Collection Development and Management Policy
Glucksman Library
University of Limerick
2011
1. Introduction

The objective of the Collection Development and Management Policy is to set out the principles for the development and management of rich and diverse collections of library resources to support teaching, learning and research in the University of Limerick. The policy deals with the acquisition of information resources in all formats, by purchase, licence, donation or deposit.

The purpose of the policy is to ensure a proactive and strategic approach to the development of the Library’s collections, allowing the library to work actively and closely with academic departments and research centres to ensure that their needs are known and taken into account. In addition, it documents selection criteria, acquisition criteria and stock management criteria relating to collection format, retention and replacement.

The Library has two major priorities in building its collections:

- To acquire materials in all formats to support the teaching and learning needs of the University. This includes the provision of reference materials, and general recommended reading material.
- To acquire materials in all formats needed to build research collections for postgraduate and academic research.

The policy is designed to be flexible and responsive to a range of variable factors, including changing research and teaching strategies at Department, School, Faculty, and University level, funding levels and the availability of space.

Measures in this policy seek to actively manage the collections and pursue, where possible, a balance between acquisition, relegation and disposal. Advantage will be taken of new opportunities in the management of collections, such as collaborative collection management and the development of e-collections. Cognisance will be taken of developments at national level in the areas of collaborative storage and consortia acquisition opportunities such as IReL.
Responsibility for the interpretation, application and revision of the collections policy lies with the Library & Information Services (LIS) Director, with advice from the Library Information Resources Development (LIRD) Committee, Academic Council, Library users and other stakeholders. The effectiveness of the policy is dependent on the timely provision of information by faculty, departments and schools about teaching and research needs.

Separate policies will detail collection development and collection management in Special Collections, University Archives and the Institutional Repository.
2 Collection Development

2.1 Library Budget Allocation

The development of the Library’s collections depends on its information resources budget. The budget must cover ongoing subscriptions, leasing and purchase of materials. The book budget, a subset of the information resources budget, is a ring-fenced amount by agreement with the President, University of Limerick.

The distribution of the annual book budget is agreed by the LIRD committee based on the needs identified by the Faculty Librarians in collaboration with their academic representatives.

2.2 Responsibility for selection

Effective selection depends on a successful partnership between each academic department and the Library. Faculty librarians, whose role it is to support academics, researchers and students, are responsible for developing collections in all formats in their designated subject fields informed by the collection development policy and collection analysis tools.

The Faculty Librarians liaise with faculty members when making collection development decisions in line with the collection development policy. Together they determine priorities, decide which material should be acquired, which methods for delivery are most suitable, the number of copies to be purchased, and movement between library locations. Where requests for material from a department come to less than anticipated, the librarian may, in liaison with that department’s faculty, purchase materials for the department to support the undergraduate curriculum and/or, in agreement with the relevant Dean and Heads of Department, transfer funds to accounts that have orders pending.

Suggestions for purchases are welcome from all members of the campus community.
The Library will endeavour to support new academic initiatives wherever practicable. In the absence of any special funding allowance provided by the University, new courses, new faculty or new research centres will be supported from within the standard Departmental materials allocation. Faculties and Departments planning for new areas of research or teaching should, in collaboration with Library and Information Services, cost new information resource requirements in advance.

2.3 Selection Criteria

The range and level of subjects available in library collections directly reflects the teaching and research carried out at the University of Limerick. Acquisition at subject level will reflect the changing academic priorities of departments and faculty members and the strategic priorities established by the university.

The quality of resources are evaluated using a range of criteria including scholarship, level of creativity, lasting value, the reputation of author, publisher, contributors, and editorial board, the quality and importance of illustrations and bibliographies. Value for money, networking and space considerations will also apply.

Collections purchased by the library will be made available to all members of the university community and to all of those with registered borrowing rights, for example through reciprocal access schemes.

2.4 Language

Priority is given to publications in the Irish and English languages. Works published in other languages are acquired where they are required to support the curriculum and research.

2.5 Multiple Copies
The Library may acquire duplicate copies of material contained in current reading lists that are expected to have high use. The need for multiple copies varies by discipline, from as high as one copy per fifteen students to as low as one copy per fifty. A maximum of fifteen copies of any one title is recommended. The growth in the availability of e-books will allow the Library to modify its policy on the purchasing of multiple copies.

For courses where it is anticipated that a large number of copies may be required, it is essential that the department planning the course works out a ratio with the Faculty Librarian, and factors in the costs of purchasing multiple copies in advance.

