CIT Library Collection Development Policy (Published March 2019)

CIT Library Background and History

'An Leabharlann', Cork Institute of Technology's main Library is located in the Berkley Centre, Bishopstown Campus. An award winning building which combines the best of modern technology with traditional library features it was opened by the then Minister for Education, Niamh Bhreathnach on October 14th, 1994.

CIT Libraries are also located at the Crawford College of Art and Design providing Arts Education for over 200 years, the beautiful Cork School of Music building and theatre located on Union Quay and at the National Maritime College of Ireland with specialist facilities for training the Irish navy and shipping personnel.

CIT's main library at Bishopstown seats over 550 readers in a modern, academic and architecturally enriched atmosphere. With attractively lit study spaces over a series of balconies and generous ground floor desks, the library offers an ideal environment for study and research. Any holder of a valid CIT student ID/staff ID card can utilise the study facilities on offer in all constituent libraries on each campus.

The Library Conference room is available to book in advance for meetings, group study and project work for staff/students. A further number of group study rooms are currently being developed as the Library continues to facilitate the demands of a growing student population.

All CIT Library resources can be accessed 24/7 through the Library website's OPAC. Students can browse this using the *Multisearch* platform. The user friendly inter face is at https://library.cit.ie. Users can browse and view the combined print and electronic resources of all libraries and download any e-resource using their CIT Log in credentials. The Library website has a wealth of information including FAQs, study guides, borrowing information and library news. The Library Facebook and Twitter pages are also useful for news, conversations and timely updates.

CIT Library Mission Statement and Collection Development Objectives

The Library's mission statement and collection development objectives are guided and inspired *by the values of inclusivity, collaboration, creativity and innovation, integrity and excellence as represented in the CIT Strategic Plan*

CIT Library Mission Statement *"CIT Library aims to enhance the quality and inclusivity of the academic and social experience of CIT by providing excellent physical facilities and by delivering information resources and services to support excellence in student-centered career focused education.*

Through building and maintaining collections and providing access to information sources held elsewhere the library supports the learning, teaching, research and creative activities of the Institute. By maximising these resources the Library aims to progress the personal, professional and intellectual development of students and staff and to empower individuals and enrich society through innovative use of knowledge.

CIT Collection Development Objectives:

- *To provide a supportive space for our students while continuing to build a physical and virtual environment that is supportive and aimed at improving and empowering the overall student experience, progression and success.* ***(Excellent Student Experience and High Quality Education, CIT Strategic Plan 2018-2023)***

- *To continue to build both specialised and multi-disciplinary collections in all formats and to establish a centralised digital infrastructure to ensure access to critical resources in support of teaching excellence and the dynamic research innovation ecosystem of the Institute and for the benefit of the broader society and enterprise needs both regionally and nationally.* ***(Social, Cultural and Economic Impact, Regionally and Nationally, CIT Strategic Plan 2018-2023)***

- *To make global information resources accessible where possible through flexible and open provision in order to progress learning opportunities, outputs and impacts to the highest standards.* ***(Research Engagement and Knowledge Transfer which is Innovative, Relevant and Impactful, CIT Strategic Plan 2018-2023)***

- *CIT Library aims to embed Inclusion by championing accessibility in the all areas of resource capacity and information service delivery in order to engage with a diverse and vibrant student population.* ***(Inclusive Access to Educational Opportunities and a Diverse Student-Body, CIT Strategic Plan 2018-2023)***

CIT Library Collection Development management undertakes the provision of a relevant, timely collection with a wide and rich scope in order to support all academic disciplines both taught and research at CIT.

CIT Library seeks to be a hybrid library i.e. having the optimum combination of a varied and in-depth in-house collection while delivering access to premium online resource content on and off-campus to CIT students and staff.

A core value within the Collection Development Policy is democratic access – if an item is unavailable in physical/electronic stock the Interlibrary loans service is available to deliver 'just in time' print/electronic items through consortia arrangements with other academic libraries. CIT library also enables equal access to all online resources by favouring the multi-user over the single user access model. Screening of the print collections to identify and increase the provision of highly sought items is carried out to facilitate increases in demand so that no staff or student is without key material.

