



GMIT LIBRARIES

Collection Development
Policy 2018



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Introduction

GMIT Library Collection Development Policy (CDP) 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, promotion, preservation and withdrawal.

This document is a 4th revised CDP edition 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, and with current resource trends and developments in academic libraries and user profiles. It also has been updated to reflect changes in library collection profiles, previous CDP editions concentrated more on formats and categories, GMIT library now centres on providing an enhanced lending collection with very little restrictions on any material category or format.

Scope

For the purposes of this document, 'GMIT Library' refers to the Galway, Mayo, CCAM (Centre for Creative Arts and Media) and Letterfrack campus libraries collectively. Library 'Collection' refers to all library information resources, in various formats; owned, subscribed or donated.

Section 1 Policy Objectives

1.1. Mission and Strategies

GMIT Libraries Strategic Plan feeds 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. Certain campus libraries are also open to fee-paying external members with access to limited services. Library collections are also used by students and academics from both NUIG and other Institutes of Technology, as part of a reciprocal access scheme (NUIG), AIT and the **Connacht Ulster Alliance** (comprising of Sligo, Letterkenny and GMIT) as well as a general inter library loan partnership scheme with all other Institutes of Technology.

1.3 Library Collections

The Library's main collections (both physical and electronic) serve to meet the needs of the principal user group mentioned above, be they using the library on-site or remotely. Whilst much of GMIT Libraries' existing collection is in the print medium, the pie-chart below (fig.1) demonstrates that the majority of GMIT Library Information Resources are available online, in line with current academic library collections and ever-evolving user behaviours. This policy recommends the purchase of items in electronic media where they may be accessed online for simultaneous use and represent value on a cost-benefit analysis scale.

Section 2 Library Collections and Policies

2.1 Main Lending Collections

For the purpose of this document, the main collection is divided into different segments.

2.1a Core and Recommended Readings

The Institute Library aims to comprehensively cater for students on all GMIT programmes, in consultation with library selectors from the institute's academic departments to ensure adequate provision 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. The library uses Subject Librarians to ensure communication with the academics in each School, as well as user surveys, newsletters, anonymous suggestion boxes and social media to ensure adequate engagement with all user cohorts takes place. The Library has access to the Academic Module Manager system, which links to a full catalogue of GMIT programmes and modules including reading lists. Programme and module coordinators are continually urged to make the Library aware of updates or changes to reading lists.

