

**Collection
Development
Policy 2021**



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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 5th revised CDP edition and has been updated to reflect changes in library acquisition procedures and collection formats, as well as a shift to remote Teaching and Learning. 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 online collection concentrating mainly on remote access based on Institute authentication practices.

Scope

For the purposes of this document, 'GMIT Library' refers to the campus libraries located in Galway, Mayo and Letterfrack 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

The implementation of this CDP forms part of the GMIT Libraries strategic planning process, where it states that a **Collection Development Policy** 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, and an annual review of the Collection Development Policy comes under the key strategies of the Learning and Teaching pillar in the 2013 to 2016 edition of the plan.³

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."⁴

1.2 Library Community

GMIT Library's principal user group is institute stakeholders, i.e. students and staff of GMIT. 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), and the **Connacht Ulster Alliance** (comprising of IT Sligo, Letterkenny IT and GMIT) as well as a general inter library loan partnership scheme with all other Institutes of Technology. As the CUA will achieve TU status in January 2022, this policy may be adapted when GMIT Library merges with our partners in Sligo and Letterkenny to form a TU Library service.

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. The pie-chart in fig.1 demonstrates that the majority of GMIT Library information resources are available online, in line with current academic library collections and the hybrid approach to teaching and learning. A significant shift to 'online only' resource provision is currently underway due to Covid19 library closures for much of 2020 and 2021. GMIT Library are ready to embrace this venture and both acquisitions and cataloguing procedures have been revised to ensure early full text access to as many resources is feasible.

This policy recommends prioritising the purchase of items in electronic form where they may be accessed remotely 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 policy document, the main collection is divided into different segments.

2.1a Core and Recommended Readings

GMIT Library aims to comprehensively cater for students on all college 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 library 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. Most of the lists have now been replicated on the Keylinks Reading List platform, further information below in the Online Resources section. Programme and module coordinators are continually urged to make the Library aware of updates or changes to reading lists.

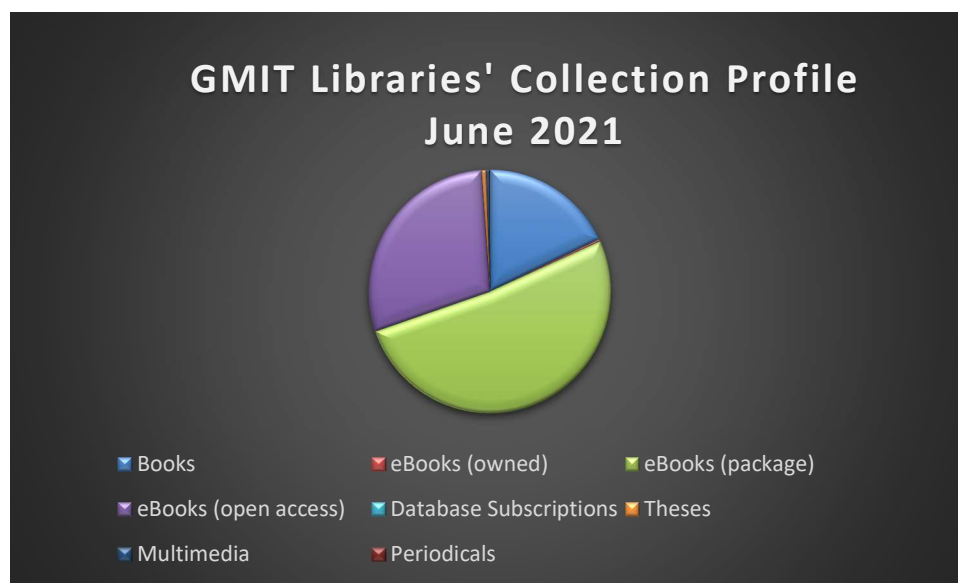


Fig.1 Items by category pie chart for GMIT Library all campuses

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 the late 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 Irish Government Publications are now freely available online from gov.ie and will not be 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. As we have moved towards streaming platforms in 2019 it is envisaged that the collection of these formats will naturally decline, many of the DVD titles have already been superseded by titles available to us through the [Academic Video Online](#), [Kanopy](#) and [Artfilms](#) subscription services.