CIT Library Collection Development Policy: Resource Selection Process

The Library selects, builds, maintains and delivers access to a rich and diverse range of academic material to all CIT stakeholders - staff/students and external members from undergraduate to PhD level. The Library aims to achieve a balance between its print and electronic collections. CIT Library holds over 135,000 items in stock ranged across four constituent libraries at Bishopstown, Crawford College of Art, Cork School of Music and National Marine College Ireland.

A further 100,000 e-titles are available through the *Ebook Central* e-book database and in addition a bespoke collection of over 700 perpetual access (owned e-titles) are individually tailored to CIT academic courses/research material.

Selection is carried out via a number of different processes which can sometimes interconnect e.g. titles sourced through CIT Module reading list data, individual selection and donations. The main processes are described here:

1) Course Module Reading list data

The CIT Department Course Module Reading Lists are accessed and integrated into library stock holdings. Title selection is based on designated Core/Recommended Reading by lecturers. The title lists are exported to data files and CIT staff individually check all bibliographic information on Course Reading Lists. ISBN numbers are verified, editions are updated. Only newest editions are acquired, and if a title is out of print the academic is informed and asked to nominate an alternative title. If financially feasible, and if the material aids course research material, designated supplementary reading items are also purchased.

Interdisciplinary titles referenced by multiple modules receive priority for additional copy acquisition. Profiling criteria include the condition that the library purchase the most recent edition of a title. This ensures that CIT library stock is always up-to-date and meets quality standard criteria for external departmental programmatic reviews.

Highly circulated titles are designated 24 hour *short-loan* to ensure that a copy is always available for staff/students. Similarly, in instances where it is not financially feasible to purchase more than one copy of a core reading textbook (and due to access restrictions an equivalent e-title is unavailable) these single copies are placed in the *short loan*, 24 hour category. Where possible, and depending on publisher permissions, an e-title perpetual license title is acquired for high-demand print titles. To date this has proven more economically viable then purchasing multiple print copies.

2) Individual Selector Requests

These are an essential source of collection development. CIT Library processes lecturer nominated titles which have been reviewed for purchase by the Department Heads. Some titles may already have been flagged through the reading list process, others may be for individual research by staff. Staff nominate titles using the Library A/V Order form and submit copies to the Library. For funding/auditing purposes these titles are first approved by the individual Heads of Department for purchase.

The academic selectors provide an additional source of subject area expertise which is highly valued by the library community. Any duplicate orders are removed and cross-checked with Course Module Data. Academic staff are provided with regular updates such as just delivered notices, e-edition format choices, out of print reports and so on.

3) Targeted Selection

The library periodically generates statistical data on the Library Management System to identify highly circulated/popular titles which can be filtered by department, date and subject area. These titles are ranked and additional copies are purchased to fulfil demand. In this manner popularity/usage is tracked on all available library material regardless of whether it was acquired through a designated reading list, lecturer nominated or via donation. This additional profiling ensures identification of and an increase in copies of high value titles or trigger purchase of an e-copy.

4) Donations and Special Collections

Donations of materials which support current teaching of modules and research strategies are welcomed in CIT. Potential donors of gifts are required to submit a list containing title, authors/composers, edition, date of publication and quality of the material. As the demands on shelving space continues to grow the relevant academic nature and quality of the material needs to be assessed before accepting the donation. On acceptance, the donated material will become the property of the library. The library reserves the right to determine its retention, location, cataloguing and other considerations related to its use or disposal.

The Special Collections are in a variety of formats: printed material, printed musical scores, LPs, microfiches, scrolls, pamphlets and loose items contained in individual boxes. CIT Library has benefited from a number of valuable donations which include collections from the following:

- Aloys Fleischmann (1910-1992) - composer, scholar, teacher, campaigner, organiser and Freeman of the city of Cork.
- Gerald Goldberg (1912-2003) - lawyer and politician who became the first Jewish Lord Mayor of Cork in 1977.
- Norman Young (1925-2004) – originally a sound engineer with the BBC and on his return to Cork founded and ran the Elma recording studios.
- John P Holland (1840-1914) - Irish engineer who developed the first submarine to be formally commissioned by the U.S. Navy.