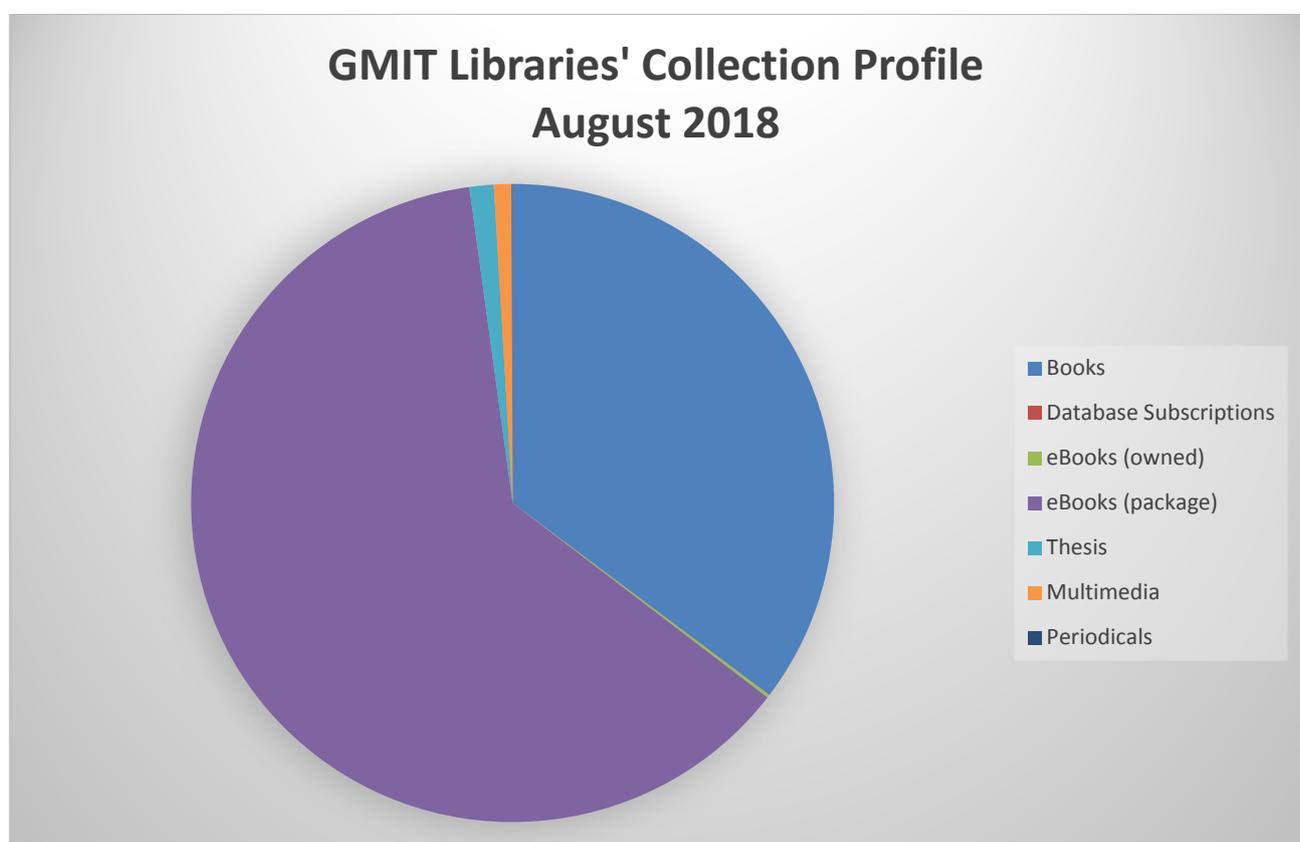


Fig.1 Items by category pie chart for GMIT Library all campuses

2.1b Reference material

The college's reference collection in print is generally not being added to. Most useful reference material is now freely available online, and outdated reference matter has been removed from shelves.

2.1c Special collections

The library houses 3 small separate collections:

- 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 of over 14,500 items was entrusted to GMIT by the [Western Theological Trust](#) for use by students on specific courses. Some material dates to the 17th century and subjects covered include theology, sociology and philosophy. This collection is no longer added to.
- The [Enda McDonagh Archive](#), located in the Moore Library, Mayo Campus. This archived collection spans the years 1939-2008 comprising of papers regarding Rev. McDonagh's academic career, research interests, publications, speaking engagements, correspondence and representative work with NGO's and charities at home and abroad. The collection is available for consultation to bona fide researchers, subject to signing a confidentiality agreement and subject to the conditions of access governing consultation of archival material at GMIT Libraries.

2.1d Government documentation

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.

2.1e Literature / Fiction / Local history / Audiobooks / DVDs

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

2.2 Journals

2.2a Print Journals and News Publications

It is current GMIT policy to subscribe to journals in online format only. Print journals are chosen and purchased only where an online version is not available or beyond the scope of the library's budget. Many of the print journals subscribed by the Library are of the more 'magazine' or general reading type publication aimed at users perusing around a subject for current trends, research interests or news items. The peer-reviewed, scholarly publications are predominantly available through library online resources.

The library holds copies of 3 major national and international daily papers. The library also collects local papers from the Galway / Mayo / Clare region and holds 5 local titles.

2.2b eJournals

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 Search + Find (GMIT Library's branding of the EDS Discovery Service). The Library subscribes to the Irish Times Online Digital Archive (accessible from onsite only) which allows GMIT patrons to search the entire archive of the Irish times Newspaper back to 1859.

2.3 Online Resources

2.3a Subscribed Databases

The Library subscribes to approx. 23 licensed databases, covering the different subject areas taught in the Institute. Academic Journal databases are available online and provide the content of over 73,000 academic journals for all subject areas.

2.3b eBooks

GMIT Library strives to purchase eBooks where possible and available through the purchasing framework supplier. Whilst the output for e-format is generally higher in monetary terms, and subject to VAT at the highest rate, the durability and 24/7 availability of the title on or off-site are benefits that outweigh the increased expenditure.

2.3c Repository

As all Irish Higher Education Institutes are signed up to the Open Access 2020 worldwide initiative, and as GMIT strives to increase levels of research carried out, GMIT Library urges authors and researchers to make their material available on the Open Access repository that was set up in collaboration with all 13 Institute of Technology libraries. The [Research@THEA](#) repository was set up by the THEA libraries in 2017 (as an update of the CUAL repository which had content from three IOTs) to allow searching the entire collections of the Institute of Technologies research output in a single search.

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 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.

2.4a eTheses

Since 2015 it has been GMIT Library policy to only accept Undergraduate Theses in eformat where possible. These are available for reading / download in pdf format from the SharePoint content management system for GMIT staff/student access only.

2.5 Exam papers

Older exam papers are available in hard-copy for reference only, with photocopying permitted, and this collection is no longer added to. Online exam papers are only available through an app on the Library website with user authentication; printing is permitted.

2.6 Other Items

2.6a GMIT Archive

The GMIT archive is a special collection, stored separately, which contains some rare books, e.g. the Migne collection from the WTT, 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.

2.6b Map Collection

The library map collection is housed in a special map cabinet 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.

