

GMIT LIBRARIES
(Galway, Mayo & CCAM)

**Collection Development
Policy**

January 2014

Table of Contents

Introduction	1
Scope	1
1. Policy Objectives	1
1.1 Mission and Strategies	1
1.2 Library Community	1
1.3 Library Collections	1
2. Collection Policies	1
2.1 Books	1
2.1a Core & Recommended Readings	1
2.1b Reference Material	2
2.1c Reserve	2
2.1d Research Level Material	2
2.1e Special Collections	2
2.1f Government Publications	2
2.1g Literature / Fiction	3
2.1h Local History	3
2.1i Languages	3
2.2 Journals	3
2.2a Print Journals	3
2.2b Newspapers	3
2.2c Newsletters and Free Magazines	3
2.2d Binding Policy	3
2.3 Online Resources	3
2.3a Databases	3
2.3b E-Journals	3
2.3c E-book	4
2.3d Repository	4
2.4 Theses / Dissertations	4
2.5 Exam Papers / Scanned Documents	4
2.6 Annual Reports	4
2.7 Non-Print Media	4
2.8 Other Items	4
2.8a GMIT Archive	4
2.8b Map Collection	4
2.8c Ephemera	5
3. Resource Selection	5
3.1 Books	5
3.2 Journals	5
3.3 Online Resources	5
3.4 Theses / Dissertations and Exam Papers	6
3.5 Non-Print Media	6
3.6 Maps	6
3.7 Archived Items and Ephemera	6
3.8 Donations	6
4. Collection Review and Evaluation	6
5. Stock Withdrawal	7
5.1 Relegation	7
5.2 Stock Preservation	7
5.3 Weeding / Disposal	7
6. Access v. Ownership Policies	8
References & Figs.	9

Introduction

GMIT Library Collection Development Policy is a guidance document primarily aimed at GMIT staff involved in Library resource selection. It also serves as a framework for the acquisition, development and enhancement of the Library's collection, and suggests criteria for collection retention, preservation and withdrawal.

This document is a 3rd revised edition of GMIT's inaugural Collection Development Policy (2010), and has been updated to reflect changes in library acquisition procedures and collection formats. It is now the objective of this CDP that a review be carried out by the relevant Library staff on an annual basis, in keeping with the Library's strategy to acquire and maintain resources of relevance to the teaching and learning needs of the Institute at any given time.

Scope

For the purposes of this document, 'GMIT Library' refers to the Galway, Mayo and CCAM (Centre for Creative Arts and Media) campus libraries collectively.

Section 1 Policy Objectives

1.1. Mission and Strategies

Both GMIT Libraries' outgoing (2007 – 2012) and new (2013-2016) Strategic Plans feed into a Collection Development Policy, which is 'designed and implemented to provide a diverse range of learning resources for all our users'¹. The Learning and Teaching strategies of the plan state that the Library will "continue to enhance print and online collections to support the needs of all library users"²

The above strategies serve to support the first part of the Library's Mission: "to promote a learning culture within GMIT by acquiring, organising, disseminating and providing access to learning resources and services in a supportive environment."³

1.2 Library Community

GMIT Library's principal user group is institute stakeholders, i.e. students and staff of GMIT. The institute libraries are also open to fee-paying external members on a limited service basis.

1.3 Library Collections

The Library's main collections (both print and electronic) serve to meet the needs of the principal user group mentioned above, be they using the library on-site or remotely. Whilst a large quantity of GMIT Libraries' existing collection is in the print medium, there is now a recognised demand for online collections, particularly since the introduction of the faceted approach to searching the library catalogue and making the Summon discovery system the libraries default search. This policy recommends the purchase of items in electronic media where they may be accessed on or off-site by 2 or more users simultaneously and represent value on a cost-benefit analysis scale.

Section 2 Collection Policies

2.1 Books

As stated in 1.3 above, books in the printed medium continue to be acquired as part of the library's overall collection.

For the purpose of this document, books are divided into different categories.

