Yeats Library IT Sligo

Information Resource Management Policy

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1 Introduction

The Yeats Library, Institute of Technology Sligo (The Library) collects information resources in all formats in support of the Institutes' teaching and research mission. Primary emphasis is on acquiring current resources, irrespective of format. The Library will seek the most effective and economical methods for resource acquisition whether by purchase, subscription or document supply

2 Policy scope

This policy will guide Library staff in the managing of purchases, subscriptions, and document supply, so that the Library supports the Institute mission to the greatest extent possible.

It will provide a framework for discussions on information resource development between Library staff and Library users (in particular Institute teaching, research and administrative staff and Institute students). It will provide specific guidance for liaison between senior Library staff and course or programme boards on budget allocation and information resource provision.

It will provide Institute senior management with a long-term perspective on Library information resource development.

It will guide Library staff in promoting Library information resources as instruments of regional development.

The policy will form the basis of The Library's position in any future negotiations with other institutes on clustering or mergers in the context of the National Strategy for Higher Education.

3 Purposes and goals of Information Resource Management

Information Resource Management at the Yeats Library will ensure the following:

- Effective selection and acquisition
- Appropriate review, withdrawal and discarding
- Efficient gathering of metrics as to the use and appropriateness of information resources
- Access to information resources external to the Library when required.

The Library will develop its information resources based on a continuing analysis of the Institutes evolving academic programs, research interests, user needs, and regional priorities.

An important element of the overall information resource management policy will be the development of an Information Access Strategy to include:

- A single point of discovery for all information resources
- Cross searching of multiple information resources
- Training for users in information skills

4 Information Resource Provision Levels

Acquisition of print and electronic information resources in the Yeats Library will concentrate principally on the discipline and subject areas which are taught or which are the focus of research at the Institute. Provision will be appropriate to the level of teaching or research in any given subject area.

4.1 Basic Undergraduate Level – Higher Certificate, Bachelor Degree

- Latest editions of a range of text books.
- A small representative collection of basic reference resources.

4.2 Advanced Undergraduate Level – Bachelor (Honours) Degree

- A similar range of textbooks and basic reference resources to that at Basic Undergraduate Level.
- Subscription to a small selection of core journals either individually or as part of aggregated databases. Core journals will be defined in consultation with Academic staff.

4.3 Post Graduate and Research Level

- Since Institute research is increasingly diverse, any attempt by the Library to provide substantial research resources locally by purchase or subscription will not succeed. However, the partial extension of access to IReL (Irish Research library) databases to the Institute of Technology sector has increased access to online research resources. A further increase in access by IT Libraries to resources such as those provided by the IReL project would enrich the resources of the Yeats Library. Pending developments in IReL the Library will concentrate on providing a range of ILL and document supply services for postgraduate students and staff doing research. Areas where the Institute has a research interest will be considered when purchasing or subscribing to major databases of full text journals and other material. The Library will also attempt to put certain specialised individual resources in place as an aid to research without aspiring to a comprehensive range of resources eg. A database of standards.

4.4 General Knowledge, General Reading and Special Interest

Library resources will include:

- A small up to date collection on general knowledge
- A collection of general and literary fiction
- A collection of regional and national cultural material, including Irish language material
- General reading in core European Languages and the languages of home countries of international students
- Items of special intrinsic interest, including donations

5   Allocation of the Information Resource Development Budget

5.1   General principles on resource formats

Information Resources will be acquired in a range of formats, including printed and electronic monographs and journals, sound and video recordings and multimedia according to the following criteria:

- Known/predicted user demand
- Appropriateness to user requirements for access to information
- Availability/cost of alternative formats
- Availability/cost of essential enabling equipment/facilities
- Accessibility
- Licensing arrangements
- Capability of technology to support the format
- Library's ability to support the format
- Ability of electronic resources to provide statistics of use for evaluation purposes
- Life cycle, costs and value
- Overall cost-effectiveness

5.2   Consortial Procurement

Where appropriate, the Library will participate in consortium, "buying club" and other joint purchasing arrangements. These may include procurement exercises organised by EPS, The Connacht-Ulster Alliance, regional clusters or the national group of IoT librarians in addition to other appropriate groups. A major incentive for the Library to become involved in consortial procurement is to avail of possible price reductions.

5.3   Electronic Resources – technical and licencing issues

A large proportion of resources available in traditional print formats are now available in electronic format. However, electronic resources are made accessible using a wide variety of technical and licencing regimes. A tendency in the supply of electronic resources in recent years has been towards the "big deal" whereby individual items from a range of publishers or from a single publisher are provided in

bundles incentivising libraries to purchase multiple items they may not require in order to access items that they do require. This tendency is accentuated to a certain extent by consortial purchasing where groups of libraries negotiate competitive pricing for bundled resources. While "big deal" subscriptions have allowed a significant increase in electronic resources to be provided quickly by libraries which may not have had large print collections, especially of journals, it has tended to blunt traditional Library resource selection decisions based on user needs and created a "one size fits all" approach. There is also a risk that changes in licensing agreements between suppliers may result in resources being removed from bundled packages without adequate warning when Library users have become dependent on them for learning and research.

