



Leabharlann UCD
UCD Library

Collection Review Policy

September 2013

Table of Contents

Scope	3
General	3
Print Items.....	4
Retention	4
Relegation to closed access store	5
Disposal	5
Non-print Media	6
Retention	6
Disposal	7
The Online Collection.....	9
Retention	9
Preservation/archiving.....	9
Disposal	9
Glossary of terms used in the Collection Review Policy	11

Scope

This policy is developed within the context of UCD Library's Collections Policy which encompasses both additions to, and relegation and withdrawals from, physical and online stock in order to retain a vibrant and relevant collection and make optimum use of space in the modern information resources centre that UCD Library has become.

This policy covers Library materials across all Library sites and stores in all formats including, but not limited to, print, digital and multimedia formats

Other relevant policies are referenced at the end of this document¹

General

It is our policy to continuously review our collections and to relegate particular items to store, cancel or dispose of them, to offer users a quality experience of collection and Library use.

- Weeding of the physical open access collections and controlling their size is an essential factor in space management for the Library overall. There are now many calls upon prime Library space for study areas, exhibition spaces, provision of electronic Library access, laptop and PC provision, quiet study areas, group rooms, and areas designated for particular user groups such as researchers.
- The Library recognises the need to provide easy access to up to date resources for teaching and research that are currently in use. User satisfaction and operational efficiencies are enhanced by removing stock from over-full shelves.
- It is Library policy to ensure that there is no accumulation of print journal titles and electronic resources no longer required. Low usage print and electronic subscriptions that are no longer of relevance will be cancelled.
- The Library may be forced by financial constraints to cancel any journal title regardless of academic need.
- It is Library policy to dispose of dead sets of cancelled or ceased journal titles if they are available elsewhere in Ireland.
- The Library recognises the differing information needs of disciplines, notably in their reliance on older material. Detailed review guidelines and Collection Policies are, therefore required for each discipline and the Library will develop and update these on a regular basis with academic colleagues.
- Some items are purchased with a view to temporary holding only in UCD Library.

Print Items

Retention

It is Library policy to work with other university and research libraries to develop a national and distributed retention policy to support local practice.

Different retention policies may be required for specific disciplines. These discipline specific retention policies should be part of each school or research centre Collections policy.

The following items will be retained by the Library:

- Material inherited from UCD's antecedent institutions including the Catholic University of Ireland and the Royal College of Science, the Royal University of Ireland and the Albert National Agricultural Training Institution provided their condition is acceptable.
- Items which have been given to UCD Library on long-term loan, including the Confucius Institute materials and the Franciscan collection.
- Material which UCD holds as national copy of last resort for the CONUL Distributed Print Deposit Archive.
- Legal deposit material.
- European Documentation Centre material.
- Items on current reading lists where the reading list has been made available to the Library.
- Items, in good condition, that are not available in TCD, the NLI, or nationally and so are not easily available on ILL or through ALCID/SCONUL schemes.
- Materials of Irish interest which support the teaching and research in UCD.
- Historical material from the Schools or programmes within Schools which are unique to UCD, e.g. Architecture, Veterinary Medicine, and Agriculture.
- One copy of superceded text books (unless a seminal title) in areas of research interest and for Schools and programmes unique to UCD.
- All material, historical and otherwise, which is potentially useful for research carried out in research centres in UCD (e.g. Centre for the History of Medicine).
- One copy of all items written or edited by UCD staff while working in UCD, where this is known.
- Material in good condition which has been purchased with funds donated by Canadian and Australian Embassies, Irish Aid and any other similar Library donors.

- Seminal works identified by academic staff in School Collection Policies.
- Items with evidence of recent use.

Note: School Collection Policies will contain any deviations to this policy that may apply to individual cases.

Relegation to closed access store

In order to ensure that prime Library space is best utilised to meet competing demands upon it, lower demand materials that have been selected for retention will be relegated to closed access store. Access to these materials will be provided by Library staff on request.

