

GMIT LIBRARIES
(Renmore & Cluain Mhuire)

Collection Development Policy

April 2010



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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 development and enhancement of the Library's collection, and suggests criteria for collection retention, preservation and withdrawal.

This policy is to be reviewed by the relevant Library staff on a biennial (2 yearly) basis, in keeping with the Library's aim to 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 Renmore and Cluain Mhuire campus libraries collectively.

Section 1 Policy Objectives

1.1. Mission and Strategies

[GMIT Library's Strategic Plan 2006 – 2011](#) (launched Sept 2006) provides for the implementation of a Collection Development Policy, which 'will be designed and implemented to provide a diverse range of learning resources for all our users'¹. The 'Collections' strategies or objectives of the plan state that the Library will provide an up-to-date and comprehensive resource collection covering all the subject areas required; along with a comprehensive stock of journals and electronic resources to support the teaching and learning ethos of the Institute.

Other objectives outlined include enhancement and promotion of multimedia and non-print formatted items, promotion of archival and special collections and the development of a comprehensive local history collection.

The above objectives serve to support the first part of the Library's Mission Statement: "to promote a learning culture within GMIT by acquiring, organising, disseminating and providing access to learning resources and services in a congenial environment...."²

1.2 Library Community

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

1.3 Library Collections

The Library's main print and electronic collections serve to meet the needs of the principal user group mentioned above, be they using the library on-site or remotely. Changing user profiles require a certain amount of flexibility with regard to collection policies, as a defined shift in numbers from undergraduate certificate level to post-graduate research has become apparent. The bulk of GMIT Libraries' existing collection is in the print medium; however, any library striving to get maximum value for money cannot ignore the increasing number of resources available in computer readable format. This policy advocates the purchase of items in electronic media where they may be accessed remotely or on-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 make for the greatest 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 users on various GMIT programmes, and works in consultation with academic selection personnel to ensure adequate provision is made of items suggested by academic staff 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 appointed to ensure communication with the academics in each School.

Items at GMIT Galway March 2010

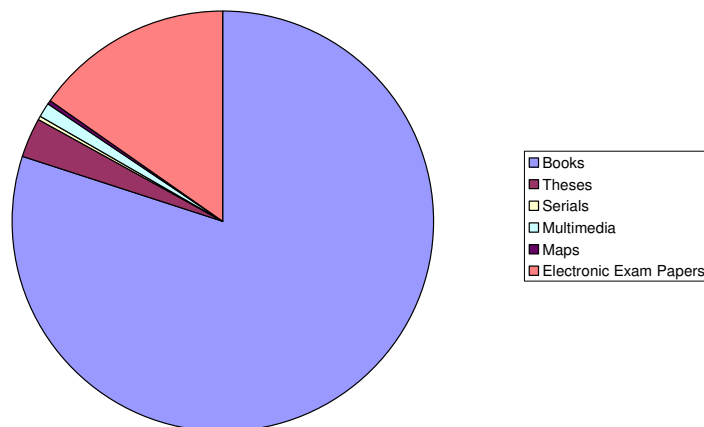


Fig.1 Items by category pie chart for GMIT Library Renmore Campus

2.1b Reference material

Reference material is generally selected by the Librarian and library staff, chosen again to enhance the subjects taught at the institute. Much reference material is currently available online and in other non-print formats and the Library's collections reflect this shift of medium.

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.

2.1d Research level material

As GMIT increases its level of funded research; 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 users' research needs. Funding for document supply on research projects may also be directed to the Library from the Research department.

2.1e Special collections

The library houses 4 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
- Bibliotherapy: a collection of 'self-help' books and titles about various health conditions, recommended by practitioners and purchased with special funding from the HSE, available for all library patrons
- 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

GMIT Library aims to maintain an extensive up-to-date collection of Irish Government Publications. Purchase priority is given to items of relevance to GMIT programmes and research. Most newly published Government Publications are online and are catalogued into the system as electronic documents.

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 aims to house a comprehensive collection of local history sources and documents. This collection comprises primarily of publications of local interest, specifically Galway city and county and the western region.

2.1i Languages

GMIT Library collects material in languages other than English, provided they are of relevance to the Institute. Items purchased for the main collection are mainly English language, although, as Irish is also an official language of the Institute³, items in the Irish language are also made available to patrons and will be purchased whenever required.

2.2 Journals

2.2a Print Journals

GMIT Library is committed to providing relevant current journals for programmes and research at GMIT. Journals are selected primarily by academic staff; subscriptions are taken out on titles of relevance for particular courses. Most major long-running journal titles are housed in the Library perpetually, with a limited number of titles offered to academic staff and/or discarded after 2 years. Of those kept in stock, approximately 50% are bound in hardback volumes, the remaining 50% are held in special journal boxes and all back issues are held for reference only.

2.2b Newspapers

The library holds copies of 6 major national and international daily papers. Daily 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 term. The library also purchases weekly Galway and Mayo local papers (8 in total); these are available in the same area on the days they arrive, and are shelved on special newspaper stands for the duration of the semester.

2.2c Newsletters and free magazines

Non-subscription freely available 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

Bound volumes of journals are held in the Library for reference use only. Those journals considered to be of academic value for future reference are bound together in hardback. The library does not bind items held in full-text databases, unless the print version is of specific added value to the Institute.

2.3 Electronic Resources

For the purposes of this document 'electronic resources' refer to online resources, be they databases, e-journals or free internet resources. 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 several licensed databases, covering the different subject areas taught in the Institute. All databases are available over the Internet, and may be accessed from within or outside all campuses.