2.6 Preference for Electronic Formats

There is a growing preference for and extensive use of material in electronic format and although there are variations this seems to apply to all categories of users and across disciplines. Electronic format is the preferred format for high demand textbooks, reference material, journals, indexing and abstracting tools. When selecting material in electronic formats, technical requirements, ease of use and access, remote access and simultaneous access, and the existence of appropriate licencing and archiving requirements will be taken into account to ensure high quality and reliable service.

2.7 Collection Formats

Information resources in all formats are covered.

The Library’s collections comprise:

- Printed material, including books, pamphlets, journals, newspapers, maps, music, prints, engravings, photographs and ephemera
- Electronic resources, such as journals, books, images, manuscripts and archives which are available remotely under licence or free on the internet and
resources which are hosted and owned by the University of Limerick and held in repositories

- University of Limerick theses
- Multimedia items

2.8 Collection Types

2.8.1 Books/Monographs

Core monograph material comprises prime texts and/or recommended readings as listed on module reading lists. The first priority for collection development is to provide for the needs of the University’s taught programmes. All recommended texts will be bought if they are in print subject to budget availability one copy or available in e-format and every effort will be made to acquire out of print books.

Core monograph material is acquired and processed as a priority to ensure it is available when the module commences. It is the responsibility of faculty to provide module reading lists and updates to the Faculty Librarian. Electronic, paper and hardback will be considered for purchase, taking anticipated use and cost into account. Textbooks need to be up to date and the most recent issues purchased, but should not dominate spending in an area. The Library will negotiate with the course leader on the appropriate mix of electronic and print material.

Whenever possible the Library will seek to purchase or licence access to electronic copies of all texts deemed to be in high demand including course related material. Where an e-book is considered, preference will be given to purchase of perpetual access rather than to subscription, except when the subscription model provides for the continuing updating of texts.

The second priority of the Collection Development policy is to maintain and build research level collections. The Library strives to build high quality research collections. In selecting research material preference will be given to titles which strengthen existing collections and support well established and active research areas.
2.8.2 Examination Papers

The Library does not hold UL examination papers. These may be accessed via the University’s Student Portal.

2.8.3 Final Year Project Dissertations

The Library holds sample hard-copy final-year project dissertations that are supplied by departments. The projects are listed in the library catalogue and are returned to the departments on a three-year cycle.

2.8.4 Journals /Periodicals and Serials

The Library subscribes to both print and electronic periodicals. Except in exceptional circumstances, the Library will not subscribe to both formats, and for new titles prefers to subscribe to electronic journals rather than print. The Library will move by continual review of print subscriptions, to electronic journals exclusively, only when ownership of the electronic version or perpetual access can be guaranteed or when essential cost savings are required. Printed versions of journals will be considered where electronic access is not available or where back issues are essential and are not available electronically. A small browsing collection of popular journals will be maintained in print format.

Where high rates of inflation for academic journals make new journal subscriptions prohibitively expensive it may be necessary to consider cancellation and replacement with titles to the same value. Any cancellations of journal subscriptions will take place only after consultation with relevant faculty.

Electronic databases that provide indexing and abstracting are preferred over the print equivalents and consortium purchase is the preferred way to acquire these.

2.8.5 Maps and Drawings

Maps and drawings are purchased as requested in various formats - electronic, canvas and paper - to support teaching and research in the University.
2.8.6 Multimedia Material

The Library prefers online access to internet libraries where image and sound files are correctly licenced for use. However, where online access is not available, faculty requests for multimedia material that support curricular requirements will be supported. Material held in microform will be replaced in electronic format whenever it is feasible.

2.8.7 Newspapers

Access to a range of local and national and some UK newspapers will be provided to support current affairs interests and the overall information needs of the University. Other overseas and foreign language newspapers will be acquired by the Library where they directly support courses.

2.8.8 Official Publications

Official publications currently include Irish government publications, European documentation, statistical series and publications of international organisations.

The Library has had European Documentation Centre status since 1972 and can claim official documentation in print. EU material is published electronically on Europa on the web and is freely available.

The Library will seek to follow best contemporary practice by promoting online access to official publications while maintaining the paper collections. E-government initiatives, including electronic publication and distribution of official publications, are preferred.

2.8.9 Reference Works

A small collection of up-to-date quick reference print materials are held in the Reference Collection as well as an extensive e-reference collection. The Library is moving towards providing reference sources such as directories, encyclopaedias, handbooks and statistical compilations in electronic format only. Reference works are selected by Faculty Librarians taking into account the recommendations of Faculty.
2.8.10 Reserves

Preference will be given to linking to existing licenced material rather than making a new electronic or paper copy and storing locally. All copying must comply with the educational copying provisions of the Copyright and Related Rights Act, 2000.

