

Dublin Business School Library

Collection Development Policy

1. Introduction

- a. Aim of the Collection Development Policy
The Library Collection Development Policy provides a framework for the development and management of the Library Collection. It ensures that the collection is developed in accordance with the Library Mission Statement
- b. Library Mission Statement
“The mission of the Dublin Business School Library is to provide efficient, appropriate and effective information services to facilitate the learning, teaching and research objectives of the College.”
- c. Principles for collection development
Collection development is the process by which the library assesses, selects, and withdraws material. The Library Collection is developed with the following principles in mind at all times:
 - Equitable access to the Library collection should be available for all registered Library users
 - Input is desirable from both academic staff and the student body
 - Collection development should be in line with strategic and academic developments in the college, developments in the library and information sector, developments in the publishing sector, and technological developments

2. Budget

- All expenditures are tracked using the library management system.
- a. Allocation by format
Material is acquired by the library in a range of media across all subject areas. Separate annual budget allocations are made for the following formats: Electronic databases; Print journals; Print books; EBooks; and Audiovisual material.
 - b. Book allocation by subject
Within the print book budget separate budgets are then allocated to particular subject areas.
 - c. New Programmes
Additional finance may also be allocated towards the provision of materials for new programmes.

3. Selection Criteria

Final decisions for the purchase of all library materials rest with the library. The following criteria are applied to all purchases which are being considered. The same criteria are also applied to any donations made to the library.

- a. Relevance to current curriculum or new programmes

- b. Level of information appropriate for library users
 - c. Accessibility – with accessibility in mind the library makes an effort to forge links with vendors who are also committed to providing additional methods of accessing material for users with disabilities. They may include facilities for text to speech conversion, text magnification or allowing user interface preferences. The library also considers relocation of material to accommodate user demand at another library site.
 - d. Quality of information
 - e. Currency of information
 - f. Format – see section 4
 - g. Price
 - h. Language
- Criteria for electronic resources also include
- i. Access model – the preferred access model for all electronic resources is multiple user access and remote access. Additionally in the case of eBooks perpetual access is required.

4. Policies by format

a. Electronic formats

Priority is given to material in electronic format where available as this dramatically increases accessibility of material. The library's electronic access model requires both multiple user access and remote access for material in electronic formats.

- The library subscribes to a number of online databases and aggregators through which users can access a large range of journals. A small number of eJournals are also purchased individually on an annual basis in preference to the print version of a journal.
- In the case of eBooks a further requirement of the eBook access model is perpetual access. EBook versions of textbooks are purchased where available to support flexible learning and increase accessibility.
- Research conducted by students (e.g. dissertations) and academic staff (e.g. journal articles) is uploaded to the institutional repository subject to consent and quality control.
- Exam papers for the college are supplied from the Exams Office, the Professional School and the School of Law. These are collated by the Acquisitions Librarian, uploaded to Moodle.

b. Print formats

- Print monographs are generally bought in paperback format to reduce costs. However, if the intention is to retain them for many years or if a paperback version is not available, then a hardback version may be purchased. Core textbooks on reading lists are purchased in the ratio of 1 to 10 students. EBook versions are purchased where available and due to this increased level of access the ratio changes to one of 1 to 15. There is a cap of 15 copies of any book (this may be exceeded only occasionally: where there are large student numbers on a course; where there is no eBook version available; and where demand for the text is high). Out of print materials are acquired only as necessary.

Loantypes for print materials include reference only, 3-day loan, 7-day loan and standard loan (2 weeks) and are assigned based on the expected usage of the items. Core textbooks are only assigned loantypes of reference only, 3-day loan and 7-day loan.

- A print version of each set of exam papers is produced from the online exam papers. These papers are bound and held for reference in the library for four years. They are then stored in the library archive.
- Print serials/journals are reviewed on an annual basis and only renewed if an online version is not available and if they remain relevant to the needs of users. Recommendations for new serial titles are considered. Current print newspapers titles are acquired on a highly selective basis. They are archived for one month and then discarded.
- The Library may subscribe to looseleaf services in select areas (e.g. Law) that support the curriculum. Looseleaf materials are selected only if alternative formats are unavailable.

c. Audio-Visual materials

Considerations of availability of equipment and facilities inform format choice. Material available only in outdated formats should not be purchased. The preferred format is DVD and the preferred regions are region 2 or region 0. All film DVDs are 1-day loan for students and 2 week loan for staff. DVDs to be used as teaching aids are also purchased and are placed on restricted access. This means that they can be borrowed by staff but can only be viewed by students in the library.

5. Selection Aids print, audio-visual and eBook collections

Recent acquisitions lists are circulated monthly during term-time and posted to the library website. New acquisitions are chosen using the following aids:

a. Reading Lists

The majority of material is selected in response to reading lists received from academic staff.

b. Academic staff requests

Academic staff may also make requests for additional material to be acquired to broaden the collection. In this case usually only 1 or 2 copies are acquired.

c. Student requests

Students may also make requests for additional material to be acquired but the decision to purchase such material depends on its usefulness to other library users.

d. Review of reservations reports and inter-library loan requests

During term-time monthly reviews of reservation reports are checked to ensure enough copies of core texts in demand are available. Inter-library loan requests for books are checked at the end of the academic year to ensure there are no gaps in the collection for a particular subject area.

e. Library selection

The Acquisitions Librarian 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.

f. New editions

New editions of current textbooks and eBooks are also obtained as they become available to ensure the currency of the collection.

6. Material not collected

- a. Annual reports, catalogues, telephone directories as these may be found online.
- b. Videos are no longer purchased as this format is now out of date.
- c. Spiral bound publications due to their less durable format are only purchased where there is no hardback or paperback version available.
- d. All courses in DBS are taught through English so books are only purchased in English (unless something is deemed necessary by academic staff and is not available in English)
- e. Dissertation and theses in print format are no longer accepted in the library as electronic versions of these are now sent for upload to the institutional repository

7. Print Collection Management

a. Weeding

An annual evaluation of the collection is undertaken 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 worn out/damaged
- Item has been superseded by a more recently published item or has become out of date
- Print item is now available online
- Item has not been used by library users for a period of time

Little used items that still have the potential for future use are stored in the library's archive areas.

b. Preservation

All paperback items are covered using Ryco book covers to maximise their durability. Items whose covers or pages have become loose are repaired by library desk staff where possible.

c. Replacements

Items are considered for replacement when

- They have been declared lost and are still in demand
- They are damaged beyond repair and in demand

Library users that have been responsible for the loss or damage of library material are liable for the cost of replacing such material.

8. Annual Policy review

This collection development policy will be reviewed annually during the summer and revised as necessary.