CCAD's Special Collection contains Artists' books. They are often published in small editions though they sometimes produced as one-of-a-kind objects. They come in a wide variety of forms such as scrolls, fold-outs, pamphlets or loose items contained in a box. These are housed together in a section of the reference area. Artists' books are works of art that utilise the form of the book.

CIT Print/AV Object Resources include:

- Print monographs/AV objects - 143,000 items classified by the Dewey Decimal System and thereafter categorised by General Lending, Short loan (24 hours) or Reference.

- Print Journals - it is the Library policy not to duplicate purchase of a print journal resource if it is available online.

- Official Publications – Grey literature such as reports from the HSE, EPA – in recent years where available the print copy has been replaced with an electronic copy via a link to the digital object via the Library OPAC

- Undergraduate Projects – Five undergraduate hardcopy sample projects are nominated by Academic Departments each year and are kept in the library for five years after which they are reviewed. These Projects are stored near the Careers collection in the main Library. All are listed on the Library Catalogue.

- Theses – Stored in the Reference section and received through the Registrar's office or directly from the Academic Departments. The thesis is catalogued and a copyright notice inserted. Permission to view is granted at the issue desk upon receipt of ID. A viewing /copyright report is also signed. There are currently over 150 PhD theses and nearly 500 print Masters Theses in the collection.

- Careers collections – specific to CIT students for job-seeking, interview skills, HR information etc.

- Newspapers – two daily national newspapers (*Irish Examiner* and *The Irish Times*) in hardcopy format are available and are archived for a three month period. At the request of various Departments, the Library also makes available Tuesday's *Guardian* and Thursday's *Daily Telegraph* as the content is deemed relevant to the students from these Departments.

- A selection of Audio visual materials including language CDs (to accompany books), DVDs, videos, CDs and LPs are available, the majority of which are housed in the CSM music library.

Inter-Library Loans

CIT Library operates an Inter-Library loan service and is committed to the principle of resource sharing. Due to the fact that Inter-Library Loans are an increasingly expensive resource, this service is restricted to Post-graduate students and CIT staff. Such material is borrowed from other Institutes, UCC, Trinity, SUBITO, British Universities or the British Library. Funding for such material comes directly from relevant Departmental Budgets. For that reason, all Academic staff/Postgraduate students must complete an Inter Library Loan Order Form which needs to include a signature from the relevant Head of Department.

E-Resources – E-journals & E-books

E-resources are a key element of the CIT library collection. Traditionally Libraries were evaluated on how many items they contained. In a modern digital library environment it is also fundamental to acquire and mediate access to high quality electronic resources through the purchase of proprietary locked content and through discriminate mediation of freely available Open Access resources. The advent of electronic resources whether e-books or e-journals has meant that library physical storage space has diminished in emphasis. Instead the trend is towards accessing the most valuable electronic database products and packages within the limited budgets available to the educational sector. To meet this challenge CIT Library Trials of new electronic resources are held on a regular basis by the Library to 'test the market' so that new products can be evaluated by CIT staff and students working in collaboration with the Library.

E-journals

CIT Library has acquired a range of databases which are tailored to meet the teaching and research needs of the Institute. These high quality peer-reviewed collections are further enhanced and made visible by the Multi-Search Discovery tool with a 'google like' search interface which aggregates databases in to a single search platform.

Where subject areas and research needs coincide CIT Library participates in consortia partnerships with other IoTs in order to achieve cost savings and acquire additional subject area disciplines. The enhanced bargaining power of consortia has also helped to fix costs and extend agreements so that budgetary estimates can be future proofed.

Criteria such as cost, usage statistics, content quality (scope and peer review material), functionality, training, ease of use, search, report and personalisation features are all reviewed on an ongoing basis and can determine the retention or removal of an e-resource subscription. CIT augments the e-journal collection through additional non-consortia purchase of individual databases which are

purchased in co-operation with academic departments. E-Journal databases available via CIT Library range from full-text research level such as IEEE, multi-disciplinary such as EBSCO and citation databases such as SCOPUS.

