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# Collection Development Policy

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Trinity College Library  
Dublin

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## **1. Mission**

The Library's mission is to develop and deliver a portfolio of Library services, resources and facilities in response to the learning and research needs of the Trinity College and the wider community, through the acquisition of the widest possible range of information resources; the preservation and care of its collections for future scholarship; the maintenance of its role as a Legal Deposit Library; the development of innovative services and staff expertise to enhance learning and the provision of access to the wealth of its collections.

## **2. Scope**

The policy covers all aspects of collection development and all formats. It consists of a series of guidelines based on current practice, and aims neither to be overly prescriptive, specifically in the area of selection and acquisition, nor to provide a detailed description of the Library's collections.

## **3. Aims**

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

## **4. Objectives**

To meet these aims the Library will:

- 4.1 Collect, record and make available published materials which support the courses taught by Trinity College
- 4.2 Collect, record, preserve and make available research material, in collaboration with other relevant institutions and with due regard to their resources and policies
- 4.3 Collect, record, preserve and make available manuscripts and other primary materials that are of historic importance in the national and international context
- 4.4 Make its collections and services available to all students and academic staff of Trinity College and to others as far as resources permit

## **5. Purpose**

- 5.1 To provide a framework for the maintenance and development of the Library's collections, to indicate priorities, to establish selection criteria across the range of

different subjects, languages and media and to create a consistent and coherent basis for the future development of the collections.

- 5.2 To provide information to Library staff and to readers about the principles on which the Library's collections are acquired, and to create an awareness of the Library's mission.
- 5.3 To ensure a consistency of approach during periods when there is a lack of continuity in both staff and funding.
- 5.4 To facilitate the regular review of policy in the light of changing needs and circumstances.
- 5.5 To aid the Library in purchasing material that complements Legal Deposit (both print and electronic) with particular emphasis on material supporting the research, teaching and learning needs of members of the College.

## **6. Legal Deposit**

Legal Deposit is the statutory obligation on publishers and distributors to deposit at least one copy of every publication, free of charge, in designated legal deposit libraries. Legal Deposit benefits authors, publishers, researchers and the general public because it helps to ensure that:

- The nation's published output is collected systematically and becomes part of the national heritage
- Publications are recorded in the online catalogues of legal deposit libraries and become an essential research resource
- Published material is preserved for the use of future generations
- Deposited publications are made available to users of the deposit libraries on their premises

### **6.1 The Copyright Acts**

- 6.1.1 Trinity College Library (along with the Bodleian Library, Oxford, the University Library of Cambridge, the National Libraries of Scotland and Wales) is entitled under the terms of the various Copyright Acts to claim a free copy of every work published in the United Kingdom and Ireland.
- 6.1.2 These libraries together employ an Agent, who claims on their behalf, and receives and distributes books and periodicals for them. Trinity College Library acts in the capacity of Irish Agent for the UK legal deposit libraries. Trinity College Library works

closely at all levels with the other legal deposit libraries on all matters concerned with legal deposit and its applications.

- 6.1.3 From 6 April 2013, under the [Legal Deposit Libraries \(Non-Print Works\) Regulations 2013](#) (UK), the British Library and the other five specified legal deposit libraries are entitled to harvest content from UK-published material on UK websites, and to collect UK-published e-journals, e-books and other types of non-print publications, both on-line and off-line (e.g. CD-ROMs).
- 6.1.4 Trinity College Library, The National Library of Ireland, the Colleges of the National University of Ireland, Dublin City University and the University of Limerick enjoy legal deposit under Irish legislation - the Copyright and Related Rights Act, 2000 (Ireland) - for materials published in Ireland.
- 6.1.5 Certain provisions relating to non-print materials covered in the Copyright and Related Rights Act, 2000 (Ireland) await implementation.
- 6.1.6 The British Library is entitled to receive the material without claim in both jurisdictions and employs the Legal Deposit Office to manage this.

