# Department of Civil Engineering and Materials Science (CEMS)
## Library Collection Development & Management Policy

Liz Dore, Science and Architecture, Librarian.

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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 Civil Engineering and Materials Science, Faculty of Science and Engineering, University of Limerick. Consideration is given to the extensive teaching portfolio conducted by faculty, consisting of supervising research students at Master and PhD levels, taught postgraduate and undergraduate programmes, many of which are interdisciplinary.

1.1 Application

This policy will inform Departmental and Library decision-making in recommending and selecting items for purchase or for 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 importance to the Department.

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 the Department of Civil Engineering and Materials Science

The Department of Civil Engineering and Materials Science is currently comprised of 16 full-time academic staff, 6 full time and one part-time technical staff, and 2 administrative support staff. The academics include 1 Chairs, 2 Associate Professors, 1 senior lecturers, 7 lecturers (above the bar), and 2 lecturers (below the bar). The technical staff consists of a chief technical officer and the remainder are senior technical officers.
The role of the Department is:

- to provide research and educational leadership to our students;
- to conduct applied and fundamental research, to world class standards, in the areas of Civil Engineering, Management of the Built Environment, Wood Science and Materials Science;
- to disseminate knowledge of these subjects in society;
- to promote within ourselves and in our students the courage to question accepted wisdom;
- to develop students who are critical thinkers, who are knowledgeable, and who are self-motivated to learn, solve problems and improve themselves.

The Department carries out this role subject to the policies of the Academic Council, UL senior administration, and the Faculty Board of the Faculty of Science & Engineering and guided by the UL Strategic Plan.

In all Departmental activities, the academic freedom of faculty members in their teaching, their research, and their professional development is respected and supported. Likewise the rights and fair expectations of staff and students are respected and supported. The Department enjoys proactive cooperation and mutual respect between academic, technical and support personnel which has enabled it to adapt and transition effectively in the past few years. Likewise, a productive research environment requires positive and adequately resourced and supported contributions from postgraduate and postdoctoral researchers. Undergraduate laboratory-based teaching depends on the cooperation of postgraduate students as demonstrators. Safety is of crucial importance in all Departmental activities.

Because its functions are many and varied, an important goal for the Department is to retain flexibility to adapt and respond appropriately to changes in, for example, government and university policy, the job market and school leavers’ qualifications and degree preferences.

2.1 Department Programmes

Undergraduate Programmes

The Department of Civil Engineering and Materials Science provides the following undergraduate degrees:

- Bachelor of Science in Wood Science and Technology
- Bachelor of Science in Construction Management and Engineering
- Bachelor of Engineering in Civil Engineering

And provides service taught modules to many science and engineering programmes in the area of materials science and engineering design.

Graduate Programmes

The Department hopes to provide the following masters programmes for September 2014

- Masters of Advanced Engineering Materials
Masters of Biomedical Device Materials
Masters of Electronic & Nano-Materials

2.2 Research Specialisms

Building on the pedigree and reputation in Materials Research established over the years, our goal as a department is to conduct innovative and substantive research in Civil Engineering, Management of the Built Environment, Wood Science and Technology, and Materials Science. Faculty may select research projects in accordance with their interests, expertise, collaborations and funding opportunities. Many faculty are members of the Materials & Surface Science Institute (MSSI) and have links with the Stokes Institute and the Charles Parson’s Initiative (CPI). Information on institutes and centres is available in the research section of the UL website. To encourage the formation of larger groupings, faculty are increasingly encouraged to become members of institutes, as appropriate.

Research areas within the department include: Smart Materials, Metalurgy, Optical Fibres, Wood science, Advanced Composites and Nano Composites, Energy Sustainability, Soil Mechanics, Transport and Travel, Water and Hydrology.

Research Institutes

Materials & Surface Science Institute (MSSI)

2.3 Relationships with other Departments, Faculties, Universities and Industry

As mentioned above the Department delivers modules in Materials to many degree programmes across the Faculty of Science and Engineering and modules in engineering design to the School of Architecture. Interaction with Departments outside the Faculty of Science and Engineering are few and far between. Some effort is going into interaction between Construction Management and the Project Management team in the Kemmy Business School while other interactions are ad-hoc on an individual basis.

Interaction with other Universities occurs mainly through the external examiner system and through research activity with, such as, EU funding and with Thesis examinations and exchange of examiners for such activity.

The Dept has considerable industrial research activity still in the Materials areas and a developing research activity in the Civil and Built Environment space. The Dept is very pro-active with the COOP industrial placement and follow-up.

3.0 Scope

The scope of the collection of resources will reflect the Department’s teaching and research activities and resource management will be 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.

