# Department of Design and Manufacturing Technology
## Library Collection development & management policy

Mícheál Ó hAodha, Faculty Librarian, Science and Engineering

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1.0 Introduction

The purpose of this policy is to service the research and teaching requirements of faculty within the Department of Design and Manufacturing Technology at the University of Limerick. Consideration must be given to the extensive teaching portfolio conducted by faculty consisting of supervising research PhD Students, taught postgraduates and extensive undergraduate programmes, many of which are interdisciplinary.

1.1 Application

This policy will inform Department and Library decision-making in recommending items for purchase or de-selection. The identification and implementation of key procedures and mechanisms will enable constructive review of existing resources as well as the selection of new resources targeted at areas of strategic growth in Departmental teaching, learning and research.

1.2 Collection Development & Management at university level

The university’s Collection Development & Management policy should be referred to for information on non-department specific information, including for example policies regarding donations, withdrawals, preservation and digitisation.

1.3 Collection Development & Management at faculty level

The Faculty of Science and Engineering is academic home to almost 3,500 students and over 250 enthusiastic faculty and staff. The Faculty offers a wide range of Computing, Design, Engineering, Mathematics and Science programmes, and is committed to developing a collection to support those programmes. The Faculty of Science and Engineering comprises 10 departments: Architecture; Chemical and Environmental Science; Civil Engineering and Materials Science; Computer Science and Information Systems; Design and Manufacturing Technology; Electronic and Computer Engineering; Life Sciences; Mathematics and Statistics; Mechanical, Aeronautical and Biomedical Engineering; and Physics and Energy. The Faculty of S&E offers taught and research programmes at certificate, graduate diploma, bachelor’s degree and master’s degree level, and over 500 researchers are currently pursuing a Ph.D. qualification. Academic programmes are continually reviewed to ensure they meet the requirements of employers as well as national and international bodies. Graduates from the Faculty of S&E are well qualified to make major contributions both to the future of the Irish knowledge-based economy and the global market place. The Faculty of S&E has three world-class research institutes in the areas of materials and surface science, software engineering, and microfluidics and heat transfer, together with a number of highly successful research centres, all of which are underpinned by close links with industry.

2.0 Profile of Department of Design and Manufacturing Technology

The Department of Design and Manufacturing Technology (D&MT) is one of the ten constituent departments that make up the Faculty of Science and Engineering. The Department currently has 21 academic Staff, 12 research staff, 13 technical staff and 2 administrative staff. There are currently approximately 665 undergraduate students and 48 postgraduate students serviced by the department.
The aim of this department is to provide support to the Irish economy by educating engineers and technology graduates in disciplines that they will find both challenging and interesting. The department endeavours to provide this support through the development of new and exciting courses in Design and Manufacture, Technology Management, and Product Design & Technology, graduating many highly skilled and employable students every year.

Strong links with other academic institutions and other departments within the university have also been developed in the maturation of many research initiatives and pedagogical activities. The Department collaborates with the Faculty of Education and Health Sciences in the joint administration of undergraduate teacher education courses in Materials & Engineering Technology (Ed) and Materials & Architectural Technology (Ed), as well as a Graduate Diploma Course in both of these disciplines.

2.1 Department Programmes

**Undergraduate Programmes**

The Department of Design and Manufacturing Technology contributes to the following undergraduate degrees:

**Undergraduate Courses :**

- LM063 - Bachelor of Science Technology Management
- LM076 - Bachelor of Science in Product Design and Technology
- LM119 - Bachelor of Engineering in Design and Manufacture Engineering
- LM094 - Bachelor of Technology in Materials and Architectural Technology (With the college of Education)
- LM095 - Bachelor of Technology in Materials and Engineering Technology (With the college of Education)

The Department of Design and Manufacturing Technology contributes to the following postgraduate courses:

- Safety and Ergonomics, (FT/PT) Grad Dip, MTech
- Computer Aided Enterprise Performance Modelling,(FT/PT) Grad Dip, MTech
- Quality Management (FT) Grad Dip MSc

Industry/Distance Education Courses :
BSc/Diploma in Science and Technology Studies
Diploma in Supply Chain Management - Level 8
BA in International Insurance & European Studies
BSc in Economics and Mathematical Sciences
Specialist Diploma in Lean Systems
Specialist Diploma in Lean Healthcare
Specialist Diploma in Six Sigma
Specialist Diploma in Supply Chain Management
Specialist Diploma in Technology Commercialisation
Specialist Diploma in Innovation Management
BSc in Engineering Science
Masters in Technology Management
Masters in Strategic Quality Management Lean Sigma Systems

