

IADT Library Collection Development Policy

Document Reference and Version Number	PLCD23/V1.0 September 2023
Purpose	The purpose of this policy is to outline the IADT Library Collection Development Policy
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Policy Owner	Office of Registrar
Intended Audience	Staff / Students / General Public
Approved by Academic Council	13 November 2023
Commencement Date	December 2023
Related Documents	<ul style="list-style-type: none"> • N/A
Related Forms	<ul style="list-style-type: none"> • N/A

Document Version History

Previous Version	Notes	Replaced by
N/A		New Policy IADT Library Collection Development Policy, V1.0 2023

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1. Introduction

Collection development involves the selection, enhancement, acquisition, processing, evaluation, preservation and deselection of library assets, according to the strategic priorities and mission of the Institute.

This process establishes specific selection protocol and supports the Library team in ensuring that the Library's collections are relevant, dynamic and multi-disciplinary as well as identifying gaps in the collection. The focus is on providing adequate and equitable access to core learning materials for students as well as facilitating the teaching, learning, and research needs of the Institute, Faculties and programmes. The Policy also supports budgetary decisions, providing a rationale and consistency behind decision making.

This Policy covers the breadth of the IADT Library collection, including printed books, periodicals, theses, eBooks, ejournals and digital media streaming services. It also encompasses collaborative efforts with external libraries via interlibrary loans and the management of donated material.

2. Context

IADT Library services a community of 250 staff and 2,500 students. The current collection comprises of approximately:

- *30,000 printed books* – As per the recommendation by ALA/ SCONUL¹ for undergraduate collections, we would endeavour to provide core textbooks on reading lists at a ratio of 1 to 10 students
- *21 printed journals*
- *1,582 DVDs*
- *Nearly 300K eBooks*
- *37 ejournals* - the Library subscribes to a number of online databases and aggregated content where users can access a large range of journal titles. A small number of eJournals are also purchased annually on a subscription basis as individual electronic titles in preference to the print version of a journal. Electronic access is the preferred option as this increases accessibility and delivery of material for users.
- *Theses and dissertations* – the Library manages institutional repository sites via DSPACE and Sharepoint, hosting theses, dissertations and other academic outputs. The Library requests that Faculty submit theses and dissertations each year following the grading process and that all work graded as a >2.1 be send to the Library for incorporation to the relevant repository. Hardcopies of postgraduate research theses will be stored in the Library office to be used as reference.
- Kanopy streaming services

Our collection will be further augmented through the IReL (Irish Research eLibrary) initiative². IADT Library has joined this consortium on a Phase One basis since January 2023. Decisions to purchase, subscribe or cancel resources are managed at the consortium level. Additionally, we consistently evaluate the open access landscape, availing of all open access collections as they become available via repositories and database providers. A full list of these resources can be found within 'Our collections' in the Library website.

¹ <https://www.sconul.ac.uk/sites/default/files/documents/ALS1011.pdf>

² <https://irel.ie/>

Budget info: All elements of the collection are currently logged within the same budget, with both being maintained using the programme codes as allocated to the specific programmes.

The Library may allocate additional budget towards the provision of resources for new programmes. This is always under review and is subject to the Library receiving budget to support new programme(s).

Final responsibility for determining priorities and the purchase of all library materials rests with the Library. The Library applies the following selection criteria to all selections submitted to the Library for consideration.

Similar criteria are applied to any bequests, donations or gifts made to the Library. Storage limitations, relevance of the donation to the collection and/or the existence of the same/ similar material in the Library may also be considered. Bequests, donations and gifts are accepted on condition that the Library is free to dispose of them however it deems appropriate.

3. Responsibility

The Institute Librarian ultimately holds responsibility, though collection development and management is a collaborative process, involving the full Library team, with support from Institute staff.

4. Collection Profile

The Library's collection has developed since the Institute's creation and includes an eclectic mix of material supporting the programmes offered. The collection has evolved in conjunction with the teaching and learning requirements, being driven by staff and students at the Institute. The collection includes content pertaining to the following:

- Art & design
- Photography
- Film studies
- Psychology and cyberpsychology
- Management
- Computing and programming
- Equality, diversity and inclusion
- Media studies
- Entrepreneurship
- Modern literature

5. Library Collection Development Goals

The Library Collection Development Policy provides the context for the organisation, development and management of the overall Library Collection. It ensures that the collection is developed in keeping with IADT's Library Mission Statement:

"IADT Library aspires to support the mission of the Institute through providing seamless and integrated services of quality."

The Library collection is developed based on the following guiding principles:

- To support learning, teaching and research for the Institute communities.

- To ensure that resources are distributed equitably and that all registered Library users have equal access to the Library collection.
- To ensure a coordinated and strategic approach to the development of the Library's collections, based on the following:
 - Strategic and academic developments in the Institute's Strategic Plan
 - Developments in the library and information sector
 - Developments in the publishing sector
 - Technological developments and obsolescence
- The Library makes every effort to establish links with suppliers who are also committed to providing additional methods of accessing material for users with disabilities. Such links may include
 - Facilities for text to speech conversion
 - Text magnification and zoom properties
 - Facilitating user interface preferences.
 - The Library also considers transfer of material to facilitate user needs at another library site.

