



Academic Quality Framework

Library Services Collection Development Policy

**Approved by Academic Council
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Table of Contents

1	Introduction & Guiding Principles.....	3
2.	Acquisitions.....	4
3	Cataloguing	5
4.	Donations.....	5
5.	Equality, Diversity and Inclusion (EDI)	6
6.	Sustainability.....	7
7	Intellectual Freedom.....	7

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1 Introduction & Guiding Principles

- 1.1 TU Dublin Library Services (hereafter Library Services), provide physical and online resources across five libraries to over 30,000 students and staff. In line with our [mission](#), we aim to support the learning, teaching, research, and engagement activity of the University by providing excellent resources, facilities, and services for all our stakeholders in a timely and proactive manner.
- 1.2 This policy is a set of principles which will guide us in the acquisition of materials and the management of our collections. Its purpose is to provide transparency into how we purchase and subscribe to materials and content, in support of our mission.
- 1.3 The University's values of Equality, Diversity and Inclusion are integral to how we operate and manage our collections, and this policy is aligned with the University's statement of [Strategic Intent](#).
- 1.4 We will operate a Digital First model and will review our content using evidence-based evaluation to ensure continued relevance and we will manage our resources sustainably.
- 1.5 We shall uphold the principles of intellectual freedom and oppose any form of censorship and discrimination in the management of our resources.
- 1.6 We will collaborate with external libraries to provide access to resources not held in our collection.
- 1.7 Library Services will support the Institutional Repository and the transition to Open Access (OA) by providing access to OA material.
- 1.8 Special Collections, which are materials characterised by their artefactual value, physical format, uniqueness or rarity, and/or an institutional commitment to their long-term preservation, are outside the scope of this policy.

- 1.9 We will regularly review and update this document in line with developments, changing methodologies, emerging technologies, and best practice.

2. Acquisitions

- 2.1 Library Services will be guided by the framework laid out in this policy document to decide which new resources to procure in an efficient, timely, and economic manner.
- 2.2 Our acquisitions will be driven by various principles, including a Digital First model, whereby we will purchase electronic versions of materials first, where this is appropriate for the subject matter and affords good value for money.
- 2.3 Ultimately, in the acquisition of library content, we will aim to provide access to requisite materials, in a variety of formats. And we will acquire online resources where practicable and ensure access to same.
- 2.4 We will allow for timely consultation with Faculty staff in relation to decisions regarding the de-selection of library resources.
- 2.5 Library materials will be acquired via purchase, subscriptions and donations.
- 2.6 Library Services will avail of national and international consortia and frameworks to enhance access to resources and ensure value for money.
- 2.7 Resource selection will be determined by the following criteria:
 - Requests from researchers, staff, students.
 - High demand materials.
 - Relevance to the research, teaching and learning activities of the discipline.
 - Materials on reading lists.
 - New editions of existing core texts.
 - Repeated requests for inter-library-loans for an item.
 - Discretionary purchases.

2.8 While the de-selection of resources may be determined by the following criteria:

- Poor physical condition (missing pages or damage, damaged binding).
- Old or superseded material. In practice, no more than the three most recent editions should be retained. However, this may vary between disciplines.
- Redundancy (no longer aligns with the teaching and learning or research objectives).
- Low usage statistics (e.g. books not borrowed for a very long time).

3 Cataloguing

3.1 Our library collections will be catalogued to international standards and employ Library of Congress Name and Subject Vocabularies and Dewey Decimal Classification. Newly acquired material will be catalogued using the Resource Description Access (RDA) standard. Older material is catalogued to AACR2 (Anglo-American Cataloguing Rules). Both standards will be held in the library catalogue in MARC format. We will aim to catalogue in an inclusive way and in adherence with the [Cataloging Code of Ethics](#).

3.2 Although we aim to make all our collections searchable through our online catalogue, we will inevitably have a backlog of uncatalogued material. This material will be documented at a collection level and retained external to the catalogue, in an Accession Register. We will continuously work to improve the discovery of these collections and will catalogue materials in order of priority.

4. Donations

4.1 Material offered for donation will be considered for addition to our collections using the same selection criteria that are applied to purchases of new material i.e., material which supports the current teaching, learning, or research activities of the University.

- 4.2 Library Services reserves the right to accept or decline donations.
- 4.3 Additional to the Resource Selection criteria above, the following will be taken into account when considering offers of donations:
- Scholarly value
 - Relevance to the mission of the University
 - Duplication of existing collection
 - Physical condition of items
 - Availability of adequate storage space
 - Cost of addition to stock e.g. processing, cataloguing, preservation, etc.
 - Restrictions set by donor
- 4.4 Where a donor wishes to stipulate conditions attached to the proposed donations; the donor must make those conditions clear in writing at the time of offer. Library Services staff will advise potential donors on the issues surrounding the management of donated material.
- 4.5 Once accepted, and unless otherwise stipulated in the conditions at the time of offer, ownership of the material transfers to TU Dublin Library Services. Library Services reserves the right to deal with the materials, as they see fit, without further reference to the donor. Where queries about deselection of donations arise, library staff may consult with relevant academic colleagues, as appropriate.

5. Equality, Diversity and Inclusion (EDI)

- 5.1 Library Services value the complexity and cultural richness of the TU Dublin community in all its aspects. In line with [TU Dublin EDI Policy](#) relating to equality in the provision of education and related services, we are committed to providing equal access to our library collections to all users, regardless of their backgrounds or needs. No member of the TU Dublin community should be disadvantaged in their use of, or access to, our library collections.

- 5.2 We aim to work proactively to diversify the resources that we hold through our acquisition methods, cataloguing and promotion of our collections.
- 5.3 We work with the academic community in the development of more diverse and inclusive reading lists.
- 5.4 We endeavour to understand our diverse community's needs, which will assist in informing future collection development.
- 5.5 We acknowledge that diversification of our collections will take time and resources, but we commit to it being an ongoing part of our collection development.

6. Sustainability

- 6.1 Library Services requires suppliers to provide evidence of sustainable practices in any tender submissions or quotations, in accordance with [Climate Action Roadmap | TU Dublin](#) which indicates the intention to implement Green Public Procurement.
- 6.2 We will commit to green recycling of our de-accessioned collections. Where possible, de-accessioned books will be recycled, sold, or passed to companies that allow them to be reused.
- 6.3 Where possible Library Services will make use of consortia in purchasing subscriptions for electronic resources as well as open access material and Open Educational Resources (OER).

7 Intellectual Freedom

- 7.1 Library Services provide access to a variety of resources in print and digital formats. In the procurement and provision of these resources, we shall uphold the principles of intellectual freedom and oppose any form of censorship and discrimination, based on the grounds set out in [The Equal Status Acts 2000-2018](#).
- 7.2 We will strive to balance access to information resources that offer the widest possible range of viewpoints. Material will not be excluded on account of the language, controversial approach or because of the

political, moral, religious, sexual, social, economic, or scientific views expressed therein or because of the race or national origin, politics, religion, views, or actions of the author(s).

- 7.3 The presence of such materials in our collection in no way constitutes our endorsement of the content within these materials.