2.3b E-Journals

GMIT Library subscribes to many electronic journals apart from those available in databases. Many are available with a print subscription and others are only available in online format. All our e-journals subscriptions are listed separately on the [WebPac](#) (electronic library catalogue), with links to each.

2.3c E-books

GMIT Library currently provides access to approx 100 e-book titles using the subscription service Safari. This product covers the subject areas of business and technology. Other subscription models are currently being reviewed (Apr 2010) with a view to purchase, funds permitting. GMIT Library also provides access to many e-book sites freely available on the Internet via the [WebPac](#)

2.3d Internet Resources

Many other non-subscribed internet resources are linked to from the [WebPac](#), owing to their relevance and usefulness to GMIT subjects and courses. All items linked to on the WebPac are checked at regular intervals, to ensure problem-free access and relevance.

2.4 Theses / Dissertations

It is the Library's policy to hold GMIT theses and dissertations for diploma level courses and above, for the duration of their relevance to college stakeholders. Unpublished theses and dissertations from outside GMIT are usually obtained by interlibrary loan on request, while published theses may be considered as part of the main book collection.

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 [WebPac](#). All college exam papers are held in both print and electronic format. Papers held in hard copy in the Library are for reference only, although photocopying is permitted. Soft copy exam papers are only available via the [WebPac](#) with user authentication and printing is permitted. Scanned documents are available via the WebPac 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 available on the internet, and library shelving space is at a premium, this policy advocates holding print annual reports in stock for the current (most recent) year plus 2 previous years. All older reports are discarded.

2.7 Non-Print Media

Non-print items comprise mainly of cd-roms, microforms, audio and videocassettes and DVDs. Popular media items such as CD's and DVD's may be borrowed for home viewing subject to licence. Items with limited licence or that require special equipment for viewing (e.g. microforms) may only be accessed in the Library.

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. GMIT library actively seeks 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.

2.8d Ephemera

Ephemeral items are generally 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 actively collects ephemera 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 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. Staff submit requests for items to be added to library stock either online or manually and these are dealt with by library acquisitions staff. Sources used for selection include academic catalogues, reading lists, online bookstores and references from other books or articles.

- For core course reading a maximum of 6 copies 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 and paperback items, paperback is preferable 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.
- Items for the reference, fiction and literary sections, replacement items for 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, firstly from a local second hand bookseller, and, if not available there, through a reputable supplier on the Web.

3.2 Journals

Journal (including electronic journal) 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. Patrons are asked to indicate on a slip of paper attached to each journal title it's usage and relevance to their specific subject area and to indicate whether it is essential or additional reading.

- 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.
- If journals are available separately in electronic format, then the least expensive is generally preferred unless there is a genuine reason otherwise.
- 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 Electronic Resources

Many of the databases subscribed to by GMIT Library are 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?
- Full-text data, if available, is preferred to citations and abstracts.
- 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 cost-effectiveness, platform, no. simultaneous users and back access.
- Currently 2 full text academic resources are available to GMIT via [IReL](#), the Irish Research E-Library; these are of immense relevance and value to GMIT research and teaching and it is hoped that this funding will continue
- E-books are relatively new to GMIT, with a subscription to Safari this year (2010). This policy supports the purchase of E-books provided the product meets the criteria of relevance and cost-effectiveness outlined already for books and databases.

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 with the library at the start of the summer vacation. Semester 1 examination papers should be sent to the Library by the end of January.

3.5 Non-print media

Non-print media are considered for the library's multimedia collection, on a similar basis as books. Items with licence restrictions are for use in the library only and selectors are made aware of this regulation at the time of ordering. As audio-visual material can prove quite expensive, library acquisitions staff reserves 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. They can be anonymous if the donor so wishes.

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 WebPac: 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
- 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 one year before being discarded permanently. The WebPac 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.

5.2. Stock Preservation

GMIT Library is committed to maintaining a book stock in good lending condition. Items that are worn out or torn are repaired in the library by staff trained in preservation techniques when it is viable to do so. 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 permitted. 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 provides the creation of reports that define the age of the current collection, and GMIT (Renmore) Library aims to have half (50%) of its print collection at 5 years or less from the date of publication. This criterion would not apply to Cluain Mhuire Library as items of relevance to the Arts do not date in the same way.

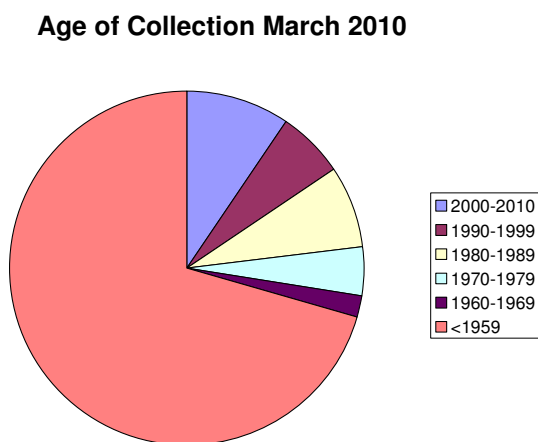


Fig 2 Age of Collection pie chart for GMIT Library (Galway campus)

The relegation criteria above are valid as weeding and disposal criteria also. Items are only disposed of after being offered to staff and refused, and/or academics from the relevant disciplines are happy for them to be disposed of. 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.

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 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.

Purchase of E-books and/or subscription to e-book databases is also recommended to increase the 'just in time' collection, as outlined above.

References

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, 2005-2011 Galway Campus*. (2006) p.3
3. Galway-Mayo Institute of Technology *Scéim Institiúid Teicneolaíochta 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 Items at GMIT Galway by category, March 2010

Fig. 2 Age of Collection pie chart for GMIT Galway Campus, March 2010