations in support. A public appeal was launched in an effort to secure the personal archive of W H Fox Talbot, which was supported by a generous gift of £1.2 million from the National Heritage Memorial Fund and £200,000 from the Art Fund, as well as many other individual and foundation supporters. Following on from this, generous supporters assisted the Libraries with the acquisition of the manuscript of Gerard Manley Hopkins's 'Binsey Poplars', which went on display after its purchase.

Fundraising for the Weston Library project continued throughout the year, and the

Libraries were pleased to announce the support of the Helen Hamlyn Trust through a pledge of £2 million to the project. The opening exhibition in the Library in 2015 also received a pledge of support from an individual donor. Support towards Visiting Fellowships was received from several benefactors, including the Royal Bank of Canada Foundation.

Other projects that were supported through philanthropic donations included the cataloguing of the Dalingridge Archive and of the Townesend Archive, the latter having been acquired earlier in the year through the support of benefactors including the Oxford Preservation Trust and Friends of the Bodleian. Support to help train future Digital Archivists was received from the Heritage Lottery Fund, which pledged £280,400 through its Skills for the Future programme.

The Bodleian Libraries are grateful to all of the supporters whose generosity have enabled many projects to be undertaken in 2012/13 and would like to thank all of its benefactors.

Friends of the Bodleian

The Friends of the Bodleian not only raise funds for the Bodleian Library to support the cost of acquiring and conserving materials but also help to bring the collections and work of the Library to the public more widely.

2012/13 activities organised by the Friends included six public lectures on topics such as 'The British as Art Collectors' and '18th-Century Children's Books'. The Friends' annual general meeting included a talk from Professor John Carey on 'Dickens and Murder'.

Other events organised by the Friends included a concert performed by Alamire in the Divinity School entitled *Via Anglica*, generously sponsored by a donor. Shakespeare's *Twelfth Night* was also presented in the Divinity School by Sovereign Arts as part of the Royal Shakespeare Company's Open Stages project. The event celebrated the success of the Sprint for Shakespeare campaign. In gratitude for the Friends' support during this campaign, members were invited to watch Bodleian Libraries conservators at work.

Members also took part in hand-printing sessions on the Library presses and the first family event, which included a quest and arts activities inspired by the *Magical Books* exhibition.

10 Facts and Figures

| | 2012/13 | 2011/12 | 2010/11 |
|---|----------------|----------------|----------------|
| SPACE | | | |
| Total gross floor area (in square metres) | 85,349 | 85,733 | 90,159 |
| INFORMATION RESOURCE PROVISION | | | |
| Total catalogued physical stock, excluding archives and manuscripts | 11,527,677 | 11,244,795 | 11,136,414 |
| Number of additions to catalogued stock, excluding archives and manuscripts | 323,676 | 174,604 | 161,352 |
| Number of electronic books purchased | 779,676 | 484,665 | 454,295 |
| Number of serial titles purchased in electronic form | 48,480 | 22,255 | 13,375 |
| Number of electronic databases purchased | 791 | 502 | 461 |
| Total linear metres of archives and manuscripts | 24,643* | 19,771 | 18,951 |
| Linear metres of archives and manuscripts received | 813 | 820 | 134 |
| LIBRARY USE | | | |
| Total number of reader visits | 2,301,819 | 2,129,097 | 2,100,349 |
| Average number of readers in the libraries on sample days | 1,656 | 1,271 | 1,220 |
| Searches of SOLO | 11,757,948 | 11,303,580 | n/a |
| Total loans | 1,498,939 | 1,497,861 | 1,817,898 |
| Full-text electronic article downloads | 7,962,899 | 7,635,209 | 6,994,939 |
| Electronic book chapter downloads | 2,679,303 | 2,176,112 | 1,803,025 |
| Database searches | 7,673,254 | 8,082,254 | 6,009,986 |
| Number of person-hours training received by readers | 15,130 | 18,407 | 16,514 |
| LIBRARY STAFF (FTE) | 539.61 | 526.90 | 556.54 |
| LIBRARY EXPENDITURE | | | |
| Staff expenditure | £19,598,519 | £20,322,295 | £22,754,975 |
| Information provision expenditure | £9,699,277 | £7,185,991 | £8,586,923 |
| Other expenditure | £13,405,999 | £11,342,217 | £13,350,392 |
| Total gross expenditure | £42,703,795 | £38,850,503 | £44,692,290 |
| LIBRARY INCOME | | | |
| University funding | £28,740,000 | £27,324,000 | £28,002,941 |
| HEFCE grant | £1,871,743 | £1,886,743 | £2,220,083 |
| Other income - internal | £620,859 | £644,211 | £619,347 |
| Other income - external | £11,385,886 | £8,995,843 | £13,682,929 |
| Total income | £42,618,488 | £38,850,797 | £44,525,300 |

* changes to shelving arrangement