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, apart from 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, Academic 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.
- Most new items are ordered during the summer vacation and selectors are advised to submit purchase requests to the library before departing for the summer.
- eBook editions of highly borrowed items, reference, local history, fiction, literary material, replacement copies of lost or damaged books, and newer editions of popular titles are ordered by library staff.
- Library staff continually monitor student requests / holds and will also order extra copies of items in heavy demand which may 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

Journal subscriptions are maintained by the Serials 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 reviews all journals subscriptions annually.

- Journals available on subscribed databases are not subscribed to unless it is a licensing requirement that the library subscribes, the title may be delayed online if a publisher's embargo is in place.
- If journals are available separately in electronic format, the electronic format 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. The Deputy Librarian annually reviews the cost per full text download using [Counter](#) usage statistics.
- GMIT Library currently subscribes to one major eBook aggregator on subscription, EBSCO, which gives access to a collection of over 180,000 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 in electronic format only. The latest date for 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 purchased for 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 Archival Items

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.
- Items must be delivered to the library in question
- The donor signs the attached form, affirming the above terms and conditions.

Section 4. Collection Review, Evaluation and Withdrawal

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 by library floor and call no, archive 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 (and not found) these items will be marked as lost and replacement copies ordered if necessary.

This policy advocates 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.

4.1 Suggested relegation criteria:

- Circulation statistics: low item circulation is an indicator of usage and usefulness – these are obtainable from the Koha 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
- 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/students
- 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 electronic format 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.

4.2

*Stock**Withdrawal*

Based on the criteria above, items no longer of beneficial use are removed from the main library shelving and are discarded permanently. The Library may also withdraw stock on a temporary basis, in the case of a 'heavy use' period finishing up and shelving space at a premium. In these cases, the catalogue will indicate location 'withdrawn'. Discarded items are offered to library patrons before removal from the Institute.

Discarded items may be donated to other libraries / collections where they may be better utilised, or to [Better World Books](#), a non-profit, socialist venture who remove unwanted items from libraries free of charge and facilitate donation / sale in aid of literacy projects worldwide.

4.3 *Stock Preservation*

GMIT Library is committed to maintaining a book stock in good lending condition. Items are regularly repaired by library staff to prolong their shelf life. Items that are in very poor condition are considered not fit for lending and are replaced by newer copies where available. Replacement of print 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.

4.4 *Age of Collection*

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 use of library management system (LMS) reporting facilities to keep library staff aware of the age of the current collection, cannot be underestimated. GMIT Library aims to have half (50%) of its print collection at 10 years or less from the current date.

4.5

*Future**Projects*

In terms of future-proofing the Library collections, various decisions may have to be taken by library management regarding ultimately replacing certain elements of the existing print collection with eBooks once they are available. As this policy aims to be dynamic in nature and flexibility is the key to dynamics it is important to note these possibilities, subject to sufficient funding.

Other future collection developments may involve an RFID project and setting up Keylinks reading lists software.

Section 5. Library Roles

There are many library roles involved in ensuring that the current CDP remains relevant and library collections adhere to the guidelines herein.

- Institute Librarian ensures the policies and practices are up to date and that current purchasing reflects the requirements of Institute Teaching and Learning
- Deputy Librarians for both Acquisitions and Serials manages the funds and oversee the purchasing of books and journals, and ensure that current spending reflects T&L requirements, in conjunction with selectors and academic departments
- Subject Librarians are assigned to each academic department to ensure department heads and lecturers are aware of the benefits of keeping the library informed of new courses, reading lists and possible intensive usage for specific titles
- Other Library staff ensure promotion of various aspects of library collections by arranging author talks around a particular book or special collection, new title exhibitions, special event participation etc.
- Other collection promotion is done through the library [LibGuides](#), library information skills sessions, [website](#), email and various social media channels, all library staff are involved in varying degrees.

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 IOT libraries (9 in total) on presentation of a valid IOT ID card. Staff and research postgraduates also have visiting and limited borrowing access to NUIG library.

Strategic alliances at Institute level with NUIG, AIT and CUA 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. The timeliness of these services is of the utmost importance to Library users, items ordered need to be delivered in a speedy fashion and library staff ensure only the most efficient suppliers are used for both loan and online document supply.

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

Section 7 Library Funding

Funding for purchase of library materials is currently obtained through only one source, the annual budget allocated from Institute HEA funding. The Deputy Librarian allocates each library departmental fund within the budget allocation; and may adjust funds within the library Acquisitions system. Cuts in government funding to tertiary education has been reflected by a budget decrease of up to 27%, adversely affecting collection development in GMIT for both print and online sources.

To ensure coverage is given to resources for all college Teaching and Learning, collaboration is welcome from academic departments to guarantee the funding for particular collections or databases. The funding of 2 large databases from the Irel group has been very welcome over the last 10 years and it is hoped that this arrangement will continue with the possibility of further resource availability for each Institute of Technology.

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, 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

List of Figures

Fig. 1 Collection profile of GMIT Libraries, August 2018