

National University of Ireland, Galway

Library Collection Management Policy

Revised Edition, January 2009

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1. Introduction

No university in the 21st century operates on predictable growth patterns, predictable user communities, static programmes of study or longstanding and unchanging strategic objectives. The information environment for all universities and libraries is increasingly electronic. Library budgets and space are not unlimited. For these reasons every library must manage collections dynamically in line with policies which support the primary aim of providing access to appropriate information resources to support the teaching, learning, research and administrative needs of the parent institution.

- The Library Collection Management Policy thus developed for NUI, Galway recognises:
 - the richness and depth of collections built over the years
 - the need to develop these further in areas of uniqueness and excellence in this University
 - the need to preserve such material for future generations and reflect the role of the University and the Library as a unique regional resource
 - the need for awareness of new ways of scholarly communication
 - the need to consider new ways of access to such communication appropriate to an electronic environment
 - the importance of operating increasingly in consort with other universities on a national and international basis in terms of collection management

- This policy document is thus a guide to the addition, withdrawal, location and availability of Library materials in all formats, identifying priorities and informing users.
- The policy is intended to apply generally but exceptions may be necessary and these are stated in sections of this document.
- The policy is subject to ongoing review by the Library Collection Management Group in line with changing needs and publishing patterns. A systematic review will take place every three years; the University's Library Committee will be asked to approve changes.
- Library staff will take responsibility for ensuring the implementation of the policies outlined in this document.

2. The Collections

- Most Library materials are collocated by subject but discrete collections include:
 - Annual Reports
 - Archives
 - Audiovisual Media
 - Popular Reading
 - Mind, Body, Soul
 - Desk Reserve
 - Electronic Resources
 - European Documentation Centre
 - General Reference
 - Maps
 - Newspapers
 - Official Publications
 - Special Collections
 - Subject Reference
 - Theses
- Printed library collections are stored in the Library buildings. Material acquired by the Library is not normally stored elsewhere, with the occasional exception of regulated off-campus provision of Library material for the University's distance education, blended learning and outreach programmes.

3. Formats

- The Library acquires materials in a range of formats, most commonly:
 - Paper
 - Electronic
 - Microform
 - Audiovisual
- The Library will purchase and retain an item in only one format unless there is a particularly strong case to do otherwise.
- Where there is a choice of format, selection criteria will include ease of access, use and reproduction, licensing conditions, duration of need, target users (e.g. blended learners), preservation potential, space requirements and cost.

4. Budget Allocation

- The Library receives an annual materials budget from the University and allocates book, journal and inter-library loan funds to academic Schools and Colleges according to a [formula](#) based on numbers of undergraduate, postgraduate and staff members. Each School receives a minimum annual allocation, currently €5000. The financial year runs from 1 October to 30 September, during which Information Librarians send monthly reports on expenditure to each School. Detailed reports of titles purchased or ordered are also circulated monthly.
- With regard to School budgets, the following apply:
 - Journal budget is based on estimated costs at the time of allocation, the remainder being allocated to the book budget.
 - A ceiling of 85% of overall budget on journal expenditure
 - Absorption into the relevant College fund of unspent book fund balances through the following clawback procedures:
 - any School who have spent or committed less than 50% of their bookfund at the end of February and/or 75% of their bookfund at the end of May will have the relevant amount up to these percentages clawed back to College funds;
 - all funds remaining unspent by mid-September will be clawed back to Library funds.
- The following sources may supplement School allocations:
 - **College funds:** not formally allocated but typically composed of unspent balances from departmental funds and used to purchase material of general College interest
 - **Undergraduate and Postgraduate College funds:** created by the Library to assist undergraduate teaching and postgraduate research and allocated by formula
 - **General Library Fund:** used to purchase reference and other materials of multidisciplinary interest in electronic and print formats

- **Excellence Fund:** used to support one-off purchases in areas of research excellence
- **Librarian's Discretionary Fund:** used to support new staff members, new courses and Schools undergoing quality reviews
- **[Special Research Fund](#):** provides funding for individual research and is disbursed by a sub-committee of Library Committee
- Supplementary allocations from their own funds by Colleges, Schools or research centres
- Funding to purchase material occasionally received by the Library from other sources

Note: the budget allocation procedure is explained more fully [elsewhere](#)

5. Selection

All Library members are welcome to participate in selecting materials and recommendations for purchase are encouraged. Selection is, in practice, primarily a partnership of library and academic staff. Underpinning this partnership is ongoing liaison between Information Librarians and School library representatives who work together with the aim of achieving balanced and representative subject collections. Information Librarians monitor recommendations for purchase received via printed order forms, email or the Web-based [Book/Journal Order Form](#).