## 6.2 Legal Deposit Monograph Acquisitions

- 6.2.1 The Library's acquisitions under Legal Deposit form the cornerstone of its collections. In practice the Agency for Legal Deposit Libraries, acting on behalf of the UK Legal Deposit Libraries and Trinity College Library, claims almost every book or pamphlet of which it becomes aware. While almost all books published by commercial publishers are claimed, some material published outside normal book-trade channels slips through the net, including some publications produced by companies whose primary purpose is not publishing, by voluntary organizations, university departments, research organizations and private individuals.
- 6.2.2 A few categories of material are deliberately not claimed - such as books published in large-print format where the text is available in normal editions - and some categories are discarded on receipt - such as advertising brochures, price lists, blank diaries, announcements of meetings or exhibitions, financial information issued to shareholders or clients of financial institutions, local transport timetables or the minutes of local authority meetings.
- 6.2.3 The scope of the legal deposit intake of books is extremely wide and no subject area is excluded from it. Some publishers based outside the U.K. and Ireland also deposit the portion of their publications which are distributed in Great Britain and/or Ireland.
- 6.2.4 Some books published in the U.K. and Ireland are not received under Legal Deposit, either because they are not claimed within the time specified by the copyright legislation, or because the publisher does not respond to claims. The Library attempts to purchase these books if they are in demand by readers or if they relate

specifically to Ireland. Generally, however, the Library does not attempt to purchase non-academic British books that are known to be in one of the other legal deposit libraries.

- 6.2.5 Irish Archival Copies: An important part of Trinity College Library's work is the preservation of Ireland's publishing output. Since 2007, our policy is to give *one* copy of every Irish-published book received in the Library the status of Irish Archival Copy. All Irish Archival books are stamped with an *Irish Archival Copy* stamp and shelved in closed stacks; they may only be consulted within the Library. Where the budget permits, an attempt is made to buy a second, non-Legal Deposit copy of Irish-published books, particularly those in the Irish language and those requested frequently by readers.
- 6.2.6 Material published for private circulation to a restricted group (*e.g.* for a circle of friends or by subscription to a society) or published to order by a specific client is not claimable under the copyright legislation. In practice some of this material is received as if it were claimable and some is acquired through the Library's corporate membership of the appropriate society or association. Market research reports, and some other management information publications, are often published 'to order' rather than through normal publishing distribution channels. The Library acquires what is available under Legal Deposit, accepting the publisher's embargo on its availability for a specified period (typically 3 years) after publication. These publications are normally very expensive and are not purchased, except in exceptional cases. Books published by private presses are normally claimable under the Copyright Act and many of them are received, but for some expensive books, published in small editions, claims are not pressed. Sometimes the decision is made to purchase significant items which have not been received under Legal Deposit.
- 6.2.7 Occasionally publishers withdraw a book after it has been received in the Library. In some cases a new edition or corrected reprint is subsequently published to replace it; in other cases no new publication ever appears. The Library normally retains the original edition, even in those cases when, as a result of legal action the book cannot be made available to readers. These books are held in closed access storage.
- 6.2.8 Material published in the Isle of Man or the Channel Islands is not subject to copyright legislation and cannot be claimed, although occasionally publications are received.

### 6.3 Selection for Open Access

- 6.3.1 While the majority of legal deposit material is sent to closed access storage, a significant proportion of academically relevant material is sent to the open access shelves.
- 6.3.2 Incoming legal deposit material is assessed by subject cataloguers on a weekly basis and material selected based on whether it has suitable academic or research

value. Decisions are based on the cataloguer's knowledge of particular subject areas and familiarity with the current course offerings and research areas of each School.

- 6.3.3 A number of other factors can also influence selection. A book may also be classified for open access if it is: the new edition of a work already on the shelves; is part of an established monograph series; has been specifically requested by the subject librarian or another member of staff.
- 6.3.4 Legal Deposit paperbacks which are selected for the open shelves will first be rebound in order to protect and preserve them.

