



UNIVERSITY OF
LIMERICK
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Collection Development and Management Policy

Glucksman Library
University of Limerick

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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, deposit or donation.

The policy is designed to respond to a range of variable factors, including changing research and teaching approaches and the strategic direction of the University. The library will monitor funding levels, changes to purchasing and licensing models, developments at national level in the areas of collaborative storage and consortia acquisition opportunities that may impact on the effective implementation of the policy.

This policy seeks to actively manage the collections and pursue a balance between acquisition, relegation and disposal.

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's priorities in building its collections are:

- To acquire (provide?) materials in formats that support the teaching aims of programmes at UL. This includes the provision of reference materials, set texts and recommended reading material.
- To acquire (provide?) materials in formats that support collections for postgraduate and academic research.
- To provide a wide ranging collection that supports lifelong learning.

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 committees, faculty librarians and other stakeholders.

There are individual policies which detail collection development and collection management in

- Special Collections & Archives
- The UL 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 information resources 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

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 academic 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 locations and categories. 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 purchase 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 as part of the planning process for the programme.

2.3 Selection Criteria

The range and level of subjects available in library collections reflects the scholarly mission at the University and reflects UL's position as the Mid West's University. Acquisition at subject level will reflect the changing academic priorities of departments and faculty members and the strategic priorities established by the university.

Resources are evaluated using a range of criteria including

- Reputation of author, publisher, contributors and editorial board
- Relevance to curriculum
- Alignment with University's research agenda
- Value

Collections purchased by the library will be made available to all members of the university community and to readers through reciprocal access schemes and external borrower arrangements.

There is a growing preference for material in electronic format thereby facilitating remote and simultaneous access, integration in to virtual learning environments, facilitating a blended approach to teaching. Appropriate licencing and archiving requirements will form part of the decision making for the library when acquiring electronic resources.

2.4 Language

Priority is given to items published in English and Irish. 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 multiple copies of material contained in current reading lists. The need for multiple copies varies by discipline. A maximum of fifteen copies of any one title is recommended. The growth in the availability of e-books will allow the library to supplement printed copies with electronic equivalents.

For courses where it is anticipated that multiple copies of textbooks may be required, it is essential that the department planning the course works speaks to 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.

3 Collection Formats

Material is collected in various formats.

- Printed material, including books, journals, newspapers, maps, music scores
- Electronic resources, such as journals, books, images, manuscripts and archives which are available remotely under licence, or freely available online, and resources which are hosted and owned by the University of Limerick and held in repositories
- University of Limerick theses
- Multimedia recordings and presentations, including copies made under licence

3.1 Collection types

3.1.1 Books

Prime texts and/or recommended readings as listed on module reading lists are a priority to provide for the needs of the University's students at undergraduate and postgraduate level. All prime texts will be bought if they are available in print or e-book format and every effort will be made to acquire out of print books.

It is the responsibility of faculty to provide module reading lists and updates to the Faculty librarian in a timely manner so that prime texts are available to students when the module commences. 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 editions purchased, ~~but should not dominate spending in an area.~~ The Library will discuss the appropriate mix of electronic and print material with the course leader

Whenever possible the library will seek to purchase or licence access to electronic copies of 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 Collection Development policy supports the development of research level collections for the University that are in alignment with the University's published strategic areas.

3.1.2 Reference Works

The Library is moving towards providing reference sources such as directories, encyclopaedias, handbooks and statistical compilations in electronic format only. Printed reference materials are held in the Reference Collection.

3.1.3 Subscriptions and Serials – electronic and print

The Library prefers to subscribe to electronic journals. Printed versions of journals will be considered where electronic access is not available or where back runs are essential and are not available electronically.

The Library prefers the electronic format of bibliographic databases and where resources permit, will provide access to the full text of articles in electronic format.

Cancellation of print subscriptions will be considered when ownership of the electronic version or perpetual access can be guaranteed or when essential cost savings are required. Where high rates of inflation and other environmental factors make new journal subscriptions prohibitively expensive it might be necessary to consider cancellation of other titles to the same value in order to consider alternative subscriptions. Cancellations of journal subscriptions will take place only after consultation with relevant faculty.

3.1.4 Digital Assets

The Library prefers online access to image and sound files that are correctly licenced for use. However, where online access is not available, faculty requests for multimedia material that support curricular requirements will be considered.