2.2 Research Specialisms

The department has four groups of research expertise. These are the:

Enterprise Engineering Research Group
Product Design and Human Factors Research Group
Materials and Automation Research Group
Materials and Surface Science Institute (inter department institute)

For further information on these research groups and current and previous projects, they have been undertaken research in, please visit the groups websites on the following webpage:

http://www2.ul.ie/web/WWW/Faculties/Science_%26_Engineering/Departments/Manufacturing_%26_Operations_Engineering/Research
3.0 Scope

The scope of the collection of resources will reflect the Department’s teaching and research activities and resource management is facilitated by the relationship between the Department and the Faculty Librarian.

3.1 Subject Coverage

All material purchased or otherwise taken into stock should contribute to enriching the scholarly collections identified by the Department as its core areas of teaching and research.

3.2 Classification & Collection Levels

The American Library Association (ALA) collection levels model will be applied in assessing all book requests. Texts considered outside the remit of the Department’s teaching and research areas shall not be purchased.

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<tr>
<th>ALA Collection Levels</th>
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<tr>
<td>Collection Level</td>
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<tr>
<td>Out of Scope</td>
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<tr>
<td>Minimal Level</td>
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<tr>
<td>Basic Information Level</td>
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<tr>
<td>Study or Instructional Support Level</td>
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<tr>
<td>Research Level</td>
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<tr>
<td>Comprehensive Level</td>
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The Glucksman Library uses the Dewey Decimal system to classify material in all formats. The primary classification range for DMT is 670 (Manufacturing), 680 (Manufacture for specific uses) and 690 (Buildings)

Below are listed subjects with Dewey classification and recommended collection level:

<table>
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<tr>
<th>Subject</th>
<th>Dewey Decimal Classification</th>
<th>Recommended collection level (ALA)</th>
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<tbody>
<tr>
<td>Computer science, knowledge &amp; general works</td>
<td>000</td>
<td>3</td>
</tr>
<tr>
<td>Knowledge</td>
<td>001</td>
<td>3</td>
</tr>
<tr>
<td>The book (i.e. Meta writings about books)</td>
<td>002</td>
<td>3</td>
</tr>
<tr>
<td>Systems</td>
<td>003</td>
<td>3</td>
</tr>
<tr>
<td>Data processing &amp; computer science</td>
<td>004</td>
<td>3</td>
</tr>
<tr>
<td>Computer programming, programs &amp; data</td>
<td>005</td>
<td>3</td>
</tr>
<tr>
<td>Special computer methods/ Technology (Applied sciences)</td>
<td></td>
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4.0 Budget

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.

4.1 Distribution within the faculty

The Dean of the Faculty of Science and Engineering working in consultation with the two Faculty librarians allocates funds across the 10 Departments, and the four research themes.

4.2 Distribution within the department

The fund designation for the Department of Design and Manufacturing Technology is currently as follows:

- A Departmental fund: to purchase items on reading and resource lists for modules across the Faculty of Science and Engineering.
- Faculty can avail of a range of Research theme funds depending upon which category their research belongs.

Purchases may include electronic resources not requiring yearly subscriptions.
5.0 Selection of Resources

The Design and Manufacturing Technology collections are composed of a range of subjects which reflect the teaching and research interests of the Department. These resources are evaluated regularly in terms of scholarly merit and relevance to their individual subject field.

5.1 Module and Programme support

The Library will continue to actively review its resources to ensure that modules and programmes at undergraduate and postgraduate level are adequately supported and that the impact on library resources can be correctly assessed.

5.1.1 Reading list items

Reading lists will be given to the faculty librarian prior to the start of each semester, using the agreed procedures for collection of module reading lists. Where possible, items on reading lists will be purchased and placed in the most appropriate collection area (Normal loan, Week loan, or Short Loan Collection), depending on class size and numbers of copies. For items that are difficult to source or considered to be too expensive for lending, the Reference Collection (i.e. Library use only) will be used. Items will be moved between collections, as required, to facilitate maximum use of resources by users.

5.1.2 Research material

Faculty can submit order requests for material which comes under their departmental research requirements and also as relating to any of the Research themes that they engage with.

5.2 Partnership between department and library

The Faculty Librarian liaises with faculty members when making collection development decisions in line with the collection development policy. Together they determine priorities, and decide which material should be acquired, which methods for delivery are most suitable, the number of copies to be purchased.

