Library Collections Policy for Teaching and Learning Resources

This policy documents the Library's policy with regard to information resources required to support teaching and learning. It is informed by the Library's Collections Strategy.

Collections Strategy for Teaching and Learning

- We will strive to ensure that we are fully informed of the reading requirements of every taught academic programme.
- Where possible we will meet high demand for reading list titles and core texts through the purchase of e-book editions or chapter digitisation.
- Where feasible we will retain on open access any material that is included on a reading list as prescribed or background reading.
- We will purchase multiple print copies of a title if that title is prescribed reading for a taught course and where no e-book edition is available.

Identification of Teaching and Learning Resources

This policy applies to books, journals, e-resources and other content as specified on reading lists. A **reading list** is considered by the library to be any list or itemisation of content that academic staff provide to students of a given taught module and expect them to read, view or consult. A reading list may be a formal bibliography provided to students at the start of a module, shorter lists of resources provided week by week or topic by topic, or may simply consist of a number of resources that lecturers ask their students to read, via inclusion on a powerpoint slide, via handouts, via Blackboard or in any other way.

The library expects academic staff to inform us of any and all published resources (print or online) that they ask their students to read, so that we can ensure that the material required is available to students. Academic staff are encouraged to submit this information via the Reading List Service (http://lists.library.nuigalway.ie), ideally twelve weeks prior to the commencement of the relevant course. The Library cannot guarantee availability of items by the start of the Semester in the case of later submission of reading lists.

Resource Categories

The Library considers that content students are asked to read falls into three categories:

- **To be purchased:**
  Material that students are encouraged to purchase. Academic staff are asked to include material in this category if extensive use is going to be made of the material throughout the module, and possibly beyond in later modules.
- **Core text:**
  Material that is considered Essential Reading, in other words to be successful in this module a student would be expected to have read this material.
- **Recommended reading:**
  Material that may be considered background or additional. Students undertaking the module would not be expected to read every recommended reading. They would however be expected to read some of the recommended readings. It might be that recommended readings will relate

to specific assignment or essay topics for example, and will only be relevant to those choosing that particular topic.

- **Single chapter/article:**
  Where students are asked to read only a single chapter from a given book, or a single article from a particular journal issue.

Collections Policy per Resource Type

To be purchased

E-book edition: The Library will make available one e-book edition of all material flagged as 'to be purchased' on a reading list, if available as an e-book.

Print edition: The library will hold one print copy of any material flagged as 'to be purchased' on a reading list. During the Semester that the relevant module is active, the print copy will be held in the 'High Use Machine' in the library foyer and can be borrowed for in library use only for three hours at a time. At the end of the Semester the book will return to the open access shelves for normal loan.

Core text

E-book edition: The Library will make available one e-book edition of all material flagged as 'core text' on a reading list, if available as an e-book. Usage will be monitored and if additional e-book copies are needed to meet demand, these will be purchased.

Print edition: The number of print copies of 'core texts' that the library will hold will depend on class size and the availability of an e-book edition. All print copies will be held on open access shelves. The following formula will apply:

Class size	<50	<100	<200	300+
No of copies	3 + e	4 + e	6 + e	9 + e
E-book (3 concurrent user license)	1	1	1	1
In Library Use Only	0 where e-book available 1 (if no e-book available)	0 where e-book available 1 (if no e-book available)	0 where e-book available 1 (if no e-book available)	0 where e-book available 1 (if no e-book available)
1 day loan	0	1	2	3
3 day loan	1	1	2	3
1 week loan	2	2	2	3

Exceptions: The Library will hold a maximum of 3 copies of widely available works of fiction that are easily and cheaply available for students to purchase. These will be available on normal loan.

It should be noted that the Library may not be able to locate multiple copies of older books for purchase, due to increasingly short print runs on publication. The Library uses out of print services but supply is not guaranteed. Academic staff are encouraged to recommend recent, in-print books for large classes in particular, so as to ensure availability of the required material.✓

Use of library material will be closely monitored and where particular core texts are in very high demand, one or more copies will be placed in the 'High Use Machine' in the library foyer and can be borrowed for in library use only for three hours at a time.

Recommended Reading
E-book edition: The Library will make available one e-book edition of all material flagged as 'Recommended Reading' on a reading list, if available as an e-book. Usage will be monitored and if additional e-book copies are needed to meet demand, these will be purchased.

Print edition: The Library will hold one print copy on open access for normal loan of material flagged as 'Recommended Reading'.

Single chapter/Article
E-book edition: The Library will make available the e-book or e-journal in which the chapter or article appears, if available as an e-resource.

Print edition: If the book/journal is not available electronically, the Library will scan the relevant chapter or article and make it available to the lecturer for delivery to students via Blackboard. This service is subject to the terms of the ICLA license, which means that only a single chapter from a particular book or a single article from a particular journal volume can be scanned and delivered via Blackboard per module.

Resources no longer required for Teaching and Learning
The library considers a resource to be no longer required for teaching and learning, when it hasn't appeared on a reading list for three consecutive academic years. In this instance the library will continue to hold a single print copy of the book and will withdraw remaining copies from stock. The single copy held will be available on normal loan and will be subject to the Collections Policy for Books.

Policy Status: Final Approved.
Revised by Collections Group following consultation with Library SMT and Subject Librarians.
Approved by Library Strategy Committee, Sept. 2015

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