2.1a Core and Recommended Readings

The Institute Library aims to comprehensively cater for students on GMIT programmes, and works in consultation with library selectors from the institute's academic departments to ensure adequate provision is made of items chosen by module co-ordinators as core and recommended readings on each course. The selection section of this policy suggests copy numbers for various levels of suggested material and this will be adhered to where funding permits. Subject Librarians are in place to ensure communication with the academics in each School.

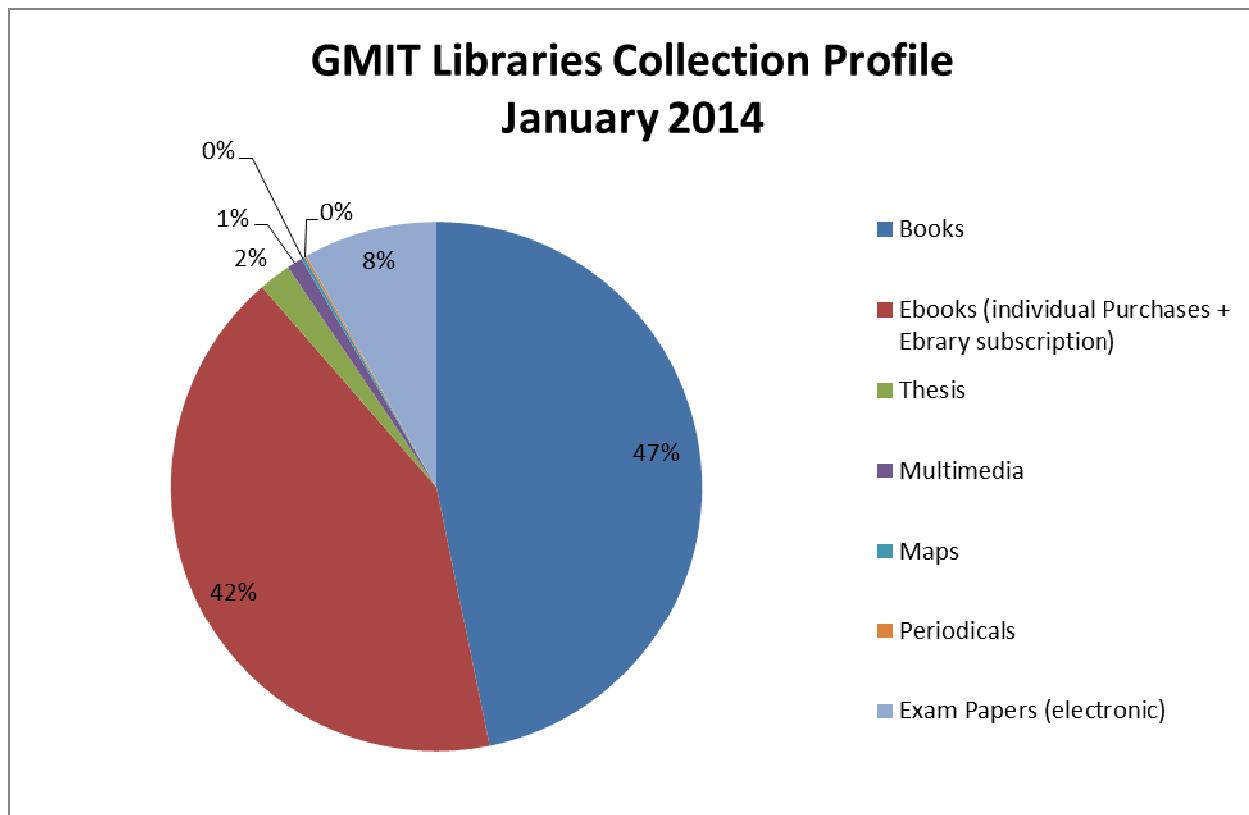


Fig.1 Items by category pie chart for GMIT Library all campuses

2.1b Reference material

The college's reference collection in print is generally not being added to except for language dictionaries which are still sought after by students studying in the Library. Much valuable reference material is now freely available online.