#### 6.4 Legal Deposit Serials Acquisitions

- 6.4.1 Trinity College Library is entitled, under the terms of UK & Irish copyright legislation, to claim every periodical title published in the U.K. or Ireland. In practice considerable selectivity is exercised. All academic journals are claimed, and almost all are received.
- 6.4.2 All Irish print journals are claimed. Claims are made when staff become aware of new journal titles. The initial claim is made by the Accessions Librarian. Once received missing issues are claimed by the Periodicals Department using the LMS. Irish newspapers are selectively claimed. This is due to the limited storage space available in our bookstacks.
- 6.4.3 Following the enactment of [Legal Deposit Libraries \(Non-Print Works\) Regulations 2013](#) (UK), the library has begun a process of replacing the receipt of journals in print with online access under the terms of the legislation. From 6 April we will also begin to gain access to 'born digital' UK e-journals.
- 6.4.4 Lists of new periodical titles are circulated by the Legal Deposit Libraries Agency on a regular basis. New titles are added to these lists by the Agency from its own sources of information (primarily the British Library) and from details supplied by the libraries. However the lists are not comprehensive and many titles that circulate in a restricted geographical area, or in a highly specialised subject area, do not come to the Agency's attention, especially in the early stages of their existence. Non-academic titles are considered on a title-by-title basis when they appear on a list. Decisions are made in conjunction with the other UK legal deposit libraries, including the British Library, in accordance with agreed policies and procedures which were designed to ensure, at least one copy of each title is held by one of the legal deposit libraries, but also to avoid the unnecessary retention of every title in all six libraries.
- 6.4.5 The criteria used in selecting non-academic periodicals for claim include subject material, level of coverage, intended readership, publisher, place of publication, and format. Most periodicals intended to be read by professionals in their field are claimed, whereas greater selectivity is exercised for periodicals aimed at general

readers, specialised enthusiasts or a narrow geographical community. Publications such as newsletters and information bulletins are normally claimed only if they relate to an academic subject or interest group. Periodicals consisting of advertising material or price lists, puzzle or crossword books and in-house journals of commercial companies are not normally claimed. Borderline material is claimed if it is published in or about Ireland.

- 6.4.6 Mass-market leisure journals are the subject of a 1998 agreement, under the auspices of the Standing Committee on Legal Deposit (SCOLD), between the UK legal deposit libraries & TCD. Libraries agree to collect all journals covering specific subjects areas. TCD's allocation consists of the following subjects : Angling, Arts and Crafts, Beers, Wines and Spirits, Fashion, Fish Keeping, Fishing, Flowers and Florists, Gaelic Sports, Gliding, Interior Design. New titles in subject areas not allotted to Trinity College (e.g. Coin collecting, stamps, railways and trains) can be receipted and the Library's policy is to take a small representative sample of titles in these areas.
- 6.4.7 Publications of local interest, intended for circulation in a restricted local area are not claimed, unless they relate to Ireland. However local publications containing significant articles on local history or archaeology are claimed, irrespective of locality.
- 6.4.8 Newspapers are claimable in the same way as other periodical publications. However because of the problems of storage and conservation they are claimed very selectively. Irish and some British national daily and Sunday newspapers are claimed, subsequently discarded, and a microfilm is purchased for long-term use.
- 6.4.9 Selectivity in claiming new periodicals is necessary because of the quantity of new publications, and the severe shortage of storage space.

## 6.5 UK Elegal Deposit

- 6.5.1 The Legal Deposit Libraries (Non-Print Works) Regulations 2013 (UK) came into effect on the 6<sup>th</sup> April 2013, and extended legal deposit to cover all material published digitally and online. This has enabled the Legal Deposit Libraries (including Trinity) to provide an archive of the UK's non-print published material, such as websites, blogs, e-journals and CD-ROMs.
- 6.5.2 Trinity library does not harvest or store non-print works directly but provides access to all digital content via a technical infrastructure established by the UK national libraries.
- 6.5.3 TCD library aims to provide the optimal level of access and support allowed under the terms of the legislation to all it users.



