

Collection Development Policy



Scope

This document outlines the criteria, priorities and practices related to resource management in the Library.

General information

The Library is funded from the Higher Education Authority (HEA) allocated Institute budget.

The role of the Library in DkIT is to encourage, facilitate and enable learning, teaching and research. We support academic and intellectual freedom and endeavour to demonstrate this in our collection through multiple viewpoints. We aim to hold on site as much essential material as may be required in either print – currently over 50,000 items - or in digital format. We support 24/7 virtual access to electronic resources via our web pages <https://library-search.dkit.ie/>. Subscriptions to online journal databases, individual electronic journals and e-books represent the largest portion of the budget for library materials.

Formats

A survey in 2014 showed that the print book remains the preferred format for 52.7% of respondents. However, 37% of respondents had no preference and 10.3% indicated that they preferred e-books. Therefore, print books continue to be an important resource. Some of the advantages of print books include:

- Readability
- Portability
- Affordability
- Durability

Many of the titles on current reading lists for programme modules are not available as e-books.

Suppliers

A national tender for the supply of library goods to the Institutes of Technology (IoTs) and University sector took place in 2015. The Library chose the top ranking supplier. Under the tender agreement suppliers are reviewed annually in terms of price, speed of delivery, percentage of items received, response time to queries, and number of problems encountered. The tender process allows the Library to demonstrate transparency, cost effectiveness and value for money in sources used and material purchased. Second-hand materials continue to be ordered through online suppliers.

A national tender to establish a Single supplier Framework Contract for the Supply of Library Journals & Periodicals to the Institutes of Technology (IoTs) and University sector also took place in 2015.

Loan periods for library materials

The majority of material in the Library is available to borrow. However some items such as reference material, print journals or items in high demand are only available for use in the Library. Items available for loan are subject to different loan periods: three week, one week, 4 day loan and short loan. Loan periods are determined by number of copies held and expected demand.

E-resources

Demand for access to Library information resources outside current opening hours is an on-going concern. To facilitate 24/7 access to information the

Library purchases or subscribes to a variety of e-resources. Some of the advantages of e-resources are listed below.

- Improved accessibility, i.e. on or off-campus access, during or outside of the Library's opening hours
- Can allow multi-user access to a single copy of an e-book or journal article
- Faster access to current information e.g. daily update of journal databases
- Reduced handling and storage costs for e-books and journals
- Enhanced statistical information
- Assistive technology e.g. text manipulation

The World Wide Web provides access to vast amounts of free information from important resources. The Library aims to include links to government, statistical and research information relevant to Ireland.

Priorities for acquisition:

- Provision of course related resources for students
- Secondary sources and reference resources
- Resources to support other work of the Institute
- Resources of cultural and wider academic interest
- Local interest material
- Irish language material

Review and update the collection on a regular basis to ensure continued relevance and to maintain the collection in good order.

Criteria for acquisition:

- Is the resource relevant to the aims and objectives of the Institute and its programmes?
- Is the resource of suitable quality?
- Is the resource value for money given expected usage?
- Is the same or similar information accessible or available already in another format?

Acquisition of e-resources:

E-resources will be selected in accordance with the general criteria and priorities for acquisition and subject to budget constraints. In addition, the following is also considered where applicable:

- Simultaneous multi-user access
- Remote access
- License model
- License terms and conditions
- User-friendly and accessible interface
- Hardware and software requirements
- Technical support
- Usage statistics
- Archiving and access to information in the long term

Choosing a book format:

- Availability

- Expected user group – students on placement, part-time or distance learners
- Reading classification i.e. essential or supplementary
- Type of publication – textbook, reference book etc.
- Book content/subject matter – text, graphics, diagrams
- Format of existing copy in stock if duplication required
- Academic staff request for a specific format

Duplication of stock

The Library aims where possible to hold an electronic version of popular/high demand books. However, due to budget restrictions, duplication of stock is avoided unless justified by demand. Throughout the year the Library will monitor demand for material through holds statistics and if funds permit, will purchase additional copies of items with multiple holds.

Interlibrary loans

Interlibrary loans are obtained primarily for items such as books and journal articles that are not held in stock. However, interlibrary loans may also be requested for items which are lost or missing from stock. In certain circumstances interlibrary loans may be requested for items which are in high demand and “on hold”. These requests will be considered on an individual basis.

The Library currently has a partnership agreement with various Institutes of Technology to fulfil interlibrary loan requests. British Library and Subito document supply services are also used.