Criteria for selecting Library materials include:

- Relevance to the University's mission and strategic objectives
 - Academic quality and intellectual level
 - Currency, particularly in subjects where information goes out of date quickly
 - Accessibility to users
 - [Format](#)
 - Availability through other sources
 - Cost, noting that expense may not preclude purchase where the need can be justified
- Selection activity is focused on:
 - [Course materials](#)
 - [Research materials](#)
 - [Reference](#) and [indexing](#) materials
 - Material of special significance to the culture and values of the University, including Irish language publications, Irish Studies material, etc.
 - Material of wider academic and cultural interest

Note: As part of the selection process the Library will consider materials representing various points of view and will not exclude material solely because of partisan disapproval.

6. Acquisition

- The Library's Acquisitions department is responsible for acquiring materials as follows:

Purchase

The Library purchases ownership of material, negotiating with suppliers and publishers to ensure the best terms for the University based on the following main criteria:

- Value for money
- Speed of delivery
- Customer service
- Supply of specialist (including out-of-print) material

In order to ensure efficient workflows and best value for money in terms of discounts negotiated, orders must be placed via the Library and academic staff should not place orders directly with booksellers for material that will be paid for by the Library. If, however, individual rare or difficult-to-find titles are identified by a member of academic staff while travelling or attending a conference, the Library may accept these books and refund the member of staff for their purchase. This should, however, be the exception rather than the rule and the Library must be contacted in advance to check availability of funds and procedure.

Access

The Library purchases access to information on a subscription basis.

Donation

The Library welcomes donations and has greatly benefited from bequests in the past. The same [selection criteria](#) are applied to donations as to other acquisitions. Issues of condition, space, format and teaching and research relevance are used to judge the value of all such material to the Library. On occasion, regrettably, offers may have to be declined or materials excluded that do not meet these criteria. Conditions of donation are negotiated on a case-by-case basis. The first step in any prospective donation is to contact the Librarian.

Legal Deposit

In accordance with the legal deposit provisions of the Copyright and Related Rights Act, 2000, the publisher of any book first published in the Republic of Ireland must deposit a copy within a month of publication in a number of libraries, including those of the National University of Ireland. The Library recognises Legal Deposit as a valuable method of acquiring Irish-published material and, in instances where publishers do not automatically deposit material, aims to source and claim material in accordance with the [selection criteria](#) previously stated.

Collaboration

The Library participates in national schemes and partnerships of benefit to the University. Examples include:

- *Irish Joint Fiction Reserve Scheme*: under this scheme, administered by An Chomhairle Leabharlanna, the Library obtains and retains copies of all adult fiction in the Irish language
- *Newsplan*: a collaborative newspaper collection and preservation scheme
- IReL - the Irish Research Electronic Library: a nationally funded electronic research library
- Consortium purchase of electronic resources at prices lower than charged to single institutions

Inter-Library Loans

The Library will also acquire material for users through [Inter-Library Loans](#).

7. Course Support

- The Library makes [budgetary provision](#) for, and aims to be self-sufficient in supporting, taught courses in a number of ways:

Reading Lists

- Material on reading lists forms an essential component of the overall collection.
- *Teaching staff* should ensure that reading lists and any updates are supplied each year to the Faculty [Information Librarian](#), ideally twelve weeks prior to commencement of the relevant courses. The Library cannot guarantee availability of items by start of semester in the case of later submission of reading lists. Information Librarians issue reminders in May each year.
- At least one copy of all essential and recommended textbooks will be purchased and placed in the Library.
- Students are expected to purchase all essential texts.