2.1c Reserve

The book reserve collection is generally selected by academic staff and relates directly to current teaching and learning needs. From time to time items may be selected specifically for the reserve collection but generally items are placed on reserve for a specific time period and removed and returned to general stock when not required in the same intensity. The Library will always try to purchase extra copies of high demand items so that the reserve collection is not being used for the same items throughout the academic year.

2.1d Research level material

As GMIT strives to increase levels of research carried out, GMIT Library aims to support researchers' needs using 'just in time' access rather than ownership on a large scale. Where funding permits, and, if research interest applies to several patrons, items may be purchased for the Library. Otherwise the library engages the use of various document supply companies to meet user's research needs.

2.1e Special collections

The library houses 3 separate collections:

- Careers items: a current collection of stock on career paths and post-graduate study selected by library staff in association with the college Careers Officer.
- Library items: a current collection of library and information study texts for use by library staff for career progression and library qualification
- Western Theological Trust: this collection was donated to GMIT by the Western Theological Trust for use by students on specific courses. Some material dates back to the 17th century and subjects covered include theology, sociology and philosophy. This collection is no longer added to.

2.1f Government publications

Formerly available in print, most Government Publications are now freely available online and rarely purchased in hard-copy unless a specific case is made for them to be available in the Library.

2.1g Literature / Fiction

GMIT Library houses an extensive collection of literature and fiction, deemed to be of general interest rather than geared towards specific courses. The literature collection focuses primarily on Irish authors', whilst the fiction collection contains mostly popular reading. These collections are updated frequently and selection is predominately carried out by Library staff.

2.1h Local history

GMIT library holds a substantial collection of local history sources and documents. This collection is housed with the main library stock (according to Dewey Decimal Classification) and is available for any patron to borrow or browse within the library.

2.1i Languages

GMIT Library collects material in languages other than English, provided they are relevant to the Institute. It is mainly English language items that are purchased for the main library collection.

2.2 Journals

2.2a Print Journals

GMIT Library subscribed to many journal titles in print throughout the 40 years of the Institutes life span. Many of these titles were housed in the Library perpetually, with a limited number offered to academic staff and/or discarded after 2 years. In 2011 GMIT embarked on a new policy of purchasing journals only in e-format and this policy continues to be implemented, with less and less print journals subscribed to each year. Print journals will be chosen and purchased only where specific cases can be made for their support of the Institutes teaching and learning, in the case of the ejournal being available to the library for purchase. Many of the print journals subscribed to by the Library are of the more 'magazine' or general reading type publication aimed at users perusing around a subject to find out hot topics and possible research interests or news items. The peer-reviewed, scholarly publications are predominantly available through library online resources.

2.2b Newspapers

The library holds copies of 6 major national and international daily papers. The library also collects local papers from the Galway / Mayo / Clare region and holds 9 local titles. Daily and weekly papers are openly available for library use only on the day; back copies are held in library storage for the duration of the semester and are discarded at the end of the final term.

2.2c Newsletters and free magazines

Unsubscribed, unsolicited freely received journals and magazines are held on a time-limited basis. Most of these titles, unless of specific academic interest, are discarded on a term-by-term basis and are not put into storage.

2.2d Binding policy

Previously hardbound volumes of journals have been held in the Library for reference use only. Owing to the amount of journal publications available through online sources, the library has ceased to continually bind items as there is no longer demand for information in this format.

2.3 Online Resources

For the purposes of this document online resources include databases, e-books or online journals. Items such as cd-roms and other non-virtual media will be dealt with in the 'Non Print Media' heading of this document section.

2.3a Databases

The Library subscribes to approx. 50 licensed databases, covering the different subject areas taught in the Institute. All databases are available over the Internet, and may be accessed from both within and outside all campuses.

2.3b E-Journals

GMIT Library continues to increase its e-journal subscriptions after implementing an 'e only policy' where available. This will ensure a broader reach for GMIT patrons and alleviate shelf space restrictions. All our e-journals subscriptions are searchable through the library's online MultiSearch (GMIT Library's branding of the Summon Discovery Service).