2.8.11 Theses

The Library retains a print copy of all doctoral and research masters theses completed by University of Limerick students. Theses will be made available electronically, unless embargoed, via the Institutional Repository. The Library does not retain taught masters dissertations. Requests for theses or dissertations of other institutions will usually be filled through inter-library loan.
3. Acquisition of Material

3.1 Categories of Acquisition

The Library will, in consultation with users and in accordance with the policies and guidelines set out in this document, determine the optimum method of access to information resources. This will depend on availability, cost, relevance and other factors as described elsewhere in this document. Access may mean:

- Purchase of or subscription to physical materials, in a variety of formats, to be held in-house;
- Collaborative purchase of/subscription to physical materials to be held at another location but available on unrestricted access or free Inter-Library Loan;
- Purchase of/subscription to electronic information resources;
- Legal deposit;
- Document delivery and inter-library loan;
- Donation.

3.2 Purchase

Material is purchased in a range of formats, as appropriate and as advised by the Faculty Librarian. All acquisition procedures are automated and carried out on a best value for money basis. A range of library suppliers is used to ensure the best available possible service and contractual terms.

3.3 Collaborative Purchase

The Library may enter into collaborative agreements with other institutions to acquire material that is beneficial to the University. There may be a number of reasons for such an agreement, for example.

- Consortial deals offer a greater range of resources or offer a cost saving to the University.
- The cost is too great for any one institution alone to justify.
- As a result of joint application for funds for the specific purpose of acquiring the material.
• The resource may be in electronic format, accessible remotely.

3.4 Subscription/Leasing
Material may be available through leasing arrangements and this option will be used where it provides best value for money.

3.5 Legal Deposit
The University of Limerick Library is a legal deposit library under the Copyright and Related Rights Act, 2000 and is thus entitled to receive one copy of all printed items published in the Republic of Ireland. The Library’s policy is one of selective rather than comprehensive acquisition of such material. Material of direct relevance to teaching and research is claimed in line with criteria outlined in the collection development policy, as well as some material of general interest.

3.6 Inter-Library Loans
The inter-library loans service provides access to material not contained in the Library’s print or electronic collections. The service is aimed primarily at faculty, researchers and postgraduate students. The material obtained by inter-library loan is subject to any quotas or changes in force at the time.

3.7 Donation
The Library welcomes offers of gifts and donations. Material offered will be considered for addition to stock according to the same selection criteria that are applied to purchases of new material. Donations which would support current teaching, and/or complement existing research strengths of the university are welcome.

For reasons of cost and storage the Library reserves the right to accept or decline donations and will balance the value of the donation against the costs of cataloguing and storing the material. The following criteria will be taken into account:

• Level of duplication of existing stock
• Physical condition
• Processing requirements (e.g. binding, repair, conservation)
• Acquisition implications (e.g. display equipment, space, special storage requirements, staff support)
• Restrictions set by donor
• Currency
• Scholarly and commercial value
• Overall cost of addition to stock
• Overall desirability

Financial contributions towards the costs of processing and maintenance are always welcome. Where benefactors wish to donate or bequeath funds to be spent on the purchase and/or processing of items for collections, this process is organised through the University of Limerick Foundation.

Where a donation is accepted, the Library Director will agree the conditions of the donation in writing with the donor. Where a donor wishes to stipulate conditions regarding the material to be donated, the donor is asked to make those conditions clear in writing at the point of offer.

Once accepted, unless otherwise stipulated in conditions made at the point of offer, the Library regards donated material as its own property, and reserves the right to keep or dispose of material at its discretion without further reference to the donor.

3.8 Deposit

Only in exceptional circumstances will items or collections be accepted on deposit and strictly agreed terms will apply. If an item or collection is of exceptional research or teaching value it may be taken on deposit for an agreed period of time to allow a decision on its long-term status. Details of deposit agreement are available in Appendix 2. [Currently being reviewed by the university’s legal advisors.]
3.9 Digitisation

Digitization, the creation of electronic collections with full regard to copyright, is an integral part of developing our collections. As with general collection development, the role of the Faculty Librarian will play a pivotal role in developing digital collections in liaison with academic faculty members.

Digitisation programmes will primarily be limited to University-owned materials to support teaching and research. The identification of items and collections for digitisation is covered by a separate policy document. Factors influencing the schedule for digitization of specific items and collections will include:

- Urgency of research need
- Urgency of teaching requirement;
- Importance of item to the wider scholarly or heritage community;
- Prospect of income generation;
- Ability of requesting department to meet or part-meet costs of digitisation.