To keep costs to a minimum where it is cost effective to do so interlibrary loan requests may be filled through Kindle e-book purchases on Library Kindle devices. Similarly journal article requests may also be filled using pay per view services where it is more cost effective to use these services than traditional document supply services.

Patron driven acquisition in the form of short term e-book loans is also used. Patron driven acquisition can take the form of loans requested by patrons through Library e-book databases and loans activated by patrons by browsing, printing and copying within titles in databases.

Criteria for withdrawal of resources:

Typically a resource is withdrawn from stock when:

- Out of date
- Beyond repair
- New editions are available
- Usage is below an acceptable level
- Subject is no longer studied

Withdrawn items

Withdrawn items are offered to staff and students before disposal.

Review of subscribed resources

A review of all subscriptions takes place on an annual basis as one year is the typical subscription period for subscribed resources. The following criteria are taken into account:

- Usage statistics
- Cost per use/search
- Unique information
- Restrictions on full text access
- Changes to licensing model
- Changes to licensing terms and conditions
- Changes to on campus or remote access conditions

Collaboration with academic staff

To facilitate feedback and involvement of academic staff in identifying priorities for purchase, a member of library staff liaises with each department. Annual meetings are held with Heads of Department to discuss usage statistics, additions to and withdrawals from the collection and reading list requirements.

In May of each year the Library requests updated reading lists for course material from academic staff in preparation for the coming academic year.

To facilitate timely purchasing of course material the Library must be informed well in advance of the academic year of all new courses planned or any alterations in the academic work programme.

Academic staff can email their reading lists to acquisitions@dkit.ie or enter requests through the online request form at <https://www.dkit.ie/dkit-library/collections/book-purchase-request>.

The Library no longer accepts lecturers' inspection copies.

Collaboration with students

Students can email book suggestions to the library at acquisitions@dkit.ie or contact the library desk with details of the item they would like to request. Feedback from students on existing resources is also sought through surveys and focus groups.

Special Collections

Mount Oliver Collection

The Mount Oliver Library was donated to us in summer 2003, and is retained as a separate collection within the Library. The main elements of the collection are Scriptures, Theology (Dogmatic, Moral, and Sacramental), Education, Religious Education, Feminism, and Spirituality. There are also classic texts in other subject areas such as philosophy, drama, history and psychology.

The Mount Oliver Library was originally developed and owned by the Mount Oliver Institute Trust and located in the Franciscan Sisters Convent in Ballymascanlon, North of Dundalk. It was set up to support the catechetical and adult religious education programmes initiated in the late 1960s by the Mount Oliver Institute. Between 1969 and 1992 the Library was built up to include about 6,000 items.

Current status: continues to grow through donations.

Whitaker Collection

This collection was donated by Dr T. K. Whitaker and contains almost 250 items on a variety of subject areas from his personal collection.

Current status: static

The Institute Archive

Material in the archive dates back to 1971 when the College first opened its doors. A variety of material is to be found recording the life of the institute including annual reports, course information and teaching materials.

Current status: continues to grow through donations.

Donations

The Library welcomes donations that support the Institute's aims of learning and teaching and which meet the selection criteria. Donations which complement our existing Special Collections may also be considered.

For donations of more than 20 items please contact acquisitions@dkit.ie with a listing of the items so that titles can be evaluated and selected. A signed donations form must accompany each donation; this form is available at the library issue desk.

The Library does not accept old editions of textbooks or items which are out of date, have pen/pencil markings or highlighting, damaged items or items with unsound binding, individual journal issues or short runs of journals, out of date formats e.g. VHS, microfilm, microfiche, duplicate items already in stock unless additional copies are required.

When gifts are accepted, DkIT Library becomes the owner of the material, and as such, reserves the right to determine its retention, location, cataloguing, and other considerations related to its use, maintenance or disposal.

Donations will not be accepted in lieu of fines. No monetary reward can be given for donations to the Library.

Replacement Charges

Borrowers are responsible for materials issued to them until they are returned to the Library. A user or borrower will incur replacement charges when material is damaged beyond repair, when material is declared lost by the borrower, or when an item is billed as overdue by the Library. Items are billed as overdue if they have not been returned within a specified time after the due date, depending on the loan period.

The replacement charge represents the cost to the Library when an item is billed or lost, including the cost of purchasing and processing a replacement where applicable. The charge may include the following:

€10.00 processing fee

+ Replacement cost of item