This policy will attempt to outline some broad principles which the Library will follow in its resource acquisition in an attempt to maintain a balance between taking advantage of "big deal" offerings and ensuring Library resources are of direct relevance to learning and research needs at the Institute.

- In choosing electronic resources, continuity of access for the duration of Library user needs will be a priority. The Library will attempt to ensure that licences covering individual portions of bundled resources will be agreed and predictable
- While acknowledging the benefits of availing of consortial "big deal" offers from time to time, the primary criterion the Library will use when selecting electronic resources will be the relevance of individual resource items to undergraduate reading requirements, staff subject interest and institute research activity.
- New paradigms of resource development such as Patron Driven Acquisition (PDA) will be considered.   This involves integrating references to items in a supplier's ebook database into the Library catalogue. Repeated requests by library users to view the full text trigger a purchase of the ebook against a pre-determined budget.
- In certain cases, it may be necessary to ask students and staff to select resources from a range available under licence rather than to seek a resource which may not be available under licence in the appropriate format. An example might be a core text book which is required in an electronic version for use by distance learners, but which is only published in a print format. In a case such as this, it may be necessary to ask Institute academic staff to choose an electronic alternative from resources already under licence.

Both the "big deal" and patron driven acquisition tend to reduce the influence of the Library over resource development. The Library will need to retain a strong role in ensuring balance in the collections and consistency of access.

5.4   Purchases of Books and other small items

The acquisition of print and some electronic books involves a large number of small purchases. To allow for a fair distribution of the budget for individual books across academic programmes, a formula will be used taking into account the following factors:

- Cost of items in each programme area
- Student numbers in each programme area

This produces a set of percentages which will allow the budget for individual books to be distributed.

Prior to applying the formula a proportion of the book budget will be set aside for non programme specific material including general reference.

5.5   Subscriptions

Applying a budget formula to the subscriptions budget would break the available funds into multiple small allocations. Since many subscriptions to print journals and online resources involve substantial costs and have cross-programme relevance the Library feels it is more practicable to treat the subscriptions budget as a unit.

5.5.1   Journals

Requests for individual journal subscriptions and suggestions for cancellations will be gathered throughout the year. The Library may also operate a usage level trial for print journals by removing them from the open shelves, putting them on a request system and then recording the number of requests for each title.

An annual review will take place in May/June of each year.   Decisions on subscriptions for the following year will be made at this time.   This may allow cancellations and new subscriptions to come into operation during the summer period for the start of each academic year although some subscriptions may only be started or cancelled on a calendar year basis.

5.5.2   Databases

Databases may include multiple journals, standards, reports, cartographic material, theses and other types of resource. The Library will trial a number of database products each year and gather the views of academic staff on their usefulness. Based on this feedback and available budget a decision may be made to subscribe to a new database or to replace a current subscription with a new one. The principles outlined in the Section Electronic Resources – technical and licencing issues will be considered.

5.6 Purchase of materials in support of new programmes or staff

To enable an element of flexibility, each financial year a percentage of the Library's book purchase fund (usually 5%) will be allocated to new initiatives, eg. in support of new academic staff, new courses, reference resources etc.

6 Selection of Information Resources

6.1 General Principles of Selection

- Library staff will maintain course information in Module Manager under ongoing review when selecting information resources.
- Library staff will collaborate with academic staff in the selection of new information resources for acquisition
- The Library will endeavour to increase its provision of core text books in electronic format subject to availability and favourable licences.

6.2 Organisation of selection process and communication with academic staff

The Deputy Librarian, will in the first instance, endeavour to ensure that all items on reading lists attached to course details in Module Manager will be acquired by the Library.

The Deputy Librarian will also keep Programme Committee Chairs informed of available budget and provide a Library perspective on areas of the print and electronic resources which need development. Programme Chairs will be asked to provide lists of relevant academic staff and these will be contacted directly and asked to provide lists of required Library resources for their courses.

If necessary, the Deputy Librarian will attend Programme Committee meetings from time to time to discuss library learning resource provision. Good communication between the Library and Programme Committees will help ensure that:

- Information on budget allocations flows smoothly and efficiently both ways between the Library and the School
- The Library has sufficient, timely, information to support the School's research and teaching activities
- Information is communicated to library users in the Schools and comments/suggestions from students/academic colleagues are fed back to Library management.
- Initiatives by the Library are supported and encouraged within the School.

