

## **Library Collection and Information Access Policy: General guidance**

**This document is intended as a supplementary and explanatory document to sit alongside the current Library Collections and Information Access Policy. The Library Service will review this document annually and more often if required in the light of changing circumstances**

### **Approach to and Level of Provision**

<b>Approach to and Level of Provision</b> Operational Principles	Selection of learning resources is based on a collaborative partnership between academic staff and the Library Faculty Support Team. Final decisions for spending, however, sits with the Library Service and we reserve the right to make decisions based on the professional judgement and experience of the Subject Librarians. Decisions on provision will always be evaluated in the context of available budget. Material to be purchased will be based on current reading lists and any other material suggested by research and academic staff or by recommendations from students.
<b>Approach to and Level of Provision</b> Books in General	Faculty Support Teams will follow the Library's eFirst Policy as articulated in the CIAP to purchase materials in electronic format in preference to the print/physical format for books and journals, where available and cost effective.  Print copies of books will be purchased where required, depending on recent demand, previous experience, usage, and taking due account of the availability of electronic equivalents.  The cost of eBook purchases is always offset against the reduction in the number of print copies when print copies are also required.

<p><b>Approach to and Level of Provision</b> Reading Lists - Operational Principles</p>	<p>The Library Service aims to provide access to every item on each module reading list whether in electronic or print format.</p> <p>Where available, the Library aims to provide an electronic version of all required reading list items in the following ways:</p> <ul style="list-style-type: none"> <li>• an eBook with unlimited/multi-user access (if available)</li> <li>• an article in an e-journal the University subscribes to</li> <li>• digitising a book chapter or journal article in accordance with the University's CLA HE copyright licence</li> </ul> <p>The Faculty Support Team will support academics in selecting material for reading lists which is remotely available in electronic format. Feedback will be provided to academics in relation to items not available in electronic format. The CLA HE scanning licence and Second Extract service will be used where appropriate.</p>
<p><b>Approach to and Level of Provision</b> Reading Lists - Timelines for Submission</p>	<p>Reading lists must be submitted as early as possible so that material can be made available in advance of demand. The suggested deadlines are:</p> <ul style="list-style-type: none"> <li>• <b>By end-July</b> for modules starting in Semester 1</li> <li>• <b>By end-November</b> for modules starting in Semester 2</li> <li>• <b>By end-May</b> for modules starting in Semester 3</li> </ul> <p>The Faculty Support Team will continue to search for new editions of existing texts to add to stock. However, we need the full support of the Faculty in submitting their reading lists and making suggestions for new additions to stock, in a timely manner.</p> <p>Reading list requests received after these dates may not be fulfilled in time for the start of the new semester.</p>

<p><b>Approach to and Level of Provision</b> Reading Lists - Books</p>	<p><b>Required Reading</b></p> <p><i>Guidelines for level of provision (per module)</i></p> <p><b>Where possible the Library will seek to provide access to textbooks in the following order of preference:</b></p> <ul style="list-style-type: none"> <li>• <b>Unlimited/Multi-user eBook available</b></li> </ul> <p>1 multi-user eBook licence as a minimum + additional print copies as appropriate up to a maximum of 6 copies</p> <ul style="list-style-type: none"> <li>• <b>Single User eBook available</b></li> </ul> <p>1 single eBook licence per average of 20 students on module + additional print copies as appropriate up to a maximum of 6 copies</p> <ul style="list-style-type: none"> <li>• <b>Where no eBook version is available</b></li> </ul> <p>1 print copy per average of 20 students, normally no more than 6 copies, this may be exceeded in exceptional circumstances. Copies will normally be added to two – day or 2-week loan categories.</p> <p><b>Recommended Reading</b></p> <p><i>Guidelines for level of provision (per module)</i></p> <p><b>Where possible the Library will seek to provide access to textbooks in the following order of preference:</b></p> <p><b>Unlimited/Multi-user eBook available</b></p> <p>1 eBook licence, additional single print copy where appropriate</p> <p><b>Single user eBook available</b></p> <p>1 eBook licence, additional single print copy where appropriate</p> <p><b>Where no eBook version is available</b></p> <p>1 print copy per average of 40 students (max 3 copies)</p>
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<p><b>Approach to and Level of Provision</b> Journals &amp; Databases</p>	<p>Requests for new electronic journals (or print journals if a title is not available in e-format) and databases must be considered in relation to existing resources in these formats. Decisions will be made in consultation with the Faculty and with the relevant Head of School/Department.</p>
<p><b>Approach to and Level of Provision</b> Non-Book Media</p>	<p>Resources in other appropriate media formats can be purchased if required for teaching or research purposes. e.g. streaming services.</p>
<p><b>Retention &amp; Withdrawal of Stock</b></p>	
<p><b>Retention &amp; Withdrawal of Stock</b> Approach to Consultation – Operational Principles</p>	<p>All information resources regardless of format are subject to regular review based on usage and relevance to <i>current</i> teaching and research. Each Faculty Sub-Librarian will lead a consultation process on the deselection of material whenever there is doubt regarding the usefulness of specific material for supporting current teaching and research needs and where the decision does not fit closely with the guidelines below. Consultation will also take place when significant numbers of items/titles are to be withdrawn.</p>