3.1.5 Course Reserves

Links will be provided to existing licenced material where these are required to support teaching and research. Where none exist, copyright cleared digital replicas can be created for teaching and research purposes. All copying must comply with the educational copying provisions of the [Copyright and Related Rights Act, 2000](#).

3.1.6 Music

The Library has a preference for digital audio files. During the transition from analog, and in support of the curriculum the library will acquire and accept music in a range of appropriate formats and securely store these for access by the campus community. Performance scores will be purchased in both ‘school’ and ‘concert’ format. Community access to music resources will be granted through MUSICPal.

2.8.4.2 Maps

The library will licence digital GIS material on behalf of the University from providers such as the Ordnance Survey of Ireland. Maps and datasets that are required to support teaching and research in the University may be purchased in formats appropriate to the identified need.

3.1.7 Current Affairs and News

The library maintains a selection of local, national and some international titles in print, supporting teaching and research and serving as a resource to the University community. Increasingly, the consumption of media is taking place on digital platforms and this preference will be among the factors that guide library acquisitions in current affairs and news.

3.1.8 Official Publications

Official publications including Irish government publications, European documentation, statistical series and publications of international organisation are increasingly available online.

The Library will seek to follow best contemporary practice by promoting online access to official publications while maintaining the paper collections. Electronic distribution of official publications is preferred.

The University's European Documentation Centre, established in 1972, claimed official documentation in print. EU material is published and freely available from Europa.eu and the library's [LibGuide to European Documentation](#) is a valuable source of information on EU information.

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

3.1.9 Unpublished works

UL Theses

The Library retains a print copy of all doctoral and research masters theses completed by UL students. Theses will be made available electronically, unless embargoed, from 2010 via the [Institutional Repository](#). Requests for theses or dissertations of other institutions will usually be filled through inter-library loan.

3.1.10 Microfilm

Published microfilm collections will be held by the library.

4 Acquisition of Material

4.1 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. Contemporary acquisition methods including the use of digitisation services will be used. The provision of information resources 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
- Licensing or leasing of electronic information resources
- Legal Deposit
- Inter-library loan
- Donation
- Digitisation

4.1.2 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 possible service and contractual terms available.

4.1.3 Collaborative Purchase

The Library may enter into collaborative agreements with other institutions to acquire material whenever it is beneficial to the University. There may be a number of reasons for such an agreement, for example, one or more of the following:

- Big 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.

4.1.4 Subscription/Leasing/Licensing

Material may be available through leasing arrangements and this option will be used when it provides best value for money.

4.1.5 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.

4.1.6 Inter-Library Loans

The inter-library loans service provides access to material not contained in the Library's print or electronic collections. This online service is aimed primarily at faculty, researchers and postgraduate students.

4.1.7 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.

A donation can be accepted on the basis of a donation agreement, signed by the Library Director/his or her nominee, and the donor.

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.

4.1.8 Deposit

In exceptional circumstances items or collections will 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. Proposals to deposit will be considered by the Library Director on a case by case basis. A deposit will only be accepted on the basis of a deposit agreement, signed by the Library Director/his or her nominee, and the depositor.

4.1.9 Digitisation

Digitisation, 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 digitisation of specific items and collections will include:

- Research need
- Teaching requirement;
- Importance of item to scholarly or heritage community;
- Prospect of income generation;
- Ability of requesting department to meet or part-meet costs of digitisation.

5 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 or in the Library Store or the University's Automated Reserve Collection (ARC) and are arranged by the Dewey Decimal Classification. Some collections such as Reference material that is not for loan and Special Collections may only be accessed and used on site.

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

5.1 Assessment

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

5.2 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 to the person's account that is responsible for the loss.

5.3 Collaborative Collection Management

The library participates in and supports regional and national initiatives in relation to collection development and collaborative storage.

5.4 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 & Archives 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.

5.5 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. Damaged 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.

5.6 Transfers, relegation and disposal

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

Consultation with academic colleagues 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.

5.6.1 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

5.6.2 Criteria for relocation to Library 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

5.6.3 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 5 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
- Superseded reference sources
- Abstracts and indexing print runs available electronically

6 Implementation and Review

The effectiveness of the policy is dependent on the timely provision of information by faculty, departments and schools about teaching and research needs.

This policy will be reviewed in line with the University's Quality Management Systems timelines.