2.3c E-books

GMIT Library continues to purchase e-books on a title by title basis, in consultation with selection staff. Our individually purchased ebooks are available on various platforms such as Ebrary, DawsonEra, MyILibrary and EBL. All are accessible to patrons using the standard library login (name, ID and library PIN). It is our policy that if an item is available in e-format for two or more simultaneous users this is what will be purchased (subject to the selectors' knowledge and approval, and availability of sufficient funds).

2.4d Repository

Early in 2013, GMIT became part of the Connaught Ulster Alliance, alongside Letterkenny and Sligo Institutes of Technology. The libraries of the three Institutes have joined in setting up access to and implementing a searchable repository for staff and postgraduate student research, theses and academic publications. GMIT Library staff have commenced inputting GMIT PhD and masters theses and will continue to encourage academic staff and researchers to upload their work to the repository.

2.4 Theses / Dissertations

It is the Library's policy to hold GMIT theses and dissertations for degree level courses and above, for the duration of their relevance to college stakeholders. The Library now requests that all theses and dissertations be supplied to the library in e-format. Unpublished theses and dissertations from outside GMIT may be obtained (if requested) by interlibrary loan, while published theses may be considered as part of the main book collection on selector's request.

2.5 Exam papers / Scanned Documents

Exam papers and other scanned documents are considered together, as both form the most significant part of Course Reserves on the Library website. All college exam papers are held in both print and electronic format.

Hard copy exam papers are for reference only, although photocopying is permitted. Soft copy exam papers are only available via the Library website with user authentication and printing is permitted. Scanned documents are available via the Library catalogue Course Reserves with user authentication. Scanned documents are on Course Reserves at the request of department academics, copyright permitting.

2.6 Annual Reports

Annual company reports have formed part of GMIT Library's print collection for many years. However, now that much of this information is freely available on the internet, annual reports no longer form part of GMIT Libraries print collection. Annual reports of some government agencies and bodies e.g. Heritage Council as well as those of GMIT are catalogued and added to stock.

2.7 Non-Print Media

Non-print items now consist mostly of audiobooks and DVDs. All of the above are available for borrowing except for high-demand items which are categorised as 'library use only'.

2.8 Other Items

2.8a GMIT Archive

The GMIT archive is a special collection, stored separately, which contains some rare books, e.g. the Migne collection from the WTT, and also GMIT memorabilia and older exam papers. GMIT library continues to seek material on donation for the archive, particularly material related to the history of the Institute.

2.8b Map Collection

The library map collection is housed in a special map cabinet and material from this collection is available to patrons for use in the library only. Maps are purchased for the library in conjunction with courses run in the humanities and engineering schools, and the library actively collects in this area.

2.8c Ephemera

Ephemeral items may be held on reserve behind the main library desk and relate directly to courses taught in the Institute. Other ephemeral items may be held in the archive, depending on their subject matter. The library will collect in this area if it is of relevance to either taught courses or the archive.

Section 3. Resource Selection.

This section of the document outlines the criteria used for selection of new library stock for each of the above collections.

3.1 Books

All book collections (print and e) outlined above are actively added to, with the exception of the WTT. Core and recommended readings are generally selected by the academic staff involved in each course run by the Institute. Selection staff submit requests for items to be added to library stock using the Book Purchase Request link (from the library's website) or by email or manually bringing requests to the library, and these are dealt with by library acquisitions staff. Sources used for selection include academic catalogues, reading lists, module manager (module readings) online bookstores and references from other books or articles.

- For core course reading a maximum of 6 copies (or 1 multi user ebook) will be purchased for library stock, the norm for most courses is 3 copies.
- For recommended readings, a minimum of one copy will be purchased.
- Generally where there is a choice between hardback, paperback or ebook, ebook is the preferred option with paperback secondary on a costing basis.
- Other format issues: loose-leaf items are generally not acceptable as pages go missing easily, if these items are not available in any other format they will be purchased but sent for binding prior to shelving; folio items are generally not acceptable (if available in any other format) as they are difficult to shelve.
- Most new items are ordered during the summer vacation and selectors are advised to submit orders to the library before departing for the summer.
- Ebook editions of highly borrowed items, reference, fiction and literary material, replacement copies of lost or damaged books, and newer editions of popular titles are ordered by library staff.
- Library staff will also order extra copies of items in heavy demand and they will be placed on reserve or restricted loan, to ensure borrowing demand is met.
- Some material requested for the library may be found to be out of print. In this case library staff will try and source second hand editions in good condition; many book suppliers now offer this service.

