

# Trinity College Library Dublin



The University of Dublin

## 1. Admissions Policy and Reader Services

### 1.1. Scope

This policy covers the admission of readers, access to and use of the Library's collections and resources.

### 1.2. Aims

The purpose of the policy is to provide appropriate access to resources in support of the research and learning priorities in the College Strategic Plan, and to facilitate access to visiting and other readers engaged in scholarship.

### 1.3. General Policy Statement

1.3.1. Trinity College Students: Entry to the Library is provided on production of a valid University identity card. Borrowing privileges depend on the course being taken.

1.3.2. Trinity College Staff: Entry to the Library is provided on production of a valid University identity card. Borrowing privileges depend on the staff post held.

1.3.3. Visiting and other readers: The Library will consider requests to read, without borrowing privileges, in the Library from:

- Persons engaged in scholarly research.
- Academic staff and higher degree students from institutions who are participating members in the ALCID scheme.
- Graduates of the University of Dublin (TCD).
- Members of the public requiring access to a specific item not available in any other Library
- Students from private Irish higher education colleges (restricted to Saturday access during term)
- Students from Ireland under CONUL vacation access scheme
- Students from UK under SCONUL vacation access scheme
- EU/international students

1.3.4. Admission to the Library is at the discretion of the Librarian.

1.3.5. Access to the some collections may be restricted to visiting readers in order to protect the priority needs of TCD students during term time. Many of our electronic resources are not available to visiting readers under the terms of our user licences with the publishers.

## 2. Collection Development Policy

### 2.1. Scope

The policy covers all aspects of collection development and all formats.

### 2.2. Aims

The primary objective is to ensure that the Library's collection is appropriate to its threefold functions:

- to support and advance the teaching and research activities of Trinity College
- to contribute to national and international scholarship
- to foster Trinity College's role as a custodian of national heritage material.

### 2.3. General Policy Statement

To this end the Library will:

- 2.3.1. collect, record, preserve and make available published materials which support the courses taught by Trinity College.
- 2.3.2. collect, record, preserve and make available research material, in collaboration where appropriate with other relevant institutions.
- 2.3.3. collect, record, preserve and make available manuscripts and other primary materials that are of historic importance in the national and international context
- 2.3.4. promote the development and use of information resources
- 2.3.5. make its collections and services available to all students and academic staff of Trinity College and to others as far as resources permit and with regard to copyright legislation.
- 2.3.6. support Scholarly communication through the Institutional Repository and SPARC
- 2.3.7. accept donations of material relevant to our collections
- 2.3.8. ensure that the Library's collection of both print and electronic resources is appropriate to support and advance the teaching, learning and research activities of Trinity College Dublin.
- 2.3.9. Purchase any new title in the electronic version where such a resource is available in both print and electronic format.

### 3. Preservation policy

#### 3.1. Scope

This policy covers all collections in Trinity College Library (the Library) which are deemed to require long-term accessibility or preservation, irrespective of format or materials.

The policy does not exist in isolation. It is reflected in other department policies that have a direct or indirect impact on preservation such as: Collection development, Security, Exhibitions, Loans, and Access

#### 3.2. Aims

The purpose of the policy is to communicate the principles that guide the preservation activities of the Library, and to promote preservation and conservation as an integral part of the management of the Library.

#### 3.3. General Policy Statement

3.3.1. Trinity College Library is committed to preserve its collections through actions that minimise deterioration of the material, and that prevent loss of material or information. The primary goal of preservation is to prolong the usable life of the collections.

3.3.2. Preservation of collections is a Library wide responsibility, integral to all activities from acquisition through to access, and involves the co-operation of all staff. Preservation and conservation staff play an active role in developing, guiding, and undertaking preservation activities, and in assisting all staff with their involvement in the implementation of the policy.

3.3.3. The preservation policy takes account of the fact that the Library collections include material in a wide range of format and content. The Library is committed to maintain and preserve items consistent with their use and significance to the collection. The preservation status of collection material is determined by The Legal Deposit Libraries Acts (UK and Ireland), and by relevant Library policy documents. The Librarian, in consultation with the Senior Management Team makes decisions about the Preservation status of collection material.

3.3.4. Collections will be preserved in the manner appropriate to their material and technical characteristics, as well as the Library requirement for access. This may include reformatting material.

3.3.5. The Library considers the physical condition as one of the criteria in the decision to acquire items for the collections. Where possible the Library acquires the best copy, and encourages the selection of items of stable materials, or in good condition.

3.3.6. The Library seeks to take a leading role for Library preservation nationally and internationally. Its role includes the development of expertise, the promotion of the value of Library preservation in Ireland and globally, and in the implementation and dissemination of standards and techniques.

3.3.7. Disaster preparedness is an integral part of collection preservation. All Library staff will be trained in aspects of the disaster recovery plan.

- 3.3.8. The Library recognises that appropriate accommodation for the preservation of the collections includes environmentally controlled and monitored space. In this, the Library recognises the British Standard: BS 5454:2000

## 4. Security Policy

### 4.1. Scope

This policy covers all collections in all formats within the Library

### 4.2. Aims

It is the Library's policy to take all reasonable measures to protect its collections and other property from loss, destruction or damage and to protect all its buildings from unauthorised intrusion.

### 4.3. General Policy Statement

- 4.3.1. Pursuing this policy, the Library will ensure that premises are adequately maintained and fitted with suitable security devices.
- 4.3.2. The Library is committed to an adequate, well-trained security staff.
- 4.3.3. The Library will control the entrance and exit of users. It retains the right to restrict user access to certain collections in the context of security requirements.
- 4.3.4. The Library will ensure that staff at all levels are made aware of their security responsibilities and are properly trained to carry out their duties.
- 4.3.5. The Library reserves the right to exclude from the Library or to prosecute in cases of theft or significant damage
- 4.3.6. The Deputy Librarian is responsible for security and the management of security staff in the Library.

## 5. Communications Policy

### 5.1. Scope

Trinity College Library has been acquiring collections of recorded thought for over four hundred years. Its mission is to deliver library and information services to the highest international standards, to meet the needs of the College community and those of the international scholarly community and to support the University's mission to confirm its position as one of the great universities of the world and disseminate knowledge and wisdom.

### 5.2. Aims

Communicate the Library's role, responsibilities and functions to the college and wider community

### 5.3. General Policy Statement

- 5.3.1. This will be carried out through development of the Library's web page, liaison with College Communications Office, information leaflets and other publications, staff professional engagement
- 5.3.2. Enable its users to communicate their comments, needs and suggestions to the Library and to receive prompt response
- 5.3.3. Enable Library staff to communicate effectively with users
- 5.3.4. Project a positive image to its users through written, electronic and verbal communication

## 6. Exhibitions policy

- 6.1. Scope  
This policy covers the Public exhibition of Library materials.
- 6.2. Aims  
The Library aims to exhibit and describe elements of the collections to the wider community.
- 6.3. General Policy Statement
  - 6.3.1. The Book of Kells and other early Irish manuscripts will be displayed securely and in a manner which informs the public.
  - 6.3.2. The holdings of the Old Library are displayed securely in the Long Room in thematic exhibitions which may take account of events of College, national, international or historic significance.
  - 6.3.3. Items may be loaned to other institutions subject to compliance with the loans policy. Manuscripts, limited editions, and material published in or before the year 1800 may only be lent with the consent of the Board on the advice of the Librarian.
  - 6.3.4. Certain items are excluded from loan to external institutions