- 6.5.4 The Legal Deposit Libraries are required to submit an e-Legal deposit collecting policy to the Joint Committee on Legal Deposit (JCLD ) on an annual basis. As a committee member Trinity contributes to the formulation of this policy.
- 6.5.5 TCD library has input in determining the collection development of e-Legal deposit, primarily through its membership of the Legal Deposit Libraries Collection Development and Acquisition Sub-group (CDAS), a working group of Legal Deposit Libraries Implementation Group (IG)
- 6.5.6 Each year the CDAS will make a report to the IG and propose an action plan for review by the IG and approval by the Legal Deposit Libraries Committee, that covers:
- any specific collecting priorities (e.g. for particular publishers, publications or subjects, or for web archiving special collections) within the above targets, plus
  - any predicted longer term collecting priorities for non-print legal deposit, where the prior development of new technical or operating capabilities is likely to be required, plus
  - a note of any potential risks, developing trends or anticipated future changes that the CDAS agrees might affect the continuation of content strategy and collection development for legal deposit in the longer term.
- 6.5.7 The CDAS will act as a forum for constituent libraries and the Agency for discussion and decision on practical matters concerning the deposit, claiming, or receipt of both print and non-print legal deposit material.
- 6.5.8 TCD Library will consider, where possible and within budget constraints, the purchase of additional copies (print or electronic) of individual works in high demand.
- 6.5.9 The Legal Deposit Web Archiving Prioritisation Group is coordinated by the British Library with representation from each of the Legal Deposit Libraries. TCD takes responsibility for identifying Northern Irish content of interest.

## 6.6 **edepositIreland**

edepositIreland is a new development for Trinity College Library managed by the Collection Management Department, and its aim is to become a voluntary edeposit service for Irish born digital publications. The service utilises the existing infrastructure of the institutional repository TARA, but is a separate branded 'community', with its own collection development policy. Demand for a service is significant, particularly from the Government publishing sector. Trinity Library is aware that in an effort to curb spending Government Agencies are rarely publishing in print, and that significant born digital publications are being lost due to the limitations of Irish legal deposit legislation. TCD Library believes it can assist unaffiliated researchers in receipt of grant funding to fulfil their open access

mandate by making their research available with us. There are many publishers and research institutes who do not have their own repository and are concerned about storing and providing access to their content in the longer term.

The aim of edepositIreland is to enable publishers to self-deposit their born digital publications, and these will be made available online as open access content. Publications will be collected in tandem with their associated metadata. High volume publishers may have their own collections within the community and may use this collection as their own repository, enjoying the benefits of persistent links to their documents, and collection level searching of their content.

Submission of a broad spectrum of publications and formats will be encouraged. The pilot project run by TCD Library in conjunction with four government agencies illustrated that the Library can expect to receive a broader range of content than would have formerly been received as print legal deposit. The deposit form has been designed to accommodate both single and serial publications, and it can capture relationships with superseded or related publications. Regarding journal publications, edepositIreland can also accommodate a wide range of formats, from full volumes, issues, parts, to individual articles.

It is expected in time that a favourable review of copyright legislation will enable expansion of the service to accommodate born digital *legal* deposit. For now it is hoped that this inclusive approach to collection development will enable Trinity Library to broaden and enrich its collections in new and unexpected ways.

## **7. Purchased acquisitions**

### **7.1 Budget**

- 7.1.1 The Library budget is normally only finalised about April / May – half-way through the academic year. This results in having a final Information Materials budget allocated across the various headings well after the purchasing for the current academic year is completed. As a consequence the Librarian and others try to anticipate the Information Materials budget in advance and “release” a proportion (usually 50% of last year’s spending) in October.
- 7.1.2 As the bulk of our purchased acquisitions are represented by continuing subscriptions, many of which fall due in November / December, there is relatively little discretionary spending for new items.
- 7.1.3 Continuing subscriptions include: printed journals; electronic resources and licences; standing orders for books in series; subsidy to Tallaght Hospital Library; and other

long-term commitments. One-off items are chiefly printed textbooks, but include single year subscriptions to electronic materials as well.

- 7.1.4 New or ongoing subscriptions are generally reviewed only in the light of funding shortfalls in the IRel programme for electronic resources or clear low use statistics. There is very little overlap between our subscriptions for printed journals and electronic versions. Most new subscriptions are initiated by a purchase from a (Subject) fund designated for one-off purchases.
- 7.1.5 The one-off budget is what remains after the continuing subscriptions commitments have been estimated. In the past five years or so, this budget has been distributed across all the College School headings using an algorithm based on the number of students (UG and PG for AHSS, UG and taught PG for the others) in each School, the cost of purchased books in the previous year for that School and the available budget. This results in a base line allocation that gives the same books:student ratio for each school. The allocations are then adjusted and rounded so that AHSS students get a slightly increased ratio as they are considered to be most dependent on Library materials for their studies.
- 7.1.6 The budget available in each School heading is used to purchase essential texts identified from reading lists and other student requests are able to be purchased. Subject Librarians are able to anticipate many requests when new editions of standard texts appear. There is some aggregation of unspent small amounts possible at the end of each year and this is used often to purchase occasional cross-disciplinary and relatively expensive items from a wish list.