3.2 Journals

Print and ejournal subscriptions are maintained by a separate library department, and again, selection is predominately carried out by academics and programme co-ordinators. Many journals incur very high subscription costs; hence a value for money survey is carried out every year prior to summer vacation.

The Deputy Librarian in charge of Library Acquisitions reviews all journals subscriptions annually.

- Journals available on subscribed databases are not subscribed to unless it is a licensing requirement that the library holds the print version, or the title is delayed online if a publishers embargo is in place.
- If journals are available separately in electronic format, the eformat is the library's preferred option
- New courses are catered for insofar as possible, and subscriptions related to obsolete programmes are cancelled as soon as the subscription runs out or at the next available opportunity.

3.3 Online Resources

Many of the databases subscribed to by GMIT Library are purchased on a consortium basis with other Irish academic institutions. Database providers generally make online resources available in a more cost-effective way if there is more than one subscriber on board, and the greater the number of subscribers, generally, the lower the cost to the Institute. This is perceived by most academic institutes as a good selection practice where the resources in question are reputable and broad reaching.

- The main criterion involved in database selection is subject coverage: is it good, in-depth and relevant to users' needs?

- Non full-text databases will only be considered where there are no other online options for the titles in question
- Subscription cost is highly factored as some resources incur very high licensing charges. Where one or more vendors supply the same database, selection is determined by full-text availability, cost-effectiveness, platform, no. simultaneous users and back access.
- GMIT Library currently subscribes to one major E-book aggregator on subscription, Ebrary, which gives access to a collection of over 100,000 ebook titles from all areas of study.

3.4 Theses/Dissertations and Exam Papers

All academic departments are required to deposit copies of all exam papers and theses and dissertations submitted for higher degrees and above in eformat only. The latest dates for their submission is written into the academic calendar annually.

3.5 Non-print media

Non-print media are considered for the library's multimedia collection, only if unavailable online. Some DVDs may be library use only and library facilities are available for their viewing. If it is necessary for a class of over 50 to view a video or DVD, then it is advised that the academic department involved purchase a copy for classroom use. As audio-visual material can prove quite expensive, library acquisitions staff reserve the right to query the necessity of purchase with selectors.

3.6 Maps

Maps are purchased for the library on selector's approval and are generally directly related to teaching and learning needs of patrons on relevant courses.

3.7 Archived items and Ephemera

Items for the GMIT Archive and ephemeral material are generally donated to the library, and general donation criteria apply as outlined in the following section.

3.8 Donations

Donations in all formats are accepted for addition to library stock if they satisfy the following criteria:

- They are of relevance to the teaching and learning or research needs of GMIT
- They have not been superseded by newer editions
- They are in good condition
- The donor relinquishes all rights to ownership and the library may dispose of them in future as it sees fit.

All donations are acknowledged by inserting the donor's name and the date on the inside cover of each book.

Section 4. Collection Review and Evaluation

In order to maintain a relevant, up to date library collection, certain review and evaluation mechanisms must be implemented on a regular basis to make the most of the limited library storage and shelving available.

A full library inventory is to be implemented on an 8-yearly cycle. Various collections of items, e.g. general items, reference material etc. will be inventoried at different times, most during college vacation periods. To allow for in-between projects, and to ensure all categories are inventoried once, the 8-year period was chosen. A full inventory will highlight missing items as per library system data, and once checked for on 3 separate occasions these items will be marked as lost and replacement copies ordered.

This policy suggests collection review and evaluation on a three yearly cycle, with input from academics involved in library selection. Items not considered relevant for current programmes may be relegated to storage or discarded depending on certain criteria. Permanent retention will apply to material for subjects such as Art, History and Heritage where older and out of print material are still relevant to the subject matter.

