

Library Collections Policy – Books

This document outlines the Library's collections policy in relation to books (electronic or print) acquired and held in the collection in support of the learning, teaching and research activities of the University. The Library's [Collections Strategy](#) sets out the principles that inform collection development and management and therefore should be read in tandem with this policy.

Selection

Books are added to the Library's collection on the basis of:

- Requests from academic or research staff
- Suggestions from students
- Selection by Library staff to ensure currency, completeness and relevance of the collection
- Demand – indicated by requests for Inter-Library Loans, turn-away reports or demand-driven acquisition

The Library's ability to satisfy all requests for additions to stock will be subject to the availability of funds.

Formats

Electronic: The Library will acquire one e-book edition of all books being added to stock where an e-book edition is available, so as to maximise ease of access from anywhere anytime.

Print: Where specifically requested we will acquire one print copy of requested books.

The Library will work closely with e-book publishers and platform providers to improve the reliability and usability of e-books. When these platforms provide the reliable user experience that we expect for our users, we will review this policy.

Location

We will make newly acquired print books available on Open Access shelving for a period of one year. Usage will be monitored and books that are borrowed less than 12 times per annum may be moved from Open Access to Closed Access Storage, from where they can be requested and borrowed.

Preservation

The Library undertakes to retain and preserve one copy of all print books that are of ongoing relevance to the needs of our University Community. This will include:

- Material in the disciplines of one of NUI Galway's [thematic research priority areas](#), as defined in the University's Strategy for Research and Innovation
- 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.

Physical preservation of books is managed through the Library's bindery, where damaged books can be repaired or rebound as necessary. The Library also sends rare or valuable books for specialist conservation if deemed necessary.

E-books are acquired with a perpetual access license where possible. The Library requires e-book vendors to participate in digital archive initiatives such as Portico, so as to ensure long-term access and preservation of e-books acquired.

Deselection

The Library undertakes to retain one copy of all print books that are of ongoing relevance to the needs of our University Community, as outlined above. The Library will not retain superseded editions unless the newer edition represents a significant change in content and in that case only one copy of the superseded edition will be held.

Where multiple copies of the same book are held, the book has not appeared on a reading list for the previous three academic years and usage shows that the title is no longer in heavy demand, the number of copies will be reduced to a single copy. Two copies may be retained of titles that would be difficult to replace in the event of loss/damage, e.g. published by a small Irish publisher. Any books being withdrawn from our collection will be offered to staff or students or sent to Better World Books (or equivalent) for sale in support of literacy programmes in the developing world.

Additional relevant policies:

- Collections Policy for Teaching and Learning Resources
- Special Collections Policy
- Other Collections Policy – Mind, Body and Soul Collection, Reference Collections, Popular Reading Collection, Staff Publications.

Policy Status: Final Approved.

Revised by Collections Group following feedback from SMT, Subject and Research Librarians.

Approved by Library Strategy Committee Sept. 2015.

URLs Updated Oct 2018