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. The print journals subscribed to by the Library are generally not available on online platforms such as Flipster, and 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. In 2021 GMIT are investigating moving a further batch of print subscriptions to the Flipster app, this will be trialled from September to December 2021, with a view to a permanent move if it satisfies our patrons' requirements.

The peer-reviewed, scholarly publications are predominantly available through library online subscriptions. The library also collects local newspapers from the Galway / Mayo / Clare region and holds 5 local titles.

2.2b eJournals

GMIT Library continues to increase its eJournal subscriptions as its policy to purchase 'e only' where available. This will ensure a broader reach for GMIT patrons and allow re-designation of space within our libraries. 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 which allows GMIT patrons to search the entire archive of the Irish times Newspaper back to 1859.

In 2021 GMIT welcomed the announcement of the IReL agreement being opened up further to Institute of Technology libraries and we hope to be adding another 14 full text databases to our collections in January 2022 including Lexis, JStor Arts and Sciences, ACM Digital Library, Westlaw, Cambridge University Press full package, Justis, Passport, OUP Journals, Proquest Social Sciences Premium, Proquest Irish Times Digital Archive and Project Muse.

2.2c Transformative Agreements

In 2019 GMIT entered into its first transformative agreement, as part of the Irish national consortium, with Elsevier for a 'Publish and Read' subscription model to the Science Direct freedom collection database. This agreement facilitates authors as members of our institutes to have their articles published in open access publications without having to pay the article processing charges (APCs). Each institute has an allocated number of APCs annually which get used once articles are submitted for publication.

It is envisaged that these types of agreements will form part of library database subscription models into the future, and are a welcome feature of the goal of [Plan-S](#), the international initiative to transition to Open

2.3 Online Resources

2.3a Subscribed Databases

The Library subscribes to approx. 33 licensed databases, covering the different subject areas taught in the Institute. Academic Journal databases are available online and provide the content of over 350,000 academic journals for all subject areas. This number will be expanded significantly on the access to the IReL resources as mentioned above.

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, the durability and 24/7 availability of the title on or off-site are benefits that outweigh the increased expenditure.

2.3c Evidence Based Selection

In 2021 GMIT are making available a collection of Elsevier Science titles through an evidence-based procurement model. The library pays a fee upfront to give access to a collection of over 4700 titles from its science eBooks. At the end of a 12-month period the library will have access to the highest used titles in perpetuity up to the amount of the original investment, plus a service fee. GMIT library sees this as a new way of showcasing a large range of material to our patrons, and ensuring they are getting access to the most relevant and recent high-quality eBook content in these fields of science.

2.3d Open Educational Resources (OERs)

In keeping with the momentum towards open access and open research GMIT Library advocate the use of Open Educational resources. One of the main benefits of using these resources is that they can be adapted to suit the teaching and learning of the Institute and are fully reusable. The Library provides access to over 128,000 open eBooks through its discovery system EDS. Further information on OERs can be found in this [library guide](#).

2.3e Reading Lists

The library set up access to GMIT reading lists on the [Keylinks](#) platform since 2019. This facility enables both library staff and academics to log in and update or create new lists, as they are approved for GMIT modules. While it is ideal that all book and eBook material in the Reading Lists is available in our libraries, it is not necessary, and online book databases such as Amazon and Worldcat can be used as sources of bibliographic information. Resource information may also be keyed manually, if not easily accessible on any linked service.

2.3f 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 encourages 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.