6.3 Books

- Books remain an important resource for undergraduate students so the Library will ensure that at least 25% of total resource expenditure will be used for acquisition of books each year. From 2015, the Library has procured books under the national Multi Supplier Framework Agreement for the Supply of Library Goods set up on behalf of the Institute of Technology and University Libraries by Educational Procurement Services working as the Dept of Education and Skills sectoral hub under the OGP. Suppliers are in place for English Language Monographs; Ebooks; Irish Language Materials and Published Materials of Irish Interest; Foreign Language Materials. Electronic books have formed part of the Library's resources since 2008 when a subscription was started to the an ebook database. The setting up of a supplier for ebooks under the Framework has provided the opportunity for a more focused programme of adding individual ebook titles to the resources. From 2017, the Library will allocate 40% of its book purchasing budget to the purchase of individual ebook titles, chosen with regard to the particular programmes running at the Institute. Decisions will be made on an individual basis as to the appropriate access licence (site licence, 3 user, credit based etc.)
  - *Note: The Library may not be in a position to provide access to online or other electronic material accompanying print books as the licence often restricts this to single user access.*

6.4 Journals

- The Library has moved substantially towards electronic access to full-text journals where available except for those titles where print format provides clearly identified advantages. To facilitate wider access the Library will favour online subscriptions in future. New subscriptions to individual journals are limited by budgetary constraints. They may be funded through the cancellation of existing subscriptions. The Library will attempt to gauge demand for individual journal titles using electronic statistics and/or by placing print titles on reserve and recording requests.
- In consultation with academic staff, the Library will develop a core list of journals for each programme area. These lists will form the basis for evaluating subscriptions acquired by the Library.

6.5 Databases

- Subscriptions to online databases will be started or ceased in the context of the contribution they make towards providing core information resources for

Institute programmes as well as their value in providing broader access to the results of scholarly activity for researchers

6.6 Elimination of Duplication
- Acknowledging that certain titles may appear in more than one aggregated database, the Library will attempt as far as possible within the constraints of licensing agreements to ensure there is no overlap or duplication of resources.

6.7 Other
- The Library will acquire small collections of film and other AV materials. It will also build a collection of local and regional maps in print and/or electronic format as appropriate.

6.8 Freely available resources
- Freely available Internet resources are selected on the same basis as purchased or subscribed resources. Suggestions for additional Internet sites are welcomed and should be made to the Systems Librarian.   Access will usually be via the Library's web site.

7   Suppliers

In choosing suppliers the Library will consider:

- Licencing including scope and consistency of access
- Procurement regulations
- Consortium agreements in operation or under consideration
- Service/value for money

Where appropriate the Library will put supply contracts out to national or EU tender. The Library may also participate in consortial invitations to tender, eg. Those managed by EPS on behalf of the OGP

The Library will use EDI where appropriate. Processing and shelf ready services from suppliers of print materials will be considered but the Library will retain control over classification.

8   Organisation and description of resources

- Items in print or not in an aggregated database will be described in the Library catalogue.
- Print materials held in the Library are usually assigned a shelf mark based on the Dewey Decimal Classification scheme.   Some special collections, official publications, archives and research material is shelved according to different schemes.

- Electronic Resources will usually be incorporated directly into the Library's discovery system. If this is not possible they may be added exceptionally to the catalogue. Electronic Resource material will also be searchable using native interfaces
- All resources in the catalogue are described to internationally agreed standards for bibliographic description, principally AACR2 (*Anglo-American Cataloguing Rules, Second Edition*). As RDA is implemented this will be considered as an alternative to AACR2
- Catalogue Records are stored using the MARC21 format to facilitate the exchange of data with other libraries and agencies.
- Subject Authority Control will be maintained using the Library of Congress Subject Headings.
- Authority control is maintained for author and subject names following the Library of Congress Name Authority File headings. Authority Headings will be reviewed/updated every two years.
- Locations and availability: The majority of the Library's print and AV stock is available on open access for lending. Other locations include Restricted Loan, Official Publications, Reference, Archive and Special Collections. The Library will assign print and AV resources to, and move them between, appropriate locations and categories of availability.

9 Preservation and conservation of Print Resources

Library print materials are usually fitted with RFID security tagging devices and Library buildings are provided with equipment to read such tags, so as to ensure the safe retention of the physical item. Library buildings will be maintained, by the Institute's Estates department, so that the internal environment does not conflict with the preservation of the Library stock. A Special Collections room has been fitted with climate control to facilitate preservation of rare and vulnerable items.

The Library will procure professional repairs to damaged Library stock, where the value of the item warrants such intervention. Ongoing minor repairs to general print stock will be carried out by the Library attendant using best practice and approved materials.

To ensure long term preservation, paper-based journals that are not replicated electronically may be bound.

