

Hellenic and Roman Library  
Institute of Classical Studies Library  
ANNUAL REPORT FOR THE SESSION 2020/2021

The whole of this session took place under pandemic conditions. At the start of the session, library staff had been able to return to the library for only a few weeks, and we were not yet open to readers. We had begun to offer a scanning and postal loan service once again and had set up a click and collect point on the ground floor at the entrance to the North Block, shared with Senate House Library. The click and collect service was initially offered three days a week, Monday-Wednesday 11am-3pm. From the 9<sup>th</sup> of September we began to offer the click and collect service 5 days a week, and moved the collection point up to our own library desk on the 3<sup>rd</sup> floor.

Over the summer staff were planning and implementing safety measures that would allow us to reopen the library to readers. The space was assessed to see how many desks we could make available at an appropriate distance, and we found we could offer 25 spaces in the library. We removed most of the chairs, so the seats remaining were suitably arranged to keep readers at least 2m distance from each other. We also arranged for sanitising wipes to be at each desk, and hand sanitizer stations in every room of the library. The library desk was altered to place clear Perspex screens between staff and readers. We designed a book quarantining system that would allow readers to browse the shelves and handle their own books, while also being confident that no one else had handled the book in the last three days. We also implemented an online booking system to control the numbers coming in and ensure readers with a booked space would not waste a trip in if we were full. In addition, it is University of London policy that everyone wears a mask in all common parts of the building, including the libraries.

On the 15<sup>th</sup> of September we welcomed readers back into the library, with all the precautions outlined above as well as an enhanced cleaning regime. Our initial opening hours were 11am-3pm, Monday-Friday. As library staff and readers became accustomed to the new ways of working, we were able to extend our opening hours slightly from the 16<sup>th</sup> of November to 11am-3.30pm, Monday-Friday each week.

We remained open and kept the same arrangements in place during the November lockdown. The library was closed for two weeks over Christmas, a few days longer than the usual Christmas closure, as the whole of Senate House was closed during that time. In January when the next lockdown was announced, we were again able to remain open to our readers due to the lockdown rules permitting access to study spaces and special collections. During this time, we operated with a staff rota that had each person working from home one day a week to help us stay apart in the building and limit the risks. We therefore continued to offer bookable study spaces to those who needed to come to the library in person, as well as sending scans, postal loans, and click and collect loans. The huge increase in the number of parcels sent to readers and scans made can be seen in our statistics at the end of this report and are a testament to how popular those services have been.

As the third lockdown began to relax, we again extended our opening hours after Easter, with hours of 10am-4pm, Monday-Friday from the 12<sup>th</sup> of April. Our reopening trajectory continued with another change to opening hours on the 21<sup>st</sup> of June, and we returned to our out-of-term Monday-Friday hours

of 9.30am-6pm. At this point we also split the day into morning and afternoon sessions for our booking system, to allow more people access as not all readers required an entire day. The plan is to resume our usual opening hours in full from September, including Saturday opening, subject to any future restrictions. We are delighted to have been able to keep providing services to our readers throughout this last year, and library staff appreciate the many kind comments we have had from our readers about this.

In other developments over the session, we have added new shelving units near the periodicals, to relieve some space pressures in the rolling stacks. Staff undertook a large project to shift all the periodicals to share out the new space as needed among all our current titles.

We have been struggling with our reader scanner for a couple of years, as the quality of scans was deteriorating. Eventually we decided that it could not be fixed and have acquired a new scanner for readers. The scanner is a Bookeye 5 kiosk scanner. This is now located inside the library, near the tract volumes. It uses the same scanner cards as the old scanner, so any readers with scanning credit can still make use of their cards. We ask readers to ensure that they bring their own USB drives, to save their scans. Scanning and printing prices remain the same. To find a location for the scanner we needed to take out one of the OPAC catalogue machines in the library. We also removed the two that had been in the archaeology room, to make more socially distanced seats available. There are now only three OPACs available in the library, and only two of these three are currently in use due to the distancing rules. As more people use their own devices to search the catalogue, the number of OPACs is not likely to go back above three, even after the pandemic restrictions have been lifted.

Visitors to the library may have noticed a new portrait in the first literature room. The University of London is undertaking a project to bring art out of storage and onto walls around the building, and we are the recipient of a full-length portrait of Ernest Arthur Gardner (1862-1939), by Sydney William Carline. Professor Gardner was Director of the British School at Athens (1887-1895), Vice-Chancellor of the University of London (1924-1926), and President of the Hellenic Society (1929-1932).

Some of our regular library activities moved online during this session. We created a video tour of the library for use at the online induction for the London intercollegiate MA students, and the usual training sessions for those students were this year run virtually. We also held an online public engagement event for the library in July, via Zoom, looking at digital engagement with the Wood Collection and the Ehrenberg Bequest in the library. A recording of the event is available here:

<https://www.sas.ac.uk/videos-and-podcasts/classics/wood-and-ceramic-introducing-digital-methods-classics-library-special>

The impact of Brexit has been felt in some library activities. Academic book purchases should be free from VAT, but some courier companies have erred on the side of caution and charged us. When this happens it is usually possible to obtain a refund, and fortunately seems to be happening less frequently. More of an impact has been felt with exchanges, as some exchange parcels have been returned to the library where the receiving countries have not accepted the customs forms on our first attempt, and some of our exchange partners find they are being charged local taxes to receive parcels in their own countries. We will continue to monitor the situation, and hope that it settles down as both sides get used to the new requirements.