Multiple Copies

- A maximum of ten copies of an essential text will *normally* be held in the Library. In deciding on the number of copies, a number of factors will be taken into account, including:
 - Number of students needing the text at any one time
 - Assignment of loan periods
 - Available funds
 - Usage of existing copies
 - Likely level of student purchase
- Circulation will be maximised by assignment of appropriate loan periods and inclusion of up to four copies in Desk Reserve, with further copies in open access collections on three-day loan as required.
- For texts with multiple editions, only one copy of all editions prior to the latest one will normally be retained.
- Please note that it may not be possible to purchase single or multiple copies of older books due to increasingly short print runs on publication. The Library uses out of print services but coverage is limited.

Desk Reserve

- The Desk Reserve Collection aims to facilitate access to high-demand material via short loan periods of 3 or 24 hours.
- Desk Reserve includes Reprints, typically copies of journal articles or book chapters, subject to [copyright license](#). Reprints will only be included in Desk Reserve if the article is not available electronically.
- In the case of material already in stock, recommendations for items to be placed in the collection are required from academic staff four weeks prior to the commencement of a Semester. If not in stock, twelve weeks notice is ideally required in order to ensure availability. Recommendations are also encouraged from students.
- Library staff actively monitor circulation of Desk Reserve material with particular regard for optimal deployment of limited physical space for this collection and the use of latest editions.

Additional Course Material

- The Library aims to provide a balanced and representative subject collection.
- To this end, College Information Librarians will respond to formal and informal requests for new material from staff and students, which may be submitted via the [Suggestion Form](#) on the Library website or via the Suggestion Forms at the Library's Customer Services Desk.
- Provision extends beyond books to include printed or electronic [journals](#), [indexes](#) and [exam papers](#), along with access to a range of material in other formats.

Replacement of Vandalised, Damaged or Missing Material

- The Faculty Information Librarian will consider the importance to the collection of each item based on [standard criteria](#) and will act accordingly.

8. Circulation

- The main tenet underpinning Circulation policies for Library material is to ensure the fullest exploitation of the Library's collections.
- Loan periods are subject to ongoing review and are prescribed by the Borrower's category:

Borrower	Item Entitlement	Loan Period
Undergraduate Full Time	5	7 Days
Undergraduate Part Time	5	14 Days
Postgraduate Taught	10	28 Days
Postgraduate Research	14	84 Days
L.L.B. Student	6	14 Days
Higher Diploma in Education	5	14 Days
Distance Education	5	14 Days
Academic Staff	26	84 Days
Administrative Staff	8	28 Days
Users with Special Needs	7	14 Days
External User	2	14 Days

- Exceptions to the above are the [Desk Reserve](#), Popular Fiction, [Audiovisual](#), Mind, Body, Soul and [Theses](#) Collections whose loan periods are common to all borrower categories and which can be borrowed in addition to the above entitlements.

Desk Reserve Material	One 3 hour or 24 hour loan book Two reprints - 3 hour loan
Popular Reading Collection	One item - 2 week loan
Audiovisual Collection	One item - 24 hour loan
Mind, Body, Soul Collection	One item - 2 week loan
Theses*	One item - 3 hour loan

* In-Library use only

- Some material is not loanable due to rarity, cost, format, size or content. [CD-ROMs](#) (except those accompanying books), [Journals](#), [Newspapers](#), [Maps & Atlases](#), [Reference Material](#), and [Special Collections](#) are non-loanable for all categories of borrower.
- For loanable material, loan status can be changed in response to demand.
- Circulation is maximised by self-service facilities accessible via the online catalogue to extend loans or to place a hold on material on loan to another borrower. The Library also offers self-issue and self-return facilities.

9. Research Support

- The purchase and selection of materials to support research activities will be linked explicitly to the thematic research priorities identified in the University's Strategy for Research 2007-2011 as indicated in the **Collection Development Policies** currently under development for the relevant research priorities.
- Dedicated [Research Support Librarians](#) supporting research staff and students engaged in specialised discipline specific and inter-disciplinary research will actively engage with each Research Institute, School and discipline in order to

ensure that selection, housing, revision, preservation and withdrawal of stock is managed in accordance with the Library's collection management principles and the research priorities of the research unit.