## **7.2 Acquisitions priorities**

The Library strives to be self-sufficient in the provision of materials to support taught courses and to provide a full range of reference and bibliographical tools. The Library seeks to acquire and provide access to information resources consistent with the College's strategic research priorities

## **7.3 Acquisitions Criteria**

- 7.2.1 Relevance to the requirements of College staff as determined by the College's academic programme, including teaching, course development and research programmes.
- 7.2.2 Academic quality. Although the Library acquires more popular texts, often through legal deposit, College's long standing reputation for leading scholarship needs to be supported by appropriate material.
- 7.2.3 Cost in terms of financial resources available, relevance and the costs associated with acquisition, maintenance and preservation.

- 7.2.4 Optimal accessibility. Given the diversity of the student body and the growing popularity of e-formats, the Library needs to continue to meet user demand.
- 7.2.5 The existence of alternative forms of access to information and the availability of materials in other institutions within Ireland.

#### **7.4 Selection of materials for purchase**

Subject Librarians are responsible for selection of titles for purchase in consultation with faculties and Schools. The Library, through the work of the Subject Librarian, actively encourages academic staff to make recommendations on appropriate items for acquisition. This will now be reinforced by Library Liaison Team Leaders who will co-ordinate these activities across the three faculties (Arts, Humanities & Social Sciences, Science Technology, Engineering & Mathematics, and Health Sciences). Purchases are also made based on course reading list requirements, student recommendations (general interest), Subject Librarian selection, and representations from vendors, mainly in STEM/HS areas. Purchases are also made by the Accessions Librarian to ensure that the Library has adequate coverage of Irish published material.

New serial titles are recommended for purchase by academic staff and subject librarians. In assessment for purchase factors such as academic importance, depth of coverage, language, cost and format are taken into account. Purchases are normally restricted to academic or course related journals. The Periodicals Review Model facilitates the purchase of new serial titles within budgetary constraints through the cancellation of less relevant titles. Increasingly, e-titles are recommended by academics and preferred by the Library. It is also important to note the following:

- When an information resource (journal or database) is available in both print and electronic format, Library policy is to purchase the electronic version
- It is Library policy to make a transition from dual print and online availability of journals towards electronic-only
- With due regard to the resources available the Library shall seek to purchase outright or purchase access to back files and archives of the e-journals in its collections.

#### **7.5 Reader Recommendations**

As stated earlier, the Library encourages recommendations from faculties and departments. In practice the Library accepts almost all recommendations. In rare cases where recommendations are rejected, it is usually because they fall outside the selection criteria, often because the item is already held. Some recommendations are also rejected on the grounds of cost, particularly when a continuing financial commitment, such as a periodical

subscription, is involved. The Library will also consider recommendations made by students, subject to the same conditions as those outlined for academic staff. Patrons will be informed if their recommendations have been approved.

## **7.6 Electronic Resources**

Electronic resources pose challenges not encountered with the acquisitions of traditional library materials, such as, pricing models, licensing, access, interface and technical support. This Electronic Resources Collection Development Policy seeks to address these issues. The purpose of the policy is to provide guidelines for the acquisition of electronic resources.

### **7.6.1 Scope**

The policy covers electronic resources (both purchased and subscribed) administered by the Digital Systems and Services department (DSS), Library Readers' Services Division, and selected free resources to which access is facilitated by DSS. The Sub-librarian for Digital Systems and Services and the Electronic Resources Librarian are responsible for coordinating the purchase and management of electronic resources, including negotiation, licensing, provision of access, evaluation and usage level monitoring.

The electronic resources covered by this policy consist of electronic databases containing any format or combination of formats, including but not limited to, e-journals, e-books, collections of data (for e.g. bibliographic and statistical), video, teaching and research resources. DSS negotiates deals for e-journals at collection level, individual title e-journal subscriptions are managed by the Periodicals' Librarian. All e-book collections and individually purchased e-book titles are purchased and managed by DSS.

