

Document Identifier: Collection Development Policy

Policy Title:	Collection Development Policy
Description:	The purpose of this policy is to inform MIE Library users of collection development and management guidelines; describe the Library collections; set out selection criteria for acquisition; and outline procedures for evaluation and disposal of Library materials.
Author (Position):	Head of Library Services
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1 Introduction

This collection development policy outlines the principles and guidelines for building, maintaining, and updating MIE Library collections. It serves as a roadmap for acquiring and managing resources, and helps ensure that the Library's collections are relevant, inclusive, diverse, and support the needs of its patrons. The mission of MIE Library is to empower its users (in their) personal, academic, and professional development and to support the teaching, learning and research objectives of the Institute through the provision of inclusive services, technology, collections, and dedicated Library staff.

MIE Library collections were originally developed to support initial teacher education programmes but have grown significantly to support a range of diverse student and staff needs, including international foundation and postgraduate programmes, online courses, staff research interests and the wellbeing of both staff and students.

2 Purpose

The purpose of this policy is to inform MIE Library users of collection development and management guidelines; describe the Library collections; set out selection criteria for acquisition; and outline procedures for evaluation and disposal of Library materials.

3 Benefits

The benefits of this policy are that it:

- 3.1** Provides transparency to all stakeholders on the collection development and management policy of the Library.
- 3.2** Guides Library staff in the selection and deselection of materials to ensure a degree of continuity and consistency over time.
- 3.3** Sets out explicit criteria for the acquisition, evaluation and disposal of teaching, learning and research materials to ensure the relevance and currency of same.
- 3.4** Aligns the Library's mission with institutional goals and strategy.
- 3.5** Assists with strategic planning and budgeting of finite resources.
- 3.6** Affirms the Library's commitment to intellectual freedom and opposition to censorship.

4 Scope

This policy applies to the staff of MIE in all departments/schools and all students of MIE at all levels.

5 Collection Areas and Formats

MIE Library provides access to a wide variety of materials including both print and online resources for remote access. This is made up of the following collections:

5.1 Thesis collection

All postgraduate MIE students are required to submit one copy of their thesis for the Library upon request - this is to enable the Library to preserve and provide access to research undertaken at MIE. Please note that only a selection are available for consultation. They are situated behind the Library desk and are available on demand after consulting a title list available in print at the Desk or online through the Library catalogue. A selection of MIE postgraduate theses are available to read online in full-text through the MIE community page on TARA, Trinity's Access to Research Archive. Please note that from 2021, only authors achieving over 65% are asked to submit their thesis for TARA.

The Library also holds a collection of donated theses in store, the research for which was conducted elsewhere. They can be consulted by filling out a store request form and are searchable online through the Library catalogue.

5.2 Teaching resource collection

MIE Library holds a selection of physical teaching resources to assist students with lesson planning and delivery. They are colour-coded and organised by subject. This collection is generally for long loan. Copies of core texts are available for extended loan during school placement periods, but some copies are for reference in the Library to allow for consultation and copying (subject to copyright legislation). Where available, access to publishers websites containing online resources can be obtained.

5.3 Big book collection

MIE Library has a sizable collection of large format books for long loan available in both English and Gaeilge. These are included in extended loan limits for the duration of school placement.

5.4 Junior fiction and junior non-fiction collections

The Library holds a collection of children's and young adult titles in both English and Gaeilge, available to all staff and students, including novels, picture books, and non-fiction titles.

5.5 Adult fiction

The Library holds a small collection of adult fiction for leisure reading to support the wellbeing of staff and students. Purchases are suggested by staff and students and are often drawn from MIE book club selections and popular and literary prize longlists or shortlists.

5.6 Print Journals

The Library holds a small collection of print journals which are available on request (some are kept in Store). Note that subscriptions to many of these journals are not ongoing, these are old issues which are retained because of their subject-matter or because they are unavailable online. They are searchable online through the Library catalogue.

5.7 Main collection

The Library's main collection is made up of long loan and short loan items from the core academic subject areas taught at MIE. A significant proportion of these pertain to Education or facets of Education including the History of Education, Early Childhood Education and Care, Research Methods in Education, etc. Over recent years as the Institute has evolved to incorporate multidisciplinary and advanced degree courses, Library collections have expanded in both scope (to other subject areas), and in depth.

5.8 Electronic books

To support teaching, learning and research both on campus and remotely, MIE Library has in recent years invested in a growing number of eBooks, available in full-text online through MIE Search, the Library's discovery system. Some of these eBooks have been selected for purchase by academic staff from core or supplementary readings on programmes. The Library also subscribes to relevant eBook collections or packages and individual titles. These range from introductory texts for undergraduate coursework to more complex works for advanced scholars.

5.9 Electronic journals and journal articles

MIE Library subscribes to a range of academic journals, primarily through database subscriptions to journal collections in specific subject areas. Where financially, administratively and technically possible, the Library will also consider subscribing to individual journal titles upon request from academic staff. In some cases where an ongoing subscription to a journal is deemed no longer necessary, the subscription may be discontinued. However, it may be possible to acquire individual copyright-fee-paid journal articles through the Enhanced Higher Education Supply Service of the British Library for uploading to a Moodle course page (subject to copyright legislation). This can be done in consultation with Library Staff.

