

Dublin City University Library
COLLECTION DEVELOPMENT POLICY

December 2003

Contents:

1. Introduction
2. Aims of Collection Development Policy
3. Guiding principles
4. Budgetary considerations
5. Sources of Library Material
 - o Purchased material
 - o Legal Deposit
 - o Donations
 - o Material deposited by the university
 - o Inter Library Loans
 - o Web sites
6. Resource selection and Collection Management
 - o Selection
 - o Deselection
 - o Replacement
 - o Collections
 - Books - Main Lending
 - Books - Short Loan
 - Reference Material
 - Print Journals
 - Electronic Journals
 - Newspapers
 - Theses
 - Videocassettes and DVDs
 - Government Publications
 - Statistics
 - Special Collections
7. Policy Review

1. Introduction

Academic libraries today operate in an environment of rapid change and development. Significant changes taking place in scholarly publication, new approaches to teaching and learning, increased research activity, the rising cost of information, changing user profiles all present challenges for libraries. While print still remains very important the significance of digitised information is increasing. A strategic approach to the development of library information resources is essential. This document outlines the policy which guides the library in the development and management of its collections.

2. Aims of the Collection Development Policy

- o To support the teaching, learning and research endeavours of the university.
- o To ensure a coordinated and strategic approach to the development of the library's collections.
- o To ensure that resources are allocated equitably.

3. The policy is informed by a number of guiding principles

- o Intellectual freedom.
- o Equitable access to all users.
- o Open access to scholarly material. The library supports this principle by involvement in global initiatives for open access.
- o Cooperation between academic institutions. The library is a member of appropriate cooperative arrangements providing reciprocal access to library collections.
- o The provision of alternative means of access to information, where such information cannot be provided directly. This is in recognition that no academic institution can hope to fully meet the information demands of its user community.
- o The development of the library's collections is informed by close cooperation between the library and the academic community. Final responsibility for determining priorities rests with the library.
- o Collections are developed to specifically support the teaching and research disciplines engaged in by the university.
- o The collections of DCU's constituent colleges, Colaiste Phadraig and Mater Dei form an important element of the overall resources accessible to members of the three institutions.
- o The policy outlined in this document refers to DCU library only.

4. Budgetary considerations

Information provision, the library's core service to the academic community, operates in an environment of tightening financial constraints. The challenge of significant ongoing collection development initiatives is set against a background of continuous inflation in information resource costs. The annual inflation rate of information costs is far in excess of library budget increases. Increasingly, the library subscribes to major electronic resources as part of consortia with other CHIU member libraries. Such consortial arrangements enable access to expensive resources which might not be otherwise available.

o Budget Allocation

The annual University budget allocation funds the majority of library resources. The Information Resources budget represents a high proportion of the library's non-pay allocation. The information budget comprises a number of funds including Subscriptions (print and electronic), Books, Inter Library Loans, Preservation. Annual subscriptions to journals and databases currently account for approximately 75% of the Information Resources budget. Funds for subscriptions are first top-sliced with the balance being allocated to the remaining funds. Within

each fund, an allocation is subsequently made to each school. In some cases, schools redirect portions of their own budgets to the library in support of information resources.

5. Sources of Library Material

o Purchased material

The majority of library resources are purchased. Material is bought from a range of library suppliers, ensuring the best possible service and financial deals available. Material is acquired in a range of formats, as appropriate.

o Legal Deposit

Under Copyright legislation, DCU is 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. Material of general interest is also retained.

o Donations

Some library material is received via donation. While the library welcomes such gifts, the principal criterion for acceptance is relevance to the collection. Storage implications and the likelihood of material being made available in the library catalogue within a reasonable time scale may also be considered. Donations are accepted on condition that the library is free to dispose of them however it deems appropriate.

o Material deposited by the university

The University normally places one copy of theses submitted for higher degrees (Ph.D. and research Masters) in the library for consultation.

o 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 staff and research students.

o Web sites

An increasing amount of high quality information is available via the world wide web. Through subject portals the library provides access to selected high-quality material of direct relevance to programmes and research.

6. Material Selection and Collection Management

o Material selection

The majority of material selected is based on recommendations made by academic staff in support of current programmes and research endeavours. Subject Librarians have designated collection development responsibilities in their specific subject areas.

Selection Criteria

Selection decisions for print and electronic material are based on the following considerations, as appropriate:

- ✓ Relevance to teaching or research needs
- ✓ Scope and content
- ✓ Quality
- ✓ Currency
- ✓ Price

- ✓ Durability
- ✓ Accessibility and ease of use
- ✓ Choice of format
- ✓ Anticipated level of use
- ✓ Historical interest

o Deselection

While the library's selection policy aims to ensure the high quality of the library's collections, deselection supports that aim by removing materials no longer deemed suitable to the collections. Material deselected from one collection may be transferred to another collection, to storage, donated to another library or discarded.