- *Collection Level and Scope*

In supporting planned and active research across the University the Library maintains an extensive multidisciplinary collection of print and electronic information resources including bibliographic and full text databases, ebooks, archives and special collections. The portfolio of resources available to the research community has been greatly enhanced by the **Irish Research Electronic Library**, which is centrally funded by the Higher Education Authority and Science Foundation Ireland. The research collections seek to include the major published source materials required for doctoral and original independent research, including materials containing research reporting, new findings, scientific experimental results, reference works, monographs, theses as well as a very extensive collection of journals and major indexing and abstracting services across all research disciplines.

- *Funding for New and Additional Research Resources*

[Funding](#) is available for the purchase of new and additional research materials via a number of sources:

- Research Support Budgets (allocated by the Library) for:
 - Arts, Humanities and Social Sciences
 - Science, Technology and Medicine
- School and College budgets (allocated by the Library)
- College Postgraduate Fund
- Librarian's Discretionary Fund
- Excellence Fund
- [Special Research Fund](#)
- General Library Fund
- Allocations from own funds by Schools, Colleges or Research Institutes/Centres.

More information on [Research Support Funds via the Library](#) is available.

- Acquisition from Library funds is necessarily selective and the focus is on core material likely to be of immediate and enduring value to a community of researchers rather than to individuals.

- Library funds are limited of themselves and in relation to the cost of specialist research material; the Library may depend on Schools and Research Centres to make allocations from their research grants to provide the support required. Such allocations are welcomed and Library staff will actively assist in ensuring best-value purchases.

Note: Applications for funding for research projects that will require significant additional information resources should include an allocation for purchase of required materials.

- In the case of research whose long-term funding is uncertain an access model, whereby the Library purchases access, typically in electronic format, to materials such as [journals](#) and [indexing services](#), may be preferred to outright purchase.
- *Special Collections and Archives*
Other sections of this policy describe materials specifically of interest to researchers, notably [Special Collections](#) and [Archives](#).
- *Inter-Library Loans and Electronic Document Delivery*
The [Inter-Library Loans](#) service enables access to items held by other libraries worldwide.
- *Access to Other National and International Research Libraries and Collections*
As a partner in the [ALCID](#) scheme, the Library facilitates use of other Irish academic libraries for members. The [catalogues](#) of these and other libraries are also accessible via the Library Web site. The Library is also a member of [SCONUL Research Extra](#).

10. Inter-Library Loan and Document Supply

- The Inter-Library Loans (ILL) service supplements local availability by obtaining materials for members relevant to University work from other libraries. Material is acquired on loan or as retention copies subject to copyright regulations and will be obtained electronically where possible. Supply times vary.
- Where an article is requested that is in a language other than English, the user may request a translated version through Inter-Library Loan. If the article is available in translation, this will be supplied, otherwise an English language abstract is supplied.
- There is a charge for each transaction and this is deducted from the annual inter-library loans fund allocated to Schools and Colleges via the same formula as used for books and journals except that undergraduate numbers are not included in the calculation. Schools have the option of transferring funds from their books/journals allocation to the inter-library loans budget provided that a minimum of 15% remains available for book purchase. College-level ILL allocations and a Library discretionary fund may supplement School allocations. A similar clawback procedure is applied to Inter-Library Loan funds as applies to the bookfunds:
 - 75% of School ILL funds unspent by 31 May are absorbed into the relevant College funds;
 - All ILL funds unspent by mid-September are clawed back to Library funds.
 - In accordance with the University's adherence to the Generally Accepted Accounting Principles (GAAP), no funds can be carried forward from one year to the next.

- Increasingly, the Library aims to achieve better value for money by providing access at the article level rather than subscribing in full to journal titles. An effective inter-library loans service supports this.

11. Preservation

- Decisions on the preservation of the Library's materials are fundamental to the management and development of its collections. The acquisition of collections may be determined by the following preservation considerations:
 - Long-term preservation requirements of different material formats
 - Critical examination of prospective acquisitions, especially gift collections, with a view to establishing preservation requirements
- The Library takes a number of measures to ensure the care and preservation of its stock. These include:
 - Education of users on the handling and use of Library material
 - Environmental monitoring of storage conditions for all of the Library's collections but especially archival and rare book material and material held in non-book format
 - The provision, where appropriate, of funding towards materials (eg binding) necessary for storage and preservation of library materials. Where possible and necessary, the Library repairs material
 - Ensuring the security of all Library material through a variety of measures, including [closed access storage](#) of selected stock
 - Maintenance of an up-to-date disaster preparedness plan
 - Participation in any collaborative measures for the preservation of material of long-term value to the institution
- Long term preservation of online resources is taken as seriously by the Library as the preservation of the physical stock. To this end the Library seeks to negotiate perpetual access to all online resources subscribed to. The Library is also a member of Portico, a not-for-profit service that provides a permanent archive of scholarly literature published in electronic journals.