Material will be relegated to closed access store under the following categories:

- Lendable material with little or no recorded borrowing or evidence or knowledge of in-Library use, such as wear and tear, subject to the retention criteria above.
- Bound printed journals, and unbound parts, which are available online.
- Selected runs of journal titles to which the Library no longer subscribes.
- Old material which is in good condition and which has historic value or may be of interest to UCD current and future researchers (some of these materials may be transferred to UCD Library Special Collections).
- Material supporting courses no longer running, but where it is known will be run again at a later date.
- Outdated textbooks deemed to be of historical value.
- Superseded editions of reference works of historical research value.

Material will be returned to open access shelves in the relevant UCD libraries should subsequent demand for it show evidence of need.

Material held in store will in turn be reassessed periodically for possible disposal. Robust procedures and timetables, including record management, will be developed to maintain the review cycle.

Detailed criteria for relegation to store will be worked up for each discipline as part of the development of School Collection Policies.

Disposal

It is Library policy to review collections with a view to selective disposal of materials. Where appropriate, this will be done in conjunction with academic staff.

Material will be considered for disposal under the following headings:

- Short broken runs of non-current journals, subject to the retention criteria above.
- Journal titles where we have a policy of retaining material for a limited time only e.g. print newspapers.
- Obsolete reference works of no historical interest .
- Copies of textbooks superseded by later editions and of no historical interest .
- Copies of textbooks supporting courses that are no longer running and where there is no known intention to run the course again.
- Duplicate copies of titles in the modern collections which are no longer required.
- Damaged materials not worth repairing or which cannot be repaired. Funds allowing we will attempt to source a replacement copy of damaged items of continuing value which cannot be repaired.

Withdrawn items may be disposed of in the manner deemed most suitable by the Library. This includes:

- Sale either directly or through an agency
- Donation to an appropriate agency
- Offering to Library Users when appropriate
- Recycled

Non-print Media

Non-print media includes but is not limited to: CD-ROMS, DVDS, videocassettes, audiocassettes, Blu-Ray, slides.

Retention

The following items will be retained by the Library:

- All Legal deposit material.
- European Documentation Centre material.
- Items on current reading lists where the reading list has been made available to the Library.
- Material inherited from UCD's antecedent institutions including the Catholic University of Ireland and the Royal College of Science, the Royal University of Ireland and the Albert National Agricultural Training Institution.

- Items which have been given to UCD Library on long-term loan, including the Confucius Institute materials and the Franciscan collection.
- Items that are not available in TCD, the NLI, or nationally, and so are not easily available on ILL or through ALCID/SCONUL schemes. Exceptions may be made in the case of materials of Irish interest which support the teaching and research in UCD.
- Historical material from the Schools, or programmes within schools, which are unique to UCD e.g. Architecture, Veterinary Medicine and Agriculture.
- All material, historical and otherwise, which are potentially useful for research carried out in research centres in UCD. (Centre for the History of Medicine, Centre for the History of Nursing and Midwifery).
- Items with evidence of recent use.
- Items that are unique holdings and which have been purchased for disciplines unique to UCD.

Relegation to closed access store

In order to ensure that prime Library space is best utilised to meet competing demands upon it, lower demand materials that have been selected for retention will be relegated to closed access store. Access to these materials will be provided by Library staff on request.

Material will be relegated to closed access store under the following categories:

- Lendable material with little or no recorded borrowing or evidence or knowledge of in-Library use, such as wear and tear, subject to the retention criteria above.
- Old material which is in good condition and which has historic value or may be of interest to UCD current and future researchers (some of these materials may be transferred to UCD Library Special Collections).
- Material supporting courses no longer running, but where it is known will be run again at a later date.
- Outdated items deemed to be of historical value.
- Items awaiting transcription to a new format, where the Library has identified the future desirability of this taking place.

Material will be returned to open access shelves in the relevant UCD libraries should subsequent demand for it show evidence of need.

Material held in store will in turn be reassessed periodically for possible disposal. Robust procedures and timetables, including record management, will be developed to maintain the review cycle.

Detailed criteria for relegation to store will be worked up for each discipline as part of the development of School Collection Policies.

Disposal

It is Library policy to review our collections with a view to selective disposal of materials where appropriate.

It is Library policy to work with other university and research libraries to develop a national and distributed retention policy to support local practice.