Student research in print format which has lasting value may be bound.

10 Preservation and Conservation of Electronic Resources

The preservation of electronic information resources such as those in institutional repositories and other collections such which the Library manages in house (as opposed to commercial subscriptions) is challenging. Formats and equipment change and become obsolete and there is a danger that electronic resources may

become unusable over time. This issue needs to be addressed by the Library in cooperation with IT Services and other Institute departments and it is proposed that a separate policy will be developed for the ongoing conservation and preservation of electronic resources.

11 Resource Viability, Removal and Disposal

11.1 Print Stock

Collection evaluation of stock will be carried out each year based on usage and condition. A Digital Library Assistant device will be used to scan RFID tags in lending stock for items not loaned for a set period (usually five years). These will be removed from lending stock. Damaged or worn out items will also be removed.

A second evaluation will be carried out of these items and a proportion will be placed in the Withdrawn Books section. Criteria will include the potential future use of the item by staff, students or researchers, its historic and heritage value, its rarity or relevance to the region.

A small number of items may be repaired professionally or in house and returned to lending stock or to the Withdrawn Books Section.

A list of items removed from the lending collections will be provided to the librarian(s) responsible for stock selection.   These will be considered along with requests from academic staff in selecting new stock.

In addition to the above review of lending stock, other areas of print stock will also be reviewed regularly:

- Print Reference Stock: Obsolete items will be withdrawn or discarded and replacements considered
- Print journals: Back issue archives will be reviewed annually. Obsolete titles and broken runs will be considered for discard. Back issues of ephemeral titles including some news and language journals will be retained for a limited time only.
- Textbooks: In addition to the process outlined above based on recent usage, core text books will be kept under review for new editions.
    - Up to 5 editions will be maintained in stock
        - Three most recent in Main Collection
        - Two earlier in Withdrawn collection
    - Since vigilance is needed in certain subject areas to ensure students are not accessing obsolete material, academic staff will be routinely consulted to point out obsolete texts in a number of specific subject areas as listed below. These will be immediately removed from Main Collection and discarded or, if the academics believe they have a historic interest, they will be placed in the Withdrawn Collection:

- Law
- Computing
- Health and Safety
- Personnel Management
- Science
- Engineering
- Grey literature:

Outdated items or items no longer of relevance will be discarded.

Items not placed in the Withdrawn Books section will be sent to a book charity or sent for paper recycling. Catalogue records will be retained on the Library Management System for all items disposed of but will be suppressed from public view.

11.2 Electronic Resources

Electronic resources, especially large database subscriptions will be evaluated annually. Criteria will include:

- Usage statistics
- Coverage of programme core titles

The sudden removal of core titles due to a licencing change will trigger an immediate evaluation of the resource. Consideration may be given to an emergency subscription to an alternative source of the titles in question and a decision may be made to cease the subscription when next due for renewal irrespective of possible general information value. The possible need to consider emergency subscription changes will be borne in mind when multi-year subscriptions are being considered.

12 Donations and Special Collections

The Library welcomes gifts of books and other materials which:

- Support the teaching and research needs of the Institute, and/or
- Are consistent with this information resource management policy, and/or
- Are of local and regional interest.
- Are of cultural interest

Material which is deemed suitable will be integrated into the collections according to subject. It is not possible, except in exceptional circumstances, to maintain separate collections. All donations are final. By the act of donation, the donor permanently relinquishes all rights to ownership and dispensation.

13 Projects and Theses

13.1 Print

All research postgraduate theses produced by students of the Institute of Technology Sligo will be retained in the Library with one copy for reference. Theses generated on taught Masters programmes will also be retained.

A selection of undergraduate assignment dissertations will be retained for reference.

Collection policies for print copies of theses will be governed by relevant Institute Library procedures.

13.2 Institutional Repository

CUAL was the joint institutional repository for the Institutes in the Connacht – Ulster Alliance (LYIT, GMIT and IT, Sligo) It contained electronic copies of PhD and Research Masters theses and a selection of Taught Masters theses. CUAL also contained copies of research articles and conference papers produced and or published by staff and researchers from the three institutes where licencing and copyright permitted.

In 2017, CUAL was absorbed into the Research@THEA repository which will be the platform for research output from the institute of technology sector going forward.

14 Document Supply Services

The principal sources for Document Supply requests will be:

- The British Library
- Subito
- Irish and UK libraries
- Institute of Technology Partner Libraries. In the case of IoT Partner libraries loans will be exchanged free of charge under the Partners scheme.

The Library will maintain sources of inter Library loans under review.

The Library does not charge for Document Supply requests. Quotas have been established to prevent inappropriate use. The Library will consider restricting document supply services (apart from Partner services) to staff and post graduates

15 Review

This policy document will be reviewed every three years.