12. Replacement

- In the event of the non-availability of an item of stock due to loss or damage the Library will undertake to acquire a replacement on the following basis:
 - Absence of the item from the Library's holdings would be a disadvantage to the Library's community. Key criteria for decision-making are continued value and/or demand, availability of alternative coverage and the cost of replacement.
 - It may be necessary/possible to acquire the item in a different format to that in which it was originally published.
 - Library users who lose or vandalise materials are expected to pay the replacement cost.

Note: It may not always be possible to replace an item; even when it is possible, the identification of a supplier may take some time and result in delays. The Inter-Library Loan service may be used to provide timely access to a resource while a replacement is being located.

13. Storage

- The Library seeks to ensure the fullest exploitation of collections through an appropriate balance of Open, Closed and Off-Site Access.
 - *Open Access* shelves are immediately accessible to users and contain stock likely to be used regularly.
 - *Closed Access* storage in the Main Library Basement contains a) material which may still be required but for which there is a shortage of Open Access space, b) older material for which demand is infrequent but which may have a historical, rarity or monetary value and c) material which the Library has a legal obligation to store securely for posterity, eg Special Collections, Archives. Material requested is available within a maximum of 24 hours.
 - *Off-Site Storage* is primarily used for printed back runs of national and provincial newspapers. It also acts as a backup area for monographs and journals with very low usage. Material requested is available within a maximum of 24 hours.
 - A further secure and temperature controlled storage facility is maintained off-campus. This is used to store early abstracting and indexing journals that pre-date electronic coverage and rarer early monographic material. Material requested from this store is available within a maximum of 48 hours (excluding weekends).

14. Collection Monitoring

- Library staff actively monitor the usage and optimal location of material and decisions on retention, relocation or withdrawal are made according to [specific criteria](#). Monitoring is essential to ensure the creation of space for new material and includes the withdrawal of material whose retention is no longer justified.
- Usage of printed materials is analysed on an ongoing basis. The Library can generate detailed usage reports for Library materials from the Library Management System.
- Usage of electronic resources is equally analysed regularly, based on supplier provided usage statistics and assessment of cost per download.
- Each year the Library liaises with Schools regarding the journal titles currently paid for from their budget allocation.

- In considering material for withdrawal, there is a particular focus on duplicate copies of material (notably superseded editions) with low circulation, material accessible in more than one format and short runs of journal titles whose subscription has ceased.
- Academic and research staff will have an opportunity to review single-copy stock identified for withdrawal in a deselection project. Criteria with regard to retention, relocation and withdrawal, including details of exempted material, are outlined in [section 15](#) of this document. Responsibility for final decisions rests with the Librarian.

15. Retention, Relocation, Withdrawal

- Certain criteria guide decisions on retention, relocation or withdrawal of material; application varies according to subject. These criteria include:
 - Exemption of material of special significance to the culture and values of NUI Galway, including Irish-language publications, Irish Studies material, works of historical or cultural value, rare works. In the case of such material, the Library will retain at least two copies.
 - Relevance to the University's mission
 - Currency of information and/or availability of updated material, eg new editions
 - Physical condition of material
 - Usage
 - Need for availability of multiple copies
 - Availability of alternative access formats
 - Long-term, secure availability in other Irish libraries
 - Effect of obsolescence of data storage technology on accessibility
 - Availability in international archiving initiatives such as Portico
 - Storage costs
- The Library actively participates in efforts to address collaborative retention and storage issues at national level, as well as international digital preservation initiatives, e.g. Portico.