To ensure the timely purchase of resources, the Faculty Librarian will need to be informed as soon as possible about the following:

- The introduction of new modules
- Any modification to existing modules
- The introduction of new programmes
- Current modules on offer in each programme for the new academic year
- The introduction of new methods of teaching
- The Faculty Librarian monitors usage of the collection and will order replacement
- or extra copies of items due to:
  - Damage
  - Loss
- Multiple requests for an item over a short period of time
- User needs based on information received from Information Desk, Library
- Suggestions for books and online queries

5.3 Procedure for purchase

Items recommended for purchase should contain as much detail as possible including

- Title
- Author
- Date
- Publisher
- Edition
- ISBN

5.3.1 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.

5.3.2 Multiple copies

The Department working in consultation with the Faculty Librarian will decide on the number of multiple copies to be purchased for each module depending on the class size. Normally, a maximum of 15 copies will be purchased for undergraduate classes consisting of 350 students or more, and placed in the Short loans collection.

5.3.3 Item format

5.3.3.1 Print

While there is a growing preference for electronic format, print format continues to be the preferred format for the general book collection. (See 5.4.1.1 for journals policy.)

5.3.3.2 Electronic

Electronic format is the preferred format for high demand textbooks and reference material. (See 5.4.1.1 for journals policy.)

5.3.3.3 Multimedia

When selecting multimedia material – e.g. CDs and DVDs – ease of access will be the priority. The existence of appropriate licencing and archiving requirements will be taken into account to ensure high quality and reliable service.

5.4 Procedure for acquisitions outside the allocated budget
The Library Information Resources Development committee agree the bookfund allocations on an annual basis. Funds for journals and subscriptions are managed centrally.

5.4.1 Journals & Subscriptions

Subscriptions to journals and databases are regularly reviewed. Where new titles are required either a) the department/faculty agree cancellations to the same value or b) departmental funds are allocated to the subscription.

5.4.1.1 Journals format

Electronic format is the preferred format for journals.

5.4.2 National initiatives e.g. IReL

IReL – Irish Research eLibrary - funded resources are reviewed regularly and decisions are made based on a cost per use/value for money model, alongside consultations with faculties and researchers.

5.4.3 Donations

Working in collaboration with the Department the Faculty Librarian will assess any potential donations under the following criteria:

- Contribution to existing scholarly collections.
- Teaching resource.

5.4.4 Legal Deposit

Working in collaboration with the Department the Faculty Librarian will accept Legal Deposit material which meets the following criteria:

- Contribution to existing scholarly collections.
- Teaching resource.

5.4.5 Departmental or faculty funding

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.

6.0 Collections

6.1 Department or Discipline specific collections

Blank

6.2 Location of collections
6.3 Dissertations and theses

Electronic versions of doctoral and research masters theses will be accepted by the library provided the author has not placed an embargo upon them. The Department will retain any electronic versions of theses which have an embargo upon them until it expires.

7.0 Library Support for resource use

The Library is committed to supporting the promotion and use of all information resources. To this end, the Faculty Librarian will continue to work with library colleagues and academics to maximise the exploitation of key Design/Technology sources using accepted international frameworks for information skills delivery to support undergraduate teaching, academic research and postgraduate studies.

The Library will work with the Department to:

- Identify the level and detail of training required
- Identify a suitable place within the timetable to deliver training at point of need
- Identify the most suitable delivery mechanism
- Evaluate the training’s impact on assignment quality via assessment

8.0 Stock Review

Print resources will be reviewed frequently, and the Department consulted regarding the removal of journals and older editions of textbooks. These older editions no longer in use or superseded by a newer version will be transferred to the stores. One copy for each of these texts will be retained for future scholars.

9.0 Future Considerations

The Library is committed to aligning the provision of information resources to the strategic priorities of the Department. Identification of best practice will facilitate effective resource management to support the teaching and research of the Department. Issues impacting on planning include:

- Future trends in Design and Manufacturing Technology research.
- The development of inter-disciplinary and thematic research
- The provision of lifelong learning and information skills to library users whether full-time or distance learners.

10.0 Review of Policy
This policy will be reviewed and updated on an ongoing basis by the faculty librarian and the Head of Department.

11.0 Contributors

Mícheál Ó hAodha, Faculty Librarian (Science and Engineering)

Appendices

November, 2012