Our digitisation programme, generously funded by grants from the A.G. Leventis Foundation and the Classical Association, continued and the scanning done during this session is as follows:

- 2.34 TB of data
- 220 Volumes (196 tracts, 24 manuscripts)
- 1,848 Chapters
- 110,485 pages (101,433 tracts, 9,042 manuscripts)
- Approximately 70,161,550 words

### **Library staff**

There were some changes in library staffing over the session. Our Winnington-Ingram trainee for the previous session, Emer O'Hanlon, left to begin a PhD at Trinity College, Dublin. Shannon Rudden took up the post as Winnington-Ingram trainee for 2020-21, coming to us from doing an MA in the Reception of the Classical World at University College London, and reading Classics and English at Regent's Park College, Oxford.

Maria Kekki left us on the 31st of August to take up a new role at the British Library. We were then without anyone in the part-time library assistant role for a few months due to the pandemic causing delays in recruiting. We finally recruited to the position in November 2020, and Rosario Rovira Guardiola took up the post on the 4<sup>th</sup> of January 2021. Rosario has worked with us previously, in the same role she has now from 2010-2014, and as one of our casual assistants more recently. Rosario has also previously worked as Library and Archive Administrator at the Department of Greece and Rome of the British Museum. She holds a PhD in Ancient History from the University of Barcelona.

Many library staff were furloughed at the start of the pandemic during the first lockdown when the building was closed. At the start of the session some staff were still furloughed on a part-time basis, due to limited access to the library, but in September everyone came back to work full time to support our reopening.

We were pleased to be able to offer one work experience placement this year. A week's experience was given under Sue Willetts' guidance to pre-university student Giancarlo Coia in July, prior to his taking up a place at Durham University.

### **Collection Development**

Sizeable donations of books were received from several sources, among them the late John P. Carr, the late John Dixon, the late Jonathan Foster, the late Peter Szemerényi, and the late Mrs Charmian C. Woodfield, FSA. The library continued to benefit from the kindness of The Classical Association in regularly passing on books not required for review in their journal, *Classical Review*. We are greatly obliged to all donors for their generosity.

We are also indebted to the following donors of books, pamphlets, and periodicals:

Dr Joan Alcock; Dr Erica Angliker; Lucilla Corigliano Ariotti; Richard Ashton; Professor Sergio Audano; Dr Alexandre Baralis; Professor Ralph Behrwald; Dr Tais Pagoto Bélo; Dr Jacqueline Birks (ex libris Peter Birks); Dr John Bradley; Professor David Breeze; Professor Alain Bresson; David M. Browne, FSA; Dr Nicoletta Bruno; Dr Andrew Burnett; Professor Stephen Chrisomalis; Dr. Helen Cockle; Dr. Victor Cojocar; Professor Michael Crawford; Andrew Dakouvros (from his mother's library); James G. Davies;

Florette Dijkstra; Carlotta Dionisotti; Professor Adolfo Egea; Professor Marco Fantuzzi; Dr Michael Ford; Dr Marta García Morcillo; Dr Jasper Gaunt; Dr Adrian Goldsworthy; Dr. Richard Hobbs; Paul Jackson; Professor Richard Janko; Dr Rosemary Jeffreys; Professor Maciej Junkiert; Dr Alan Johnston; Dr T. J. Leary; Professor Gesine Manuwald; Professor Emilio Marin; Anahit Moushegian; Dr Anna E. Petrakova; Reverend Dr Richard Price; Dr Ulrike Roth; Professor R. W. Benet Salway; Professor Helmuth Schneider; Dr Paul R. Sealey; Professor Nicholas Sekunda; Professor Alastair Small; Dr Richard J. B. Stein; Dr Richard Stoneman; Professor Michael Trapp; Chris Vervain; Dr Graham Whitaker; Professor Andreas Willi; Professor Michael Winterbottom; Professor Greg Woolf.

American Philosophical Society; British School at Athens; Comune di Sortino; Dr. Williams' Library; Humanitas (publishers, São Paulo); Senate House Library; Society for the Promotion of Roman Studies; Warburg Institute Library.

## **Statistics**

Acquisition and usage figures below. Last year's figures (2019/20) in parentheses.

### Expenditure on collection development:

Institute: Books: £15,254 (£17,649); Periodicals: £6,152 (£4,084); E-resources: £8,305 (£7,425).

HARL: Books: £14,383 (£19,433); Periodicals: £8,432 (£7,175); E-resources: £250 (£260).

Total estimated value of combined Institute and HARL acquisitions (including purchases, review copies, exchanges, gifts, and bequests): £90,681 (£93,657).

Books and pamphlets added: Institute 214 (258); HARL 2,140 (1,815); Total: 2,354 (2,073); Net gain, allowing for replacements: 2,291 (2,052).

Current periodicals: Institute 178 (178); HARL 526 (523); Total: 704 (701), of which 467 (465) were acquired by exchange, and 237 (236) by gift or purchase. There were 82 (81) Institute and 78 (78) HARL exchanges for books and dissertations; and 8 (8) more exchanges were made on behalf of other libraries.

Expenditure on binding (books and periodicals): Institute: £10,187 (£9,339); HARL: £10,000 (£8,739).

Books bound or rebound: Institute: 50 (62); HARL: 95 (32); Total: 145 (94). Periodicals bound or rebound: Institute: 7 (9); HARL: 236 (213); Total: 243 (222).

Usage: Borrowers: 1,867 (2,006); Books borrowed: 4,456 (5,255). Library swipe-cards issued (current only): Institute: 1,471 (1,705); Societies: 3,260 (3,367). Turnstile count: 14,807 (28,044) entries; Temporary visitors: 3 (46). Book parcels sent: to members: 561 (244); to reviewers: 70 (44). Scans made: 16,767 (6,398) for 276 (181) members and institutions.

Joanna Ashe, Librarian, September 2021