16. Reference Collections

- The Library maintains printed and electronic general and subject reference collections, selected primarily by Library staff.
- The Library acquires a range of reference materials, including:
 - Encyclopaedias, both general and subject-specific
 - Handbooks
 - Dictionaries, eg language, subject, quotations, abbreviations, biographical
 - Thesauri
 - Directories, eg companies, governments, educational and other organizations

- Bibliographies
- The collections aim to provide general, up-to-date, factual information and comprehensive subject coverage. Currency is vital and, for printed material, standing orders are placed for key titles to ensure access to the latest edition. Superseded editions of printed reference works are routinely withdrawn unless they are likely to be of historical value.
- The Library subscribes to online reference services to maximise value in terms of access, searching and currency.

Note: The [University Careers Service](#) provides a careers reference collection, including prospectuses, which the Library will not attempt to duplicate.

17. Journals

- Journal subscriptions represent an ongoing commitment and are typically subject to annual price rises higher than the general rate of inflation. As a consequence, particularly careful analysis and financial planning precede any initiation of a subscription. Full consideration is given to the viability of on-demand article-level access as an alternative to full title subscription.
- Academic staff are primarily responsible for journal selection and cancellation decisions. Library staff advise on options concerning publication format and costing, taking particular account of value for money. A subscription to any title should only encompass one publication format.
- The Library recommends online subscription over print where available, because of the improved accessibility offered by electronic journals both on and off campus, the speedier availability of latest issues, and the reduced storage and handling costs involved. **The viability of completely online access is explored on a case-by-case basis, key factors being the publisher's commitment to online archiving and proposed conditions of access.**
- Review of journal subscriptions occurs between May and August each year, with new or changed subscriptions typically effective from the following January.
- The selection of journal titles for binding, and the type of binding applied, is based primarily on value, usage levels (particularly the likelihood of long-term usage), holding policies and availability of online access.
- Subscriptions to aggregated collections of electronic journals are considered primarily on the basis of overall subject support rather than the relevance of all individual titles.
- In managing the journals collection, the Collection Management Policy will be regularly reviewed to ensure that journal selection, retention and relegation criteria remain appropriate in light of possible future collaborative

arrangements, both at national and institutional levels, e.g. collaborative storage initiatives and institutional repositories (see below). Similarly in considering e-journal deals consideration will be given to the extent to which they sustain long term, permanent, open access to scholarly research.

- The Library supports international initiatives to moderate the cost of scholarly journals, including promotion of open-access journals and [institutional repositories](#) of research publications. The Library is a member of [SPARC](#) (Scholarly Publishing and Academic Resources Coalition).
- Open access publishing is the provision of journal articles and other reports of research free of charge to the end user through institutional or collaborative repositories and e-journals, where the cost is borne in the first instance by the authors of the article or their institution or by other appropriate funding arrangements. The Library will monitor developments in open access publishing and will aim to provide appropriate advice and information to NUI, Galway researchers wishing to publish in this way and to students and staff wishing to consult open access material.

18. Institutional Repository

- The Library has instigated a project to set-up and maintain an [Institutional Repository](#). This is an open access database with a set of services to capture, store, index, preserve and redistribute the University's scholarly research in digital format. The Institutional Repository will accept the following forms of scholarly communication from academic staff and researchers, where the original publisher permits inclusion in an Open Access archive:
 - Peer-reviewed articles
 - Working papers
 - Refereed conference papers
 - Conference proceedings
 - Book chapters
 - Technical reports
 - Datasets
 - Books (monographs)

19. Indexing Services

- The electronic format is strongly preferred, primarily for search speed. Where secure online coverage is available, printed indexing services will be retained only for the years held preceding online availability.
- The Library actively pursues opportunities to enable concurrent searching of several indexes via the cross-search facility in e-knowledge and to enable links to the full text of indexed publications where available through SFX.

20. Newspapers

- The Library maintains a collection of current and out-of-print [newspapers](#) in print, microfilm or electronic formats. Back runs are maintained. The collection is focused on:
 - Irish and some British daily titles
 - Provincial newspapers from the counties of the western seaboard (current issues of other titles may be held if sufficient demand exists)
 - Irish-language titles
- International coverage is offered primarily in electronic format, with some foreign language titles available in print.