<table>
<thead>
<tr>
<th>ALA Collection Levels</th>
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<tbody>
<tr>
<td>Collection Level</td>
</tr>
<tr>
<td>Out of Scope</td>
</tr>
<tr>
<td>Minimal Level</td>
</tr>
<tr>
<td>Basic Information Level</td>
</tr>
<tr>
<td>Study or Instructional Support Level</td>
</tr>
<tr>
<td>Research Level</td>
</tr>
<tr>
<td>Comprehensive Level</td>
</tr>
</tbody>
</table>

The Glucksman Library uses the Dewey Decimal system to classify material in all formats. The primary classification range for Civil Engineering and Materials Science is 620. Below are listed subjects with Dewey classification and recommended collection level:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Dewey Decimal Classification</th>
<th>Recommended collection level (ALA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Law</td>
<td>343.78690417</td>
<td>3</td>
</tr>
<tr>
<td>Fluid Mechanics</td>
<td>532</td>
<td>3</td>
</tr>
<tr>
<td>Technology</td>
<td>600</td>
<td>3</td>
</tr>
<tr>
<td>Technical drawing</td>
<td>604.2</td>
<td>3</td>
</tr>
<tr>
<td>Biomedical Engineering</td>
<td>610.28</td>
<td>3</td>
</tr>
<tr>
<td>Engineering Design</td>
<td>620.0042</td>
<td>3</td>
</tr>
<tr>
<td>Engineering Mathematics</td>
<td>620.10015</td>
<td>3</td>
</tr>
<tr>
<td>Mechanics of Solids</td>
<td>620.105</td>
<td>3</td>
</tr>
<tr>
<td>Engineering materials</td>
<td>620.11</td>
<td>3</td>
</tr>
<tr>
<td>Wood</td>
<td>620.12</td>
<td>3</td>
</tr>
<tr>
<td>Masonry materials</td>
<td>620.13</td>
<td>3</td>
</tr>
<tr>
<td>Ceramic and allied materials</td>
<td>620.14</td>
<td>3</td>
</tr>
<tr>
<td>Metals</td>
<td>620.16</td>
<td>3</td>
</tr>
<tr>
<td>Ferrous metals</td>
<td>620.17</td>
<td>3</td>
</tr>
<tr>
<td>Nonferrous metals</td>
<td>620.18</td>
<td>3</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>624</td>
<td>3</td>
</tr>
<tr>
<td>Foundation engineering and engineering geology</td>
<td>624.15</td>
<td>3</td>
</tr>
<tr>
<td>Supporting structures other than foundations</td>
<td>624.16</td>
<td>3</td>
</tr>
<tr>
<td>Structural analysis and design</td>
<td>624.17</td>
<td>3</td>
</tr>
<tr>
<td>Materials</td>
<td>624.18</td>
<td>3</td>
</tr>
<tr>
<td>Underground construction</td>
<td>624.19</td>
<td>3</td>
</tr>
<tr>
<td>Hydrology &amp; Water Engineering</td>
<td>627</td>
<td>3</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>670</td>
<td>3</td>
</tr>
<tr>
<td>Manufacturing Technology</td>
<td>670.42</td>
<td>3</td>
</tr>
<tr>
<td>Optics</td>
<td>681.25</td>
<td>3</td>
</tr>
<tr>
<td>Building Regulations</td>
<td>690</td>
<td>3</td>
</tr>
<tr>
<td>Architecture</td>
<td>720.9</td>
<td>3</td>
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</tbody>
</table>
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

Book fund allocations are distributed across all departments within Science and Engineering.

4.2 Distribution within the Department

The fund designation for the Department of Civil Engineering and Materials Science is as follows:

- A Departmental fund: to purchase items on reading and resource lists for modules across Civil Engineering and Materials Science.

Purchases may include electronic resources not requiring yearly subscriptions

5.0 Selection of Resources

The Civil Engineering and Materials Science collection is 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.

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
- Introduction of new faculty with novel research interests
- 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 Purchasing Procedure

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

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

Requests to support Teaching and Learning should, additionally, specify the module name, the estimated number of students taking the module, programme name and year of programme.

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 or Acquisitions Outside the Allocated Budget

The Library Information Resources Development committee agree book fund allocations. 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

6.2 Location of Collections

The main collection is located on Level 1 of the Glucksman library. Older material not heavily used is located in the Garden Level.

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 Civil Engineering and Materials Science 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 Civil Engineering and Materials Science research.
- The development of inter-disciplinary and thematic research
- The provision of lifelong learning and information skills to library users

10.0 Review of Policy

This policy will be reviewed and updated on an on-going basis by the faculty librarian and the Head of Department.

11.0 Contributors

Liz Dore, Science and Architecture, Librarian.

Prof.Conleth Hussey, Head, Civil Engineering and Materials Science (CEMS).

Appendices

*October, 2013.*