3.10 Co-operative Arrangements with other Libraries

Where it is of advantage, co-operative arrangements with other libraries will be agreed. These may include:

1. Reciprocal access arrangements
2. Support for collaborative approaches to purchase
3. Collaborative acquisition, retention, digitization and storage arrangements
4. Collection Management

4.1 Organisation and Description
Library collections are recorded in an online catalogue by individual item record or in the case of manuscripts by a collection-level record. Collections are generally available on open access and are arranged by the Dewey Decimal Classification system. Some collections such as Reference material Special Collections that is not for loan and may only be accessed on site.

Electronic resources are recorded in the same way as physical stock with a direct link to the resource form the library catalogue. Remote access to licenced electronic resources is available to all registered members of the University and is verified through a system of electronic authentication.

4.2 Assessment
All collections are assessed regularly for development, relegation or disposal. Disposal of a collection or of any part thereof will only occur as part of a consultation process with faculty.

4.3 Replacing Material
The Library will attempt to replace books missing from the collection unless the missing item meets the criteria for withdrawal. Alternatives, print and electronic, will be considered to maintain the integrity of the collection, including equivalent texts where no replacement copy can be sourced. Where an item is lost, the full economic value of replacement will be charged.

4.4 Collaborative Collection Management
The Library participates in and supports regional and national initiatives in relation to collection development and collaborative storage.
4.5 Preservation and Security

The Library aims to comply with recognised professional preservation and conservation standards for all collections. In the case of care for digital materials the Library works within digital preservation guidelines.

Library security includes passive and active security processes, including password-protected electronic resources. Unique, rare, vulnerable or especially expensive material, or material of a core local interest can be secured in Special Collections where lending is not allowed.

Security of library resources is paramount and theft will meet with serious disciplinary consequences. The Library follows best international practice and industry standards to protect resources purchased on behalf of the university.

4.6 Binding

Periodical literature is bound where resources permit. Binding priorities are determined by the level of use, vulnerability to theft and mutilation, and expected period of retention. Books that are in demand are bound if it is cost effective to do so. Damaged titles are reviewed regularly and repair, replacement or withdrawals are recommended by the Faculty Librarians.

4.7 Transfers, relegation and disposal

Transfer, relegation and disposal are increasingly important activities in active collection management.

Consultation with faculty on items identified for relegation or disposal will be handled by Faculty Librarians. Faculty Librarians and Reader Services staff will compile lists of what it is proposed should be relegated or withdrawn, and academic representatives will be invited to view the material.

Transfer, in the case of the University of Limerick, refers to the relocation from one collection to another. Relegation is the relocation to a store either - on or off-site.
Disposal is the removal of the physical item by discard, recycling, donation or sale. All are necessary exercises to ensure that the collections remain relevant and responsive to the needs of users.

The same criteria used for initial selection apply to evaluation of existing resources. Additional criteria for deselection or retention of existing resources include condition, usage statistics, estimates of future use, number of copies and space considerations. These will be key determining factors in the transfer, relegation and disposal of some categories of material.

Where it is agreed that material should be withdrawn, the Library Director will be informed in writing and will sign-off on the withdrawal. Intact material in good condition may be offered to other libraries or agencies and book dealers or if in poor condition discarded by recycling.

4.7.1 Criteria for Transfer to Special collections

- Published before 1921
- Manuscripts
- Original photographic prints
- Any items with evidence of important ownership or association
- UL author or UL association
- Limited editions and Private Press publications
- Rare, valuable and fragile items with special attention given to Irish publications

4.7.2 Criteria for Relegation to Store

- One copy of superseded textbooks
- Infrequently used monographs and journals
- Material in minority specialisms which are not currently being taught or researched
• Hard copies of publications now held or accessible in electronic format
• Material to be retained under cooperative or contractual obligations
• Material acquired under Irish legal deposit legislation
• Newspapers, with pre-set dates for length of holding

4.7.3 Criteria for Disposal:

• Textbook material in poor physical condition and beyond repair, particularly where there is a risk of contamination of other material
• Duplicate copies of textbooks not borrowed for five years
• Duplicate copies of textbooks superseded by later editions
• Duplicates of little used monographs, unless local and/or rare
• Duplicate sets of little-used journals
• Duplicates of items held in storage
• Duplicates of little-used material held in another format
• Low use material which is readily available from store or via inter-library loan or document delivery
• Material which is held, or can be acquired, in another, preferred format
• Isolated issues and short or incomplete runs of journals where the title ceased or the subscription was cancelled more than five years previously
• Out-dated reference sources. Retention of most printed reference sources will be for current year only, except for those items of historical research value
• Abstracts and indexing print runs available electronically

5. Review of this Policy

Changes to this policy may be made from time to time in the light of new disciplines and emergency needs. It will be reviewed every three years to ensure it continues to reflect the priorities of the University.

May 2011