Suggested relegation criteria:

- Circulation statistics: low item circulation is an indicator of usage and usefulness – these are obtainable from the library system

- Multiple copies of superseded editions: extra copies of superseded editions may be removed from current circulating stock as usage will not be as high once a newer edition has been published (there may be exceptions to this)
- Multiple copies of examination papers that are available online: usage of hard-copy examination papers is much lower when all college exam papers are available on the Library catalogue: it is suggested that multiple editions of older papers (all except for the most recent set) be removed leaving only one copy on current exam paper shelving.
- Back issues of serials that are not held for reference: after a period of 2 years these journal volumes are removed from the library and offered to GMIT staff
- Isolated issues or incomplete runs of serials which may have ceased publication or the subscription may have been cancelled.
- Print journals which are now in Eformat with back issues available.
- Items where the subject matter is no longer part of the teaching curriculum or research at GMIT, and is of minimal interest to GMIT stakeholders. Academic staff for each area will be consulted by the Library on this matter.

Section 5. Stock Withdrawal

5.1 Relegation

Based on the criteria above, items for relegation are to be removed from the main library shelving and housed in library storage. Items will remain in storage for a period of time before being discarded permanently. The Library catalogue will indicate location 'withdrawn'. Certain items may be removed from storage at a patrons' request; items may be re-instated if their usefulness to college programmes or research is made known to library staff during the relegation period. Discarded items will be offered to library patrons before removal from the Institute.

5.2. Stock Preservation

GMIT Library is committed to maintaining a book stock in good lending condition. Items may be repaired by library staff if it will prolong their shelf life. Items that are in very poor condition are considered not fit for lending and are replaced by newer copies if available. Replacement of hard copy items by electronic versions is preferred. Worn out items of value that are irreplaceable in any format are considered for preservation and may be sent to a specialist for binding or repair where possible.

5.3 Weeding / Disposal

As GMIT Library is committed to maintaining an up-to-date collection that is relevant to current teaching and learning, it is imperative that items that do not meet the above criteria are removed and relegated and/or considered for disposal.

The Millennium library management system allows reports that define the age of the current collection, and GMIT Library aims to have half (50%) of its print collection at 10 years or less from the current date.