Material will be considered for disposal, in collaboration with academic colleagues, under the following headings:

- If the non-print resources were received as accompanying/supplementary materials with another resource, they should be discarded when the other resource is discarded.
- Non-print resources which are freely available elsewhere.
- Non-print resources that are damaged and cannot be repaired in-house. Funds allowing we will attempt to source a replacement copy of damaged items of continuing value which cannot be repaired.
- Non- print resources for which the technical requirements to support access are beyond the reasonable ability of the Library, or these requirements outweigh the need for the resource.
- Non-print resources that have become technologically redundant and their research/teaching value do not justify transcription to another format or where copyright restrictions prohibit this.
- If non-print resources become available in a digital format, discard the analogue version when and if the following conditions are met:
 - The entire collection owned by the Library is available digitally.
 - Digital content is owned rather than leased.
 - Appropriate measures have been put in place for back-up and recovery of digital files.
 - If digital files are hosted externally the preferred option is to ensure the hosting vendor is a participant in a long term access/preservation initiative such as Portico or JSTOR.

The Online Collection

Retention

The following items will be retained by the Library:

- E-books on current reading lists will be retained, where the reading list has been made available to the Library and funding is available.
- The latest edition of an e-book purchased by the Library will be made available on the Catalogue, and records for earlier editions will be suppressed from public display where appropriate.
- Where e-resources have been purchased outright, the Library will endeavour, funding permitting, to pay any vendor hosting fees arising, in preference to hosting content locally.
- The Library will endeavour, funding permitting, to retain access to an e-resource which replaces its print equivalent, and where the e-resource continues to be relevant.

Preservation/archiving

- Long term preservation of online resources is taken as seriously by the Library as the preservation of the physical stock. The Library will ensure access to all online resources subscribed to, funding permitting.

Disposal

It is Library policy to review our collections with a view to selective disposal of materials where appropriate.

It is Library policy to work with other university and research libraries to develop a national and distributed retention policy to support local practice.

Material will be considered for disposal, in collaboration with academic colleagues, under the following headings:

- Cost, seven factors are weighed:
 - The total budget and fiscal outlook for the year.
 - Cost per use.

- The relative need for the resource compared with other resources being considered during the same review period.
- Cost differences between vendors, if more than one offers the product, as part of the total evaluation of the requested resource.
- Expected price increase. The Library is prepared to pay a premium price to acquire electronic information but the expected use/importance of the resource should justify the cost.
- Hidden costs or charges.
- Alternative acquisition methods.
- Low-usage (with respect to the size of School, College, and/or subject/research areas served).
- Content is present in another resource.
- Content and/or indexing of the electronic resource have been superseded by another, preferred, electronic resource.
- Post cancellation access to content, and how this is provided by vendor.
- Technical requirements to maintain the electronic resource outweigh the need for the resource or are beyond the reasonable ability of the Library.
- Vendor imposes unacceptable conditions on the Library in its administration of the electronic resource.

Glossary of terms used in the Collection Review Policy

ALCID Academic Libraries Co-operating in Ireland (ALCID) , a co-operative scheme between Irish university libraries, allows postgraduate students (Doctoral, Masters by research and by exam) to access other libraries and their collections.

COLLABORATIVE COLLECTION MANAGEMENT (CCM) working in partnership with other libraries to maximise the use of resources through joint activity, such as de-duplication, collaborative stores etc.

COLLABORATIVE STORAGE national, local and regional arrangements for joint ownership or leasing of storage space

CONSERVATION the repair or stabilization of materials through chemical or physical treatment to ensure that they survive in their original form as long as possible.

CONUL Consortium of National and University Libraries

CONUL DPA CONUL Distributed Print Archive. UCD Library is part of an Irish academic and national Library consortium called CONUL. Members include;

- Dublin City University
- Dublin Institute of Technology
- National Library of Ireland
- NUI Galway
- NUI Maynooth
- Royal College of Surgeons in Ireland
- Royal Irish Academy
- University College Cork
- University College Dublin
- University of Limerick
- Trinity College Dublin

In January 2011 CONUL set up a Distributed Print Archive (DPA) project among its members. The first phase of the project relates to printed abstracting and indexing journals that are now available online thanks to IReL. The Libraries have analysed their holdings of these publications and identified the institutions that hold the longest runs. These institutions guarantee to retain their holdings in perpetuity for CONUL and to make them available to other institutions if requested.