5.10 Digital extracts

Where an eBook is unavailable and only a chapter or extract of a book is needed for a Moodle course page, any academic staff member may request a digital extract. This is a free service available to MIE teaching staff which allows extracts from items to be copied into Moodle for required reading lists and helps MIE staff to comply with copyright on their course pages. If the Library does not own a copy of the item in question, Library staff may be able to source a copyright fee paid copy through the Enhanced Higher Education Supply System operated by the British Library. Library staff check that requested materials are covered by the ICLA Higher Education Licence - if they are not, alternative options are provided. The Library maintains a record of requests, and emails requestors the resulting link to add to Moodle. Please note that to comply with copyright legislation, only extracts (not exceeding 10% or

one chapter, whichever is the greater) from print books can be uploaded to Moodle. It is advised that academic staff do not scan and upload extracts directly to Moodle so that the Library can provide high quality extracts complete with copyright and bibliographic information and track usage of Library materials.

6 Policy

6.1 Selection criteria

The Library's publications budget is used to purchase essential or core texts identified from reading lists in the first instance and recommended reading from staff and students where demand exists and budget allows. Library staff also select items for stock based on the priorities for additions to the Library collections outlined at 6.2 below. Where demand is high for particular texts or remote access is desirable, availability of electronic versions of texts is checked and perpetual access purchased where possible, notwithstanding issues around the licensing of eBooks outlined at 6.4.

6.2 Priorities for additions to the Library collections are the following:

- i Materials supporting the curriculum and assessment
- ii Materials contributing to balanced, inclusive collections
- iii Materials supporting the research of staff
- iv Materials for recreational reading/use
- v Relevant reference materials

6.3 Selection process

Orders are normally raised by Library staff or by academic staff making requests for purchase through the Library website. Anyone, including students, may recommend materials for selection. These will be assessed according to the priorities for additions to the Library collections outlined at 6.2. To request MIE Library to purchase a book, registered staff and students can contact Library.desk@mie.ie or fill out a purchase request form on the Library website. The Library will also make additional materials available through patron-driven/evidence-based acquisition

models whereby a certain budget is set aside and purchase of relevant eBooks is triggered by staff and students through usage in the Library catalogue.

6.4 Reading lists

Requests for items on reading lists for courses due to start in September/October must be submitted to the Library by the end of June to assist with budgeting and allow adequate time for purchasing, processing and linking to eResources from Moodle where necessary. Updates and additions to reading lists can be processed throughout the year.

6.5 Electronic resource acquisition

The acquisition of electronic resources is supported by the Library's publications budget (in the case of perpetual access to individual eBooks) or subscriptions budget (in the case of ongoing subscriptions to packages of eResources).

Where appropriate, subscriptions to new academic databases/journals are evaluated and recommended for purchase through the Chief Financial Officer, often following a trial period which has demonstrated adequate usage.

Issues around long-term access and preservation, increasingly restrictive license terms, bundling practices and prohibitively expensive pricing highlighted by the #ebooksos campaign in Ireland and elsewhere have shown that the need to provide online and remote access to eBooks must be balanced with an approach to the eBook market that is equitable and sustainable. Some publishers do not provide institutional licenses to eBooks which makes acquisition difficult or unsustainable. In that case the Library will work with academic staff to identify suitable alternatives for reading lists.

6.6 Electronic resource evaluation

Electronic resources such as database subscriptions are evaluated periodically for usage and deselected if usage is low or costs have risen beyond a sustainable level. This process is often undertaken in collaboration with academic staff from the relevant departments.

6.7 Consortia

The Library is currently scoping membership with the Irish Research eLibrary (IREL), a consortium of Irish research libraries. Established in 2004, it provides participating member institutions with access to a wide range of licensed e-resources, open access publishing agreements with over twenty publishers, and open science infrastructure.

6.8 Gifts and donations criteria

MIE Library welcomes offers of donations. When assessing donations for addition to the Library's collections, it is important to consider several criteria to ensure that the donated materials align with the collection's goals and enhance its educational value. The Library reserves the right to accept or decline donations. Material offered will be considered for addition to stock and/or creation of special collections according to the same selection criteria that are applied to purchases of new material as outlined at 6.2 above. The following further criteria will be taken into account when considering offers of donations:

- i Scholarly value of materials including:
 - a. Relevance to educational research
 - b. Historical or rare significance
 - c. Contribution to the collection's strengths and gaps
 - d. Potential for scholarly use by researchers, faculty, or students
 - e. Complementarity and interdisciplinarity
- ii Duplication with existing stock
- iii Physical condition of items
- iv Availability of adequate storage space
- v Cost of addition to stock e.g. processing, cataloguing, preservation, etc.

These criteria will help ensure that potential donations not only enrich the Library's collections but also contribute to the scholarly mission of MIE by supporting research, teaching, and learning in the field of education and related disciplines.

Once accepted, the Library reserves the right to dispose of material without further reference to the donor, unless otherwise specified at the time of donation.

6.9 Disposal criteria

It is Library policy to continuously review collections in a planned and systematic fashion, and to relegate particular items to store, cancel or dispose of them as necessary. This practice is under-taken at least every two years to maintain the currency and relevance of collections to Library users, free up space for new and prioritised additions to the collections, and to ensure best use of available space for the provision of all Library services.

Library materials are considered for disposal if they meet the following criteria:

- i Short broken runs of non-current journals
- ii Obsolete reference works of no historical interest
- iii Copies of textbooks superseded by later editions
- iv Copies of textbooks supporting courses that are no longer running
- v Duplicate copies of titles which are no longer required
- vi Damaged items not worth repairing or which cannot be repaired
- vii Items which have not been used in over 5 years

Withdrawn items may be disposed of in the manner deemed most suitable by the Library. This may include book-sales, offering to Library users, donation to a school, charity or organisation, or recycling, as appropriate.

7 Responsibility

The Head of Library Services is responsible for maintaining and updating this policy, in consultation with relevant Library, Academic and non-academic staff.

8 Related Documents

[Library Access and Borrowing Policy](#)