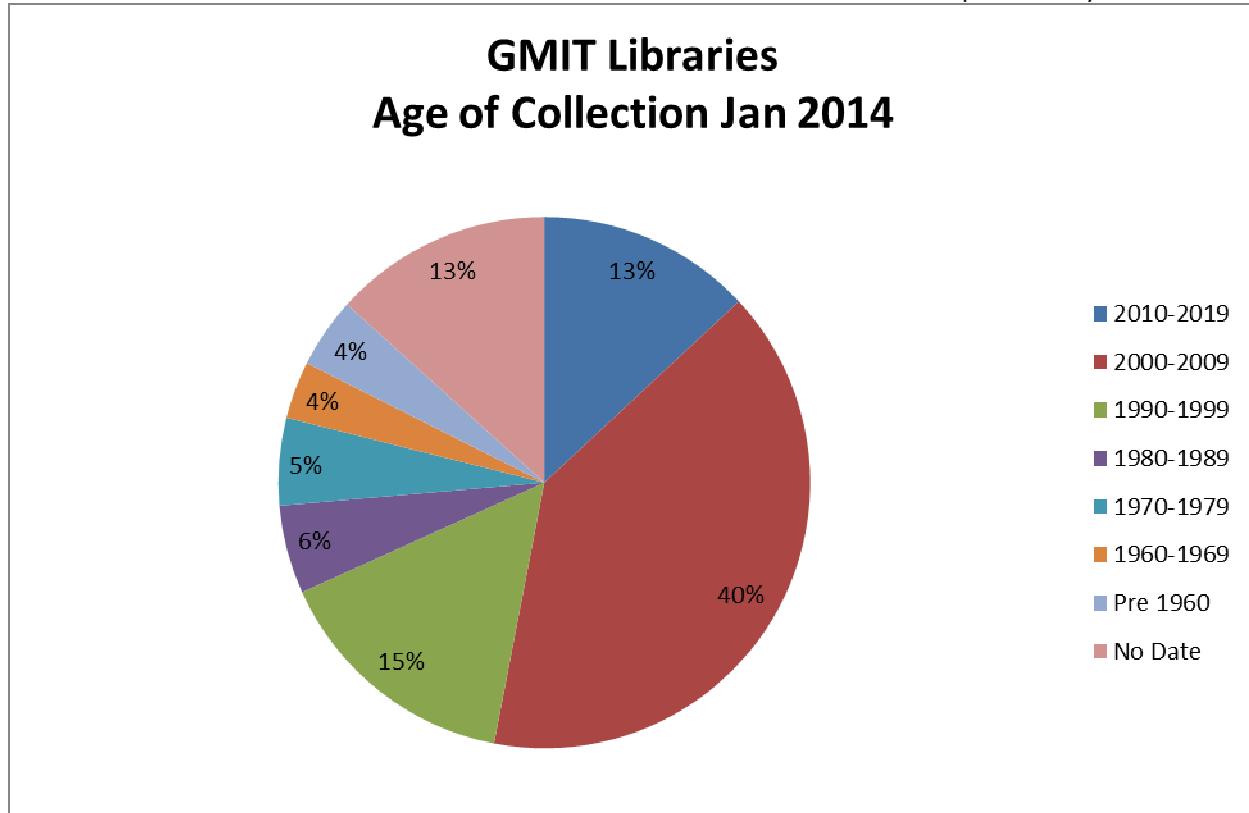


Fig 2 Age of Collection pie chart for all GMIT Libraries combined, including non-print material

The relegation criteria above are valid as weeding and disposal criteria also. Items are only disposed of after being offered to staff/students and refused. Items may also be offered to second hand book retailers or other libraries interested in the subject matter. As this is not a legal deposit library, and shelving space is limited, access to certain items via interlibrary loan is a preferred option for material of limited potential use.

Section 6. Access v. Ownership policies

In recent years GMIT Library has increased its levels of co-operation and partnership with other Institutes in respect of resource sharing and consortia purchasing. This enables our libraries to concentrate on owning comprehensive collections of material that is specialist in our Institute without compromising access to other subject matter of a lesser interest. Interlibrary loans from other IT Libraries across the country are provided free of charge, and students from GMIT may freely access other partner IT libraries (9 in total) on presentation of a 'Partners' card, available from all participating institutes. Staff and research postgraduates may also have visiting and limited borrowing access to NUIG library (pilot scheme Sept – Dec 2012).

New strategic alliances at institute level with NUIG and IoTs along the western corridor will provide access to library material not previously available to GMIT patrons, and will add to the strengths of the Library and GMIT within the Irish HE context.

Interlibrary loans using specialist document supply companies are available on a justifiable charge basis; and this service is imperative to those studying at higher and research levels in the college.

Online databases and ebook collections provide access to thousands of book, journal and conference titles in a large cross-disciplinary range; and database subscription will remain a large and positive aspect of the library's spending on a yearly basis.

1. Galway Mayo Institute of Technology Library *GMIT Library Strategic Plan, 2005-2011 Galway Campus.* (2006) p.6
2. Galway Mayo Institute of Technology Library *GMIT Library Strategic Plan, 2013-2016 Galway Campus.* (2013) p.6
3. Galway Mayo Institute of Technology Library *GMIT Library Strategic Plan, 2013-2016 Galway Campus.* (2013) p.3
4. Galway-Mayo Institute of Technology *Scéim Institiúd Teicneolaiochta na Gaillimhe-Maigh Eo 2005-2008 faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003 / Galway-Mayo Institute of Technology Scheme 2005-2008 Under Section 11 of the Official Languages Act 2003* (2005)

List of Figures

Fig. 1 Collection profile of GMIT Libraries, January 2014

Fig. 2 Age of Collection pie chart for GMIT all campuses, January 2014