The policy covers resources accessible remotely via the Internet, but does not include offline, locally hosted formats, such as CD-ROM. Software licences are also excluded as these are not managed or administered by the Library. The only exception to this is the EndNote (bibliographic management software) licence agreement.

Free electronic resources (i.e. those that do not require subscriptions and licensing agreements) may be added to the collection, provided they support the curriculum and research needs of our users, are judged to be stable, and are scholarly or locally relevant, for e.g. Irish Census, PubMed or 1641 Depositions. As more of these stable, high quality, free resources become available, they are added to the catalogue and to the Electronic Resources Module (ERM) of the Library Management System. Those resources, having a national focus or deemed to support TCD teaching, learning and research needs, may also be added to the Library's Databases and E-Books web page.

### **7.6.2 Selection Criteria**

In most cases, the selection criteria for electronic resources are similar to those applied to print resources. The primary consideration is support for teaching, learning and research needs. The cost of acquiring and maintaining electronic resources is another major factor; electronic resources may incur significant recurrent subscription fees. Once-off purchases may have substantial one-time costs with ongoing annual access or hosting fees. User demand as expressed by academic staff recommendations and feedback from subject librarians are major criteria in selection. Where possible and appropriate, electronic resources are selected that are interdisciplinary in nature and that can be used by a number of departments and schools. In addition to academic need and cost, selection of electronic resources is based on the following criteria:

- Quality of the search interface (ease of use and accessibility)
- Availability of required functionality (for e.g. search facets, advanced search features, etc.)
- Technical compatibility with Library and College systems
- Publisher or provider's reputation and support levels (including training options)
- Availability of access to usage statistics and other administrative functions (for e.g. the ability to customise search screens)
  - Where possible, the preference is to purchase from providers who have adopted the international Counter Usage statistics standard
- Availability of Marc records for individual titles
- Support for full text linking and integration with resource discovery systems
- Licensed for multiple simultaneous users
- Support for off campus access (via EZproxy)
- Support for IP authentication
  - Username and password authentication is discouraged
- Availability of access to subscribed content in the case of cancellation (Perpetual Access Clause)

It is our policy to be proactive in reviewing our current subscriptions where possible, to ensure value for money and to establish the ongoing requirement for the resource.

The review process includes, examination on an annual basis of usage levels and cost-per-use data, and consultation with the Subject Librarians and the relevant University Schools and Department. As identified in the College Strategic Plan and in collaboration with Subject Librarians, College teaching and research priorities are reviewed on an ongoing basis with a view to expanding our subscriptions to meet those needs.

### 7.6.3 Licensing

Licensing plays a very significant role in the acquisition of each individual electronic resource, specifying the terms and conditions of use with which the University must comply.

The Library makes every possible effort to negotiate a deal that represents the best possible value for money, and allows the broadest possible usage terms and conditions. The key licensing issues to consider include:

- Access to students, staff and walk-in users, e.g. alumni
- Access for multiple simultaneous users
- Access to off-campus staff and students
- Permission for use for non-commercial, educational and research purposes (including viewing, downloading and printing)
- Permission for use in course packs and reserves
- Permission for use for Inter-library loan

Note: Licences allowing alumni access are to be desired but not generally offered by providers at present.

#### 7.6.4 Funding

The acquisition of electronic resources is supported by the Library's periodicals budget or the electronic resources allocation under the book budget. A Subject Librarian may use the book budget assigned to their subject area, to purchase or subscribe to an electronic resource. If the resource is subscription based, it is the responsibility of the Subject Librarian to ensure adequate funds are available to support the renewal of the subscription. Occasionally, Schools will make funds available for the acquisition of electronic resources. This practice is appropriate for resources which are sold on an outright purchase basis, rather than those involving ongoing subscription fees. Multiyear deals are not normally taken up at the institutional level due to uncertainty regarding the information resources' budget levels. However, an exception may be made if an acceptable 'opt-out' clause is included, stating that termination of the agreement is possible due to funding reductions.