Both on and off campus security and ease of access are maintained through the Single Sign On protocol which can be used in conjunction with Eduroam and is considered to be authentication best practice across the global academic community.

CIT Library continues to support a range of high quality open access freely available academic resources through portals such as the RIAN research portal and the BASE digital repository.

E-theses

Should Masters or PHD graduates wish they can submit an e-copy of their thesis to the Library via the Graduate Office. CIT Library is collating and storing this material with a view to providing online access through a Cork Institute of Technology Repository.

E-books

CIT library has strategized a multi-user high quality purchase of e-titles which matched key or highly used print titles. It is important to note that while an e-title copy of a print book is almost always available digitally on a publisher site this is generally for single-user purchase - i.e. read and/or downloaded to a Kindle device for personal use only. The content cannot be shared/accessed by others.

Acquiring library licenses to freely loan the same resource to multiple users is more costly and subject to stricter licensing terms. In some cases publishers actually prohibit library purchase as it has been shown to adversely affect sales of multiple copies of print titles.

Currently the Library holds a collection of over 700 individual e-titles all specifically related to CIT course material. These allow multiple simultaneous access and yet can still be individually annotated and indexed by users via their own personal log-in.

Furthermore, within the past few years CIT Library vastly increased its e-resources by acquiring a subscription to a high quality multi-disciplinary e-book collection package – *Ebook Central Academic Complete* with access to over 100,000 e-books, reports and proceedings. Acquisition of *Ebrary* virtual library resulted in nearly doubling the book titles available to CIT stakeholders so that the ratio of print to electronic formats is now almost equal.

Through *Ebook Central* CIT Library offers a vast range of titles, proceedings, reports for teaching and reference - all accessible on or off campus 24/7, E-book coverage ranges from disciplines as varied as Fine Arts to Business Studies and Computer Science.

In keeping with CIT Library's core value of democratic access, the vast majority of titles have multi-license access meaning no turn-aways. The titles are therefore ideal for use both within a classroom environment and for distance learners. Please note that due to Publisher restrictions Multi-license access was unobtainable in a minority of titles and so the MUA Managed User Access model

licensed. E-titles provide enhanced functionality compared to their print equivalents – indexing key word searches, annotation and note taking.

Collection Review Evaluation and Preservation

A full library inventory and stock check was carried out in the summer of 2014 which facilitated an in-depth evaluation of CIT print and AV holdings.

Repairs such as binding, replacement of lost titles and maintenance of the collection are carried out on an on-going basis.

Stock Relegation

De-selection criteria –

- Where there are multiple copies of unused older editions these are moved to the Store area on the 2nd floor of the main Library.
- Titles with low statistical usage in General Lending are moved to Store
- Books that are over five years in short loan are transferred to General Lending and replaced by newer copies.
- Newer editions are also substituted in to the *General, Short loan and Reference* collections and older editions removed on an on-going basis.

Stock Withdrawal Criteria

- Duplicate copies of unused material
- Damaged editions in poor condition which can no longer be repaired
- Titles containing obsolete content
- Annual reports more than five years old are withdrawn from the catalogue
- Printed newspaper after three months

Any stock meeting the withdrawal criteria above are removed from the collection and deleted from the catalogue. All deleted items are recorded for retrospective auditing purposes. Items that have been overdue on the system for more than 12 months are set to "Lost" on the catalogue. These items can be reinstated on the catalogue if they are returned at a later date.

Copyright Regulations

The following Copyright Laws apply to all who use the Library's photocopying facilities:

• Books: Not more than 5% or 1 Chapter (whichever is greater) can be copied.

• Journals: Not more than 1 Article can be copied from a Journal

Within these limits, only one copy for purposes of private study or research is allowed. The making of multiple copies from Copyright material is illegal. CIT Library complies with the Republic of

Ireland's Copyright and Related Rights Act 2000 which encompasses works such as books, music, sound recording and films.

Policy Review

This Collection Development Policy was published in 2016 and will be revised and updated accordingly on an annual basis.