2.3g Streaming Services

Since the Covid closed period from 2020 to 2021, GMIT Libraries have taken subscriptions to two online streaming services to enable access to films and documentaries relative to courses taught in the Institutes. As courses will be delivered in a hybrid format from the 2021/22 academic year, services such as these will invariably become a valuable part of the library collection. Purchase of library DVDs will not be considered if items are available through the library streaming collections.

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, or 10 years at most. 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 [GMIT Sharepoint](#) content management system for GMIT staff/student access only.

2.5 Exam papers

Exam papers are no longer available in GMIT Library in print format, all exam papers for the last 7 years may be accessed online in pdf format from the GMIT Library website, by authorised GMIT staff and students only.

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, specifically 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 [Purchase Suggestions](#) link (from the library's website) or by [email](#) and these are dealt with by library acquisitions staff. Sources used for selection include [reading lists](#), items written by GMIT staff, academic catalogues, [Academic Module Manager](#) (module readings) online bookstores and references from other books or articles. Subject Librarians also submit material requests for selection when resources allow.

- For core course reading a maximum of 6 copies (or 1 unlimited / 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 the library can source out of print editions from approved vendors, once they are found to be in 'as new' condition.

3.2 Journals

Journal subscriptions are maintained by the Serials department, and as with books, 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
- From January 2022 online journal availability will increase as GMIT is accepted into the IReL agreement.
- New courses are catered for as far 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 academic quality, 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.
- Subscriptions to databases **not available** to us through IReL will only be considered for subscription after January 2022

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. The library will purchase items via the Kanopy, Academic Video Online or Artfilms platforms if it is economically viable to do so. In the case of high costs of items, the library reserves the right to query the purchase, or seek funding from the requesting department.

3.6 Maps

Maps and other specific non book items may be purchased if they directly relate to teaching and learning needs of patrons on relevant courses, and are not freely available online, or through public information channels.

3.7 Archival Items

Items for the GMIT Archive and ephemeral material may be donated to the library but must be of historical significance / value to the GMIT archive collection.

3.8 Donations

Donations or used books are no longer accepted for addition to library stock. The library would like to assure patrons that since Covid all material added to GMIT library stock is purchased from approved vendors only, with all Covid guidelines adhered to, as per the jurisdiction in question.

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 discarded in an environmentally friendly manner.
- 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 benefit 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 donated 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 in reasonable condition may be recovered and new labels added to prolong their library shelf life, where extensive use is applicable. Items that are in very poor condition are replaced by newer copies where still 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 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.

To maintain a valid print collection, it is necessary to ensure collection security. To this end, funding for RFID tags and gates for GMIT, as well as an upgrade to the most recent ISO standard for IT Sligo and Letterkenny IT is currently (2021) being pursued as part of the **Technological Universities Transformation Fund** (TUFT) application process.

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 and Assistant 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, and other library/book related events
- 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 (5 in total) on presentation of a valid IOT student ID card. Staff and research postgraduates also have visiting and limited borrowing access to NUIG library.

Strategic alliances at Institute level with NUIG, 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.

The implementation of the '[Scan and Deliver](#)' service post Covid 19 enables access to chapters of books or journals housed in the library and not accessible due to the library's closure. Under the 2019 Act, Libraries may make up to one chapter of a book, or one article from a journal issue available for personal research use, and this service enabled library users to request a chapter or page range within the 10% threshold to be sent to them via email for their personal use. Academic staff may put individual chapters on Moodle, the Institute VLE for T&L, this is allowed within the copyright legislation.

Interlibrary loans using specialist document supply companies are available; 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 are often reflected by a budget decrease, thus 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 specific collections or databases. The funding of 2 large databases from the IReL group over the last 15 years has given great scope to GMIT's online library collection, and access to more of the IReL collection from 2022 will be a most welcome addition to our resources.

References

1. Galway Mayo Institute of Technology Library *GMIT Library Strategic Plan, 2005-2011 Galway Campus*. (2006) p.6
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Fig. 1 Collection profile of GMIT Libraries, June 2021