Deselection criteria

Deselection decisions for print and electronic material are based on the following considerations, as appropriate:

- ✓ Infrequency of use/potential use
- ✓ Availability of other materials in the field
- ✓ Lack of subject relevance
- ✓ Lack of historical importance
- ✓ Prohibitive cost of continued subscriptions
- ✓ Poor condition
- ✓ Superseded editions
- ✓ Duplication
- ✓ Space constraints

o Replacement policy

Where material is deemed to be lost from the collection, replacement will be considered subject to normal selection criteria and availability.

o Collections

The library's collections are strategically developed to support academic programmes and research within the university. Increasingly library information is held in electronic format. The term 'collections' as used in this document refers to print material held in the library and also electronic resources to which the library subscribes. Access is also provided to selected high-quality subject gateways and web sites.

The continued evolution of scholarly publication has changed the way in which information is made available to libraries. As publishers make the shift from print to electronic format the tendency is to tie print and electronic formats together, and/or to 'bundle' titles in electronic packages. For libraries the issue is not simply one of deciding which is the most appropriate format. A complexity of issues is involved including accessibility, archiving, ongoing access where subscriptions cease, lack of choice in bundled deals, varying VAT rates applied to different formats, library resource management.

Simple decisions are not possible while operating in such a volatile and complex environment. The library continually reviews the effectiveness of the way in which information is packaged both at the broader level and on a case by case basis. As the publishing environment matures and new subscription models emerge, libraries will continue to attempt to achieve optimum benefit from the various combinations of formats. Our policy in this regard may be driven in large measure by developments in scholarly publication and the emergence of the open access

environment. The library will engage in consultation with its academic colleagues on the best way forward. For the foreseeable future the hybrid environment will prevail.

Main Lending Collection

The bulk of the library's print monographs are contained in this collection. In support of all taught programmes the library aims to acquire all monographs recommended on module reading lists. The collection is dispersed between two subject floors and is available for borrowing.

Short Loan Collection

This collection comprises core textbooks as recommended by academic staff. A limited number of photocopied articles and lecture notes are also held subject to strict guidelines governed by the Copyright and Related Rights Act, 2000. Multiple copies of core textbooks are purchased subject to agreed student/copy ratios. The upper limit is one copy per ten students, applied where appropriate. Academic staff are requested to review their core text reading list material held in this collection on an annual basis. Maximum circulation of this material is ensured through the application of appropriate borrowing regulations.

Reference Collection

The library aims to provide access to a collection of reference and bibliographic material covering specific subject disciplines and broad areas of general knowledge. The currency of this material is maintained as far as possible. While mainly a print collection, it is supported by material in electronic format where appropriate. Web access is provided to an increasing number of reference resources, particularly official publications and companies information. While certain publications and databases are still accessed via CD-ROM, it is Library policy to migrate to web-mediated resources where possible. This is a non-circulating collection.

Print Journals

The library's collection of print periodicals supports both teaching and research needs. This collection represents a major annual resource commitment. Subscriptions are therefore closely monitored, with regular reviews carried out in collaboration with the academic community. To assist in long-term preservation, journals are bound where possible. The capacity for binding of stock is subject to budgetary constraints. This collection is non-circulating.

Electronic Journals

Academic journals are increasingly available electronically and are subscribed to individually and as part of major subject databases. The library subscribes to a large number of key electronic research databases. Most are collections of full text journals and journal abstracts. It is the library's policy to make such material available remotely where licences permit. Access is provided through the library website.

Videocassette and DVD Collection

The library holds an extensive video/DVD collection. Preference is given to DVD format where material is being purchased or replaced. This material is available for borrowing on a twenty-four hour basis.

Newspapers

The library holds current copies of the principal Irish national daily and Sunday newspapers and some international newspapers. These are kept for a number of months and then discarded. The Irish Times and Irish Independent are kept in paper format until replaced by microform. The Irish Times microfilm extends from 1965 to the present. The Irish Independent microfilm extends from 1999 to the present. A print archive of the Irish Times and Irish Independent is

available for in-house consultation covering the period 2001 to date. Online access is also provided to an extensive collection of international newspapers via the library web site. Print newspapers are non-circulating.

Theses

In accordance with university regulations, one copy of all theses submitted in support of higher degrees (Ph.Ds and research Masters) is deposited in the library. The library also holds one copy of all dissertations submitted in support of taught Masters programmes. Where theses or dissertations are accompanied by material in digital format, the library will also hold a copy of the digital material. Dissertations are held on open access while theses are held on restricted access. Both are available for consultation purposes only.

Irish Government publications

The library aims to maintain an extensive collection of Irish Government Publications. The vast majority of this collection is acquired under Legal Deposit legislation. A high proportion of government publications is also available electronically through the Irish Government's web site and it is the library's policy to promote access to such information via its website.

Statistics Collection

It is library policy to maintain a comprehensive print collection of official Irish statistics. The library receives official Irish statistics under Legal Deposit. Where possible electronic access is also provided to Irish and selected other official statistics.

Special Collections

A special collection of primary research material is currently being developed. Initially, this is intended to provide support for research in the area of journalism and communications, and will consist of information in all formats, from autograph manuscripts to electronic information. Its development will depend largely on donations, both for the accommodation of the collection, and for the acquisition of items for the collection.

7. Policy Review

This policy is flexible and subject to ongoing review and can be amended to reflect changes in university teaching and research.