6. Selection Criteria and Methodology

6.1 Purchasing and selection

Purchasing and selection is based on numerous factors including:

- The relevance of the item to the current curriculum, new programmes, teaching or research needs. Additional budget will be sought to facilitate new programmes.
- **In May of each year the Library requests updated reading lists from academic staff in preparation for the forthcoming academic year.** They should be mailed to infolib@iadt.ie.
- Faculty are encouraged to incorporate representation from diverse sources.
- Staff or students may request new materials to meet their research needs via the Library website [Order a book](#). These requests will be evaluated on a case-by-case basis in terms of budgetary restrictions and relevance to the collection.
- Content is evaluated according to:
 - i. Currency of information
 - ii. Format
 - iii. Price
 - iv. Anticipated level of use
 - v. Language
- The Library may select additional material from catalogues etc. in order to add to the depth of the existing collection in each subject area and to keep the collection up-to-date.
- New editions of current textbooks and eBooks are also obtained as they become available to ensure the currency and relevancy of the collection.
- Whether it is more beneficial to have a printed or electronic version of the material. Previously the preferred access model was to purchase electronic resources, thereby enabling remote, off-campus access as well as facilitating multiple users to avail of the resource. However, with the current eBook crisis³, this model has been reconsidered and purchasing decisions are evaluated on a case-by-case basis.

³ <https://www.libraryassociation.ie/the-ebooksos-campaign-in-ireland/>

- Print monographs (books) are generally selected electronically using the Library's selection requests service. The preferred format is paperback format to minimise costs. Where, the intention is to retain item(s) for many years or where a paperback format is not available a hardback format may be purchased.
- There is a ratio of 1 copy per 10 students but no more than 5 print copies per course. This will include 1 reference copy which is retained in the Library at all times. Where feasible the Library will purchase unlimited licences for eBooks. This may be exceeded occasionally where it can be demonstrated
 - That there are large student numbers on a course/ demand for the text is high.
 - Books costing more than €100 may be purchased in reduced quantities and subject to budget being available.
 - Out of print materials/ used/ second hand are acquired only as necessary and subject to budget being available.
- Print journal titles subscriptions are reviewed on an annual basis and only renewed if an electronic version is not available and where the titles are demonstrated as remaining relevant to the needs of users.
- The Library commits to purchasing a copy of books written by staff.
- Recommendations for new journal title(s) will be considered based on cancellation of an existing title(s) of similar subscription cost(s) inclusive of VAT or subject to the allocation of Departmental budget. Any new requests must be submitted at the beginning of the academic year. Please note that cancellations are not feasible mid-year. Requests for new subscriptions will not include subscriptions for archived/ back sets of materials.
- Research and scholarly publications created by staff or students should be incorporated and made available through the Institutional Repository. Where necessary publisher embargos can be applied.

6.2 Retention/ Deselection

On an annual basis the Library collection is evaluated in its entirety to ensure that it remains relevant to users' needs and that the best use is made of the available space. Items may be deselected or withdrawn from the collection if they meet one or more of the following criteria:

- Item is damaged beyond repair.
- Item has been superseded by a more recently published item/ new edition or the content is out of date.
- Item has not been used by Library users for in excess of 5 years. This information is gathered via usage analysis and circulation statistics.
- Subject is no longer studied within the Institute.
- Please note that if the item is on a current reading list, then it will not be deselected.

We are committed to the ethical disposal of books where they meet the above criteria and are deemed no longer relevant to the collection.

6.3 Donations, Gifts and Bequests

- Donations that are in keeping with the collection criteria and are in good condition are welcomed. We do not accept old editions of textbooks, out of date items or damaged items.
- The Library requests a list or catalogue of potential donations to enable us to assess the material prior to the donation being given.

- Once accepted, the donated material thereby becomes the property of the Institute. The Library reserves the right to assess the content and decide on its retention or deselection accordingly.
- Where possible, the donation will be acknowledged by incorporating the donor's name into the metadata record.

6.4 Replacements

- Items will be considered for replacement when they are recorded as 'missing' in the Library catalogue and are still requested.
- Library patrons who have mislaid printed books are responsible for paying to replace them. Alternatively, they can purchase them directly and deliver them to the Library.

7. Collection Evaluation Methods

All assets within the collection will be evaluated on an annual basis, reporting from September to August each academic year, assessing the following:

- Circulation statistics for print items and DVDs.
- eBook usage including where items have been denied, whereby patrons have sought a title and been turned away because of limited licenses.
- Evaluate total expenditure versus usage for each electronic collection.
- Cost per full-text download.
- Percentage of titles with zero downloads.
- Top 30 most popular titles.
- Where print copies have been superseded by newer editions.
- Where print copies have been removed or lost from the collection. This should be minimal now given that the security gates have been installed.
- Volume of movies streamed in Kanopy.
- For subscriptions, yearly usage and cost trends. Evidence of value per usage as well as feedback from Faculty.

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