The abstracting and indexing titles that UCD Library guarantees to hold on behalf of CONUL are; The Philosopher's Index, Sociological Abstracts (1953-72), World Agricultural Economics.

COPY OF LAST RESORT material identified as being the last known remaining copy of an item in the CONUL Libraries

DE-DUPLICATION process of removing duplicate copies of material (see 'Duplicate' below)

DEPOSIT item acquired by agreement, for a specified period of time, and held in the Library.

DE-SELECTION removal of an item from the Library Collection, with the deletion of catalogue records and disposal of the item(s) – this term is interchangeable with 'withdrawal'

DIGITISATION the process of creating digital files by scanning or otherwise converting analogue materials. The resulting digital copy, or digital surrogate, would then be classed as digital material and then subject to the same broad challenges involved in preserving access to it, as "born digital" material.

DISCARD removal of the physical item for disposal, recycling or sale

DISPOSAL removal of the physical item by discard, recycling or sale.

DOCUMENT DELIVERY see Inter Library Loan.

DONATION item acquired from a donor and given to the Library.

DUPLICATE a journal or monograph title that is a bibliographic copy of another in the Library system, and does not contain rare copy-specific information (bookplates, inscriptions etc.).

INTER LIBRARY LOAN where an item is unavailable either in print or electronically in our Library, we can often acquire a copy of it from another Library.

IREL the Irish Research eLibrary and is a nationally funded electronic research Library, initially conceived to support researchers in Biotechnology and Information Technology in mid-summer 2004, and following on the success of this, expanded in 2006 to support research in the Humanities and Social Sciences. IReL delivers quality peer-reviewed online research publications journals, databases and index & abstracting services, as well as ebooks - direct to the desktop of researchers wherever they are located see <http://www.ireLibrary.ie/>

LEGAL DEPOSIT legal deposit facilitates the development of our national printed archive. Under Irish legislation there are eight Irish and five English copyright libraries. Irish legislation requires that a copy of all titles published in the State should be sent to all eight Irish copyright libraries plus the British Library within one month of publication. Irish publishers are not obliged to automatically send titles to the remaining four British copyright libraries, but if these libraries write and claim their copy then the publisher must send it.

MICROFORM a general term used to designate any type of micro format - microfiche, microfilm, or microprint. In any type of microform, the printed material is greatly reduced in size and can be read only with the aid of a special machine.

MODERN COLLECTION items published after 1930 that are housed in Special Collections

PRESERVATION is the process of protecting materials from deterioration or damage; the non-invasive treatment of fragile documents.

PROVENANCE INFORMATION information regarding the origins and custody of an item or collection. Provenance is a fundamental principle of archives, referring to the individual, family, or organisation which created or received the items in a collection. The principle of provenance or the respect des fonds dictates that records of different origins (provenance) be kept separate to preserve their context.

RELEGATION the relocation of an item to a store (onsite or offsite).

RETENTION the decision, following review, to maintain materials in the Library Collections

SCONUL access academic libraries in Ireland and the UK with a SCONUL (Society of College, National, and Academic Libraries) card.

SPECIAL COLLECTIONS contains unique book, archival and manuscript collections.

TEXTBOOK a standard course book, or manual of instruction used in the formal study of a subject.

TRANSFER the relocation of an item from one Library to another or one collection to another (for example, from the General Collection to Special Collections).

UNIQUE a title that is the only known copy in Ireland, or worldwide.

WEEDING a decision-making process by which judgments are made to retain, store, or remove items in the Library collection.

WITHDRAWAL removal of an item from the Library system, with the deletion of catalogue records and disposal of the item(s).

WORLDCAT WorldCat is the world's largest network of Library content and services – see <http://www.worldcat.org/>

ⁱ Other relevant policies include:

Library Collections Policy http://www.ucd.ie/Library/using_the_Library/policies/resource_policies/.