21. Archives

- The Library has identified a number of strengths in its [archival collections](#), and aims to augment these through the acquisition of similar collections. These strengths include:
 - Writings of former members of academic staff
 - Business records
 - Irish language and literature collections
 - Local authority papers
 - Landed estate papers
 - Personal collections and political collections relating to the West of Ireland
 - Theatre and the performing arts collections.
- Donations, in accordance with the [policy](#) previously outlined, are welcome. The acquisition of archival material by the Library is subject to an [Acquisitions Policy](#) and the Archives Service operates in accordance with the principles of the [Archival Policy Document](#). Both documents have been approved by the Archives Working Group, a sub-group of the Library Committee.

22. Special Collections

- The Library's [Special Collections](#) contain printed material which by virtue of its age, format or rarity requires specialist storage and handling. Almost all of this material is non-loanable and is stored in closed access areas. The collection is wide-ranging, but areas of particular emphasis include:
 - Works of Irish authors
 - Material in the Irish language
 - Pre-1950 travel and topographical accounts of Ireland, especially of Connacht
 - Nineteenth century scientific publications
 - Works published by authors associated with the University throughout its history
- The Library continues to actively source and acquire materials in these areas. Donations, in accordance with the [policy](#) previously outlined, are welcome.

Note: Archival and Special Collections material must be consulted in the Special Collections Reading Room and is subject to the Library's [preservation](#) procedures.

23. Maps

- The Library holds a [collection of maps](#) in print, microfilm and electronic formats with a primary focus on Ireland, notably:
 - Maps and other publications of the Irish Ordnance Survey and the Ordnance Survey of Northern Ireland
 - Historical maps, eg landed estates, topographical maps
 - Specialist maps, eg geological, marine

24. Theses

- The Library holds one copy of all theses submitted for postgraduate degrees (PhDs, Masters by Research and Taught Masters) within the University since the 1970s. The Library submits catalogue records for the first two of these categories to the *Index of Theses*, an online database and printed index of theses accepted for higher degrees by universities in the UK and Ireland.
- Theses are stored in closed access, can be used within the Library only and will be retained indefinitely. The retention and usage of theses in digital formats is under active consideration at present. A limited number of theses have already been included in the Library's [Institutional Repository](#).

25. Official Publications

- The Library defines publications of parliaments, government departments, state agencies and international bodies (eg United Nations) as official publications.
- For Ireland, the aim is to collect comprehensively:
 - Oireachtas publications including Acts, Bills, Dáil Debates, Seanad Debates, Dáil Committee Reports and Official Reports
 - Publications of Government Departments
 - Publications of selected Government Agencies including Central Statistics Office, Revenue Commissioners and Office of Public Works
- Northern Irish, British and international official publications are held selectively.
- The Library seeks to exploit and promote the increasing availability of official publications in electronic format, in light of the commitment of their publishers to free and long-term access.

26. European Documentation

- As a designated European Documentation Centre (EDC), the Library receives a deposit collection of all legislation and selected reports, studies and statistics produced by the various institutions and agencies of the European Union. In support of the aims of the EDC, the Library maintains this collection, promoting and providing access to it to the University and regional community.

27. Non-Print Material

- The Library acquires material in non-print format (primarily Compact Disc, DVD, Microfiche, Microfilm and Slide Film).
- The Library will purchase material in both print and non-print format where essential for course teaching, e.g. book and DVD of a Shakespearean play.
- Non-print material may be purchased as a method of preserving existing collections in print which have become too fragile for regular use.
- The circulation of non-print material is in accordance with the Library's [Circulation](#) policy.
- The Library undertakes to provide the necessary equipment in good working order for the use of non-print material.

28. Web Sites

- The Library maintains links to evaluated Web sites, supplementary to electronic subscription services to, for example, [journals](#) or [indexing services](#). Selection is by Library staff and recommendations from users are welcomed. The key selection criteria are quality and subject relevance and the emphasis is on links to subject portals. Links are provided primarily via subject pages on the Library Web site ([Ask a Librarian](#)) and [e-Knowledge](#).

29. Exam Papers

- The Library holds a number of Queen's College Galway examination papers dating from the 1890s, along with an almost complete run of University College Galway examination papers from 1911 to 1996 in paper format. Papers from 2003/04 to 2006/07 (largely excluding Autumn) are accessible online only via a [database](#) maintained by the Library. Papers from 2007/08 onwards are accessible online via a new [database](#) maintained by the Exams Office.

Collection Management Group
27 February 2006
Revised 20 January 2009