# MTU Libraries
# Collections Development Policy

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# 1. Purpose

By building and maintaining collections and providing access to information sources in physical & electronic format, MTU Libraries will support the learning, teaching, research and creative activities of the University.

Through development of rich and diverse collections, MTU will progress the personal, professional and intellectual development of students, staff and researchers as well as empowering individuals and enriching society through innovative use of knowledge.

MTU collection development policy will address the acquisition of information resources in all formats i.e. physical, online, purchase, licence, deposit or donation.

## **MTU Collection Development Objectives**

a.  MTU Libraries will provide a supportive space for students while continuing to build both physical and virtual environments that will support and improve the overall student experience, progression and success. This collection development policy will also facilitate MTU's blended approach to teaching and learning.

b.  MTU Libraries will continue to build both specialised and multi-disciplinary collections in all formats and to establish a centralised digital infrastructure. This will ensure access to critical resources in support of teaching excellence and the dynamic research innovation ecosystem of MTU & for the benefit of society and enterprise both regionally and nationally.

c.  MTU Libraries will advocate accessibility in all areas of resource capacity and information service delivery in order to engage with a diverse and vibrant university community.

d.  MTU Libraries will 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

e.  MTU'S collection development policy will also be responsive to the changing needs of the University's students and staff.

# 2. Scope

This document refers to all collection development activities in all libraries on the Cork & Kerry campuses.

## 3. Definitions

*N/A*

## 4. Roles and Responsibilities

MTU Librarians & Acquisitions Librarians have overall responsibility for implementation of the Collection Development policy and will play a pivotal role in monitoring and reviewing all aspects of the policy.

## 5. Policy

**Collections Development Strategy:**

a. MTU Libraries will make relevant information resources accessible where possible through innovative and open provision in order to progress learning opportunities.

b. MTU Libraries will provide a relevant, timely collections with a wide and rich scope in order to support all academic disciplines and research activities.

**Format Selection:**

c. MTU Libraries will acquire material in those formats that best support the teaching and research requirements of MTU community from the needs of undergraduate students, postgraduate students, researchers & lifelong learners.

d. MTU Libraries will endeavour to be a hybrid library i.e. having the optimum combination of a varied and in-depth in-house collections while delivering access to premium online resource content both on and off-campus.

e. A core value within MTU Library's Collection Development Policy is democratic access. If an item is unavailable in physical/electronic stock the Interlibrary loans service will deliver 'just in time' print/electronic items through consortia arrangements with other academic libraries.

**The Selection Process:**

a. Library staff will strategically & proactively work with academics & individual departments to ensure that appropriate and relevant material is acquired and added to MTU collections in support of current teaching, learning and research priorities within the University.

b. Library staff will monitor course reading lists thereby ensuring that students have access to required and recommended material when necessary. MTU libraries will utilise reading list software such as *Akari Course Builder* to streamline, integrate and automate Course Module reading list acquisiton.

c. MTU Libraries will monitor funding levels at a local level, as well as changes to purchasing and licensing models and further developments at a national level in relation to consortia & collaborative opportunities.

d. MTU libraries will periodically generate statistical data to identify highly circulated/popular titles. These titles will be ranked and additional copies purchased to fulfil evidence-based demand.

e. MTU Libraries will enable equal access to all online resources by favouring the multi-user over the single user access model. In this manner, MTU Libraries will ensure that students and staff can access key material when necessary.

f. Where possible, and depending on publisher permissions, e-title perpetual licenses will be prioritised and acquired for high-demand print titles.

g. Offers of material donation will be considered for addition to stock according to the same selection criteria that are applied to the acquisition of new material. Donated material should complement MTU Library's existing collections and the research activities of the university. The library reserves the right to accept or refuse donations on the grounds of suitability, condition & the value of the donation when contrasted with processing and storage implications. Donations where suitable will be accepted on the basis of a donation agreement signed by the donor & a library representative. Once accepted, unless otherwise stipulated, the Library regards donated material as its own property, and reserves the right to keep or dispose of this material as it sees fit.

## 6. Compliance

*N/A*

# Document Control

## A. Document Details

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| *Title:* | MTU Libraries Collection Development Policy |
| *Owner(s):* | MTU Libraries |
| *Author(s):* | MTU Library Staff |
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**Important Note:** If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

## B. Revision History

| Version Number | Revision Date | Summary of Changes | Changes tracked? | Proposed Revision Date |
|---|---|---|---|---|
| N/A | N/A | N/A | N/A | 8th March 2024 |

## C. Relevant/Related Existing Internal/External Documents

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| N/A |

## D. Consultation History

***This document has been prepared in consultation with the following bodies:***

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| This document has been prepared by staff from MTU Cork & MTU Kerry campus libraries. |

## E. Approvals

***This document requires following approvals (in order where applicable):***

| Name | Date | Details of Approval Required |
|---|---|---|
| Jean Ricken (MTU Cork Librarian) | 8th March 2021 | Final Approval |
| Pat Doherty (MTU Kerry Librarian) | 8th March 2021 | Final Approval |

## F. Responsible for Communication and Implementation

**The Manager/Functional Area responsible for communication and implementation of the policy:**

| Title | Functional Area | Date Implemented |
|---|---|---|
| Jean Ricken (MTU Cork Librarian) | MTU Cork Library | 8th March 2021 |
| Pat Doherty (MTU Kerry Librarian) | MTU Kerry Library | 8th March 2021 |