



DCU Library, Special Collections & Archives Directorate

Collection Development Policy

1. Introduction

DCU Library's Special Collections & Archives Directorate (SC&A) preserves, manages and provides access to research collections in line with international best practice. This collection development policy is a commitment to our users, communities, and university, and part of an ongoing process to ensure our approach is active and transparent.

2. Collecting Areas

We acquire extensive holdings through donations, bequests and strategic cooperation, developing valuable collections of early and modern manuscripts, early printed books, rare monographs, periodicals and pamphlets, and archives of leading national and international figures and organisations. Our research disciplines include education, literature, media and journalism, politics, philosophy and theology, where DCU has strong academic profiles.

3. Collecting Priorities

We prioritise visibility, expertise and connectedness. In developing and managing our collections, we have a number of strategic focuses:

- To acquire new collections, augment existing collections and identify emerging research themes distinctive to the University;
- To develop a theme around the University memory, its culture and its core research;
- To preserve in perpetuity, as part of the national and international documentary heritage, these and other unique, rare or distinct resources;
- To make collections available in a timely manner onsite and, where possible, online.

4. Collecting Considerations

Donations and acquisitions place substantial demands on our resources, and we have to manage the order in which we process and provide access to our collections. It is our policy to prioritise collections which relate directly to the University's research priorities.

Where we are offered donations, or are prioritising existing collections, we will give precedence to projects where funding or resources are provided by donors or third parties. Any such assistance is warmly welcomed by the Library.

We actively gather information about our collections from the point of accessioning onwards, to manage and provide meaningful onsite and online access. For example, collections are often enhanced through donor oral histories and other individuals whose stories augment collections.

Although most of our collections are rooted in recognisable disciplines, many reflect the outstanding roles people or organisations have played as innovators, leaders and pioneers, creating new realities and legacies in their fields.

We have holdings in physical and digital formats. Our physical resources are stored in controlled environmental conditions, and can be consulted through the Special Collections & Archives Reading Room in the O'Reilly Library, Glasnevin Campus, Dublin 9. Our digital collections are managed onsite in DCU with professional partners to ensure their security, accessibility, and usability over time.

We will generally not collect or retain:

- Cuttings or clippings from or copies of periodicals or other publications;
- Reproductions or duplicates of materials already held by DCU or by other repositories; or
- Materials in formats which fall outside technical and preservation capacities.

Policy review procedure: This policy will be reviewed and published annually.

Date at which this policy is due for review: July 2022