<p><b>Retention &amp; Withdrawal of Stock</b> Criteria for Specific Material Types - Books</p>	<p><b>Bookstock</b></p> <p>The following will be automatically retained</p> <ul style="list-style-type: none"> <li>• books recommended by academics and included on current Reading Lists</li> <li>• other well-used and relevant books from the collection which support current teaching or research including seminal works</li> <li>• Seminal works shall be retained regardless of usage where they contribute to the broad collection in recognition that key classic texts often highlight the evolution of many subject areas and point to the intellectual development of the research in that area</li> <li>• Items of Irish and local interest will normally be retained if relevant</li> </ul> <p>To assist with the regular review process, items with long-term inactivity will be regularly assessed in relation to relevance and value for current teaching and research. Material that has been borrowed recently but contains very dated or redundant information will also be considered for withdrawal, i.e. the currency of the information is as important as the loan history.</p> <p>The Library also regularly reviews its holdings of standard textbooks. Runs of superseded editions of textbooks will only be retained for sound pedagogical reasons, for example, if a prior edition retains content of key curriculum relevance. The same retention practice is adopted for eBooks.</p> <p>The Library receives regular publisher and bookseller updates when new editions of books previously purchased are published. As a result, the currency of stock is managed by:</p> <ul style="list-style-type: none"> <li>• Automatically supplanting the previous edition of a book on a Reading List with a copy of the new edition unless informed not to do this by the Module Coordinator.</li> <li>• Withdrawing all previous editions except for the superseded edition unless informed not to do this by the Module Coordinator or based on the Subject Librarians' experience of student demand.</li> </ul>
<p><b>Retention &amp; Withdrawal of Stock</b> Approach to Consultation - Books</p>	<p>Academic staff will normally be invited to review any significant numbers of items relevant to their subject area identified as candidates for withdrawal and will be given a suitable time period to carry out the review. (This will not take place if a school or faculty has agreed with a Sub-Librarian they do not wish to review deselected stock). Following this review period, any material identified for deselection will be checked for reading list status and then withdrawn from stock.</p>

<p><b>Retention &amp; Withdrawal of Stock</b> Criteria for Specific Material Types - Journals &amp; Databases</p>	<p>Print journal holdings are normally only retained where there is teaching or research value in doing so and there is no e-equivalent held. Following cancellation, short-dated journal back runs are discarded when their relevance has diminished. Exceptions would include publications of Irish/local interest or titles of unique value as a physical resource. Usually, no more than 5 years are held of professional magazines. For both journal and database subscriptions, a substitution or cancellation policy may apply depending on budget allocation.</p>
<p><b>Retention &amp; Withdrawal of Stock</b> Approach to Consultation - Journals &amp; Databases</p>	<p>Academic staff will be consulted before a database or journal subscription is ceased. A decision to cease subscribing to a database or journal will be made based on current teaching and research needs (or anticipated needs in the future), usage statistics for the resource and the costs of the subscription.</p>
<p><b>Retention &amp; Withdrawal of Stock</b> Criteria for Specific Material Types - Non-Book Media</p>	<p>The Library holds various collections of non-book media including DVDs, multi-media packs and microform. There are limited microfilm and microfiche collections held and most of which are relevant to the Faculty of AHSS. As content contained within these formats becomes available electronically or ceases to be of relevance to current teaching and research, they will be withdrawn following appropriate consultation with academic staff.</p>