The Library and University benefits from participation in the IReL consortium. IReL is a government-funded, shared, electronic research library, established in 2004. As an active member of IReL, the Library contributes to IReL's collection development strategy, which supports national research priorities. TCD Library, via IReL, provides access to approx. 24,000 journal titles. Resources are selected for inclusion under IReL following consultation with researchers and academic staff at participating institutions, subject to available funding. Decisions to purchase, subscribe or cancel resources are taken at the consortium level.

TCD Library supplements the IReL collection, where TCD's Departmental and School research themes are not covered by the IReL subscriptions. This may include establishment of an alternative, temporary consortia with other Irish University libraries, to negotiate

advantageous 'mini-consortial' deals. These deals may be multi-year but must include an acceptable 'opt-out' clause.

## 8. Research Collections<sup>1</sup>

### 8.1. Manuscripts and Archives Research Library (M&ARL)

Scope: The Manuscripts and Archives Research Library (M&ARL) <http://www.tcd.ie/Library/manuscripts/index.php> is home to more than 20,000 collections of manuscripts and archives, dating from the 13<sup>th</sup> century BC to the present day. M&ARL's collections reflect the intellectual, spiritual, economic and everyday lives of scholars, patriots, rebels, church men and women, politicians, explorers, landowners, servants and students. The Book of Kells, the Book of Durrow and the Book of Armagh are among Ireland's greatest treasures but these iconic manuscripts are only part of MARL's richly diverse holdings. Acquisitions build on existing strengths and advance into new areas of scholarship. Researchers from all over the world utilise the collections

### 8.2. Acquisition & Collection Development Policy

- 8.2.1. The Librarian is responsible for the consistent operation and periodic review of the collection development policy. The Library aims to collect, record, preserve and make available manuscripts, and other primary materials and printed items and collections that are of importance in the national and international context.
- 8.2.2. While certain acquisitions, made on an opportunistic basis, build on the strengths of the existing holdings, particular attention is paid to developing the collections in two broad areas:
  - medieval codices and fragments (particularly those which include unpublished texts or significant variants, or which have noteworthy codicological features);
  - and modern Irish literary, cultural, musical and historical papers and collections of substantial research value. Due to the nature of these collections, the department takes a long term approach to its collection development policy.
- 8.2.3. New collection items are generally accepted only where transfer of ownership to Trinity College Dublin is agreed. Most acquisitions are therefore purchases, legacies or donations. It is only in exceptional circumstances that material is accepted on temporary loan or on deposit.

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<sup>1</sup> Detailed collection descriptions can be found in Appendix A.



- 8.2.4. The Library has an acquisitions budget to support purchases of manuscripts, archives, early printed books and special collections, and will seek to raise additional funding where necessary for items which fit the collection development strategy.
- 8.2.5. All new additions to the collection must come from a bona fide source and have a demonstrated provenance. The vendor or donor must have the legal authority to transfer the material to the Library and will be asked to provide documentary proof of ownership.
- 8.2.6. While the focus of the modern collections is on the archives of individuals, offers of institutional archives will be considered according to the same criteria used to judge personal papers. However, where substantial cataloguing or storage costs are likely to be incurred as a result of the acquisition of institutional archives, donors may be asked to contribute towards these costs.
- 8.2.7. Acquisitions policy will take into account the collecting policies of other institutions where appropriate, and allow for consultation over potential accessions in order to avoid duplication.
- 8.2.8. Where substantial non-standard preservation or conservation costs may be incurred due to the poor condition of the material being offered, the Library will take this into account in deciding whether or not to proceed with the acquisition.
- 8.2.9. Documentation, including acquisitions transactions and supporting material, relating to the acquisition of collection items will be permanently maintained by the Library.
- 8.2.10. All acquisitions will be assigned a collection number, and will be identified through the collection catalogues.
- 8.2.11. In acquiring items for the collection the Library recognises its responsibility to provide protection from risks that could impact on the preservation of the items, through the provision of security, storage, and collection care policies, procedures, and facilities
- 8.2.12. This acquisitions policy identifies the areas for collection priority. Items outside the categories listed will not normally be accepted. Donors of such prospective material will be directed to alternative institutions.
- 8.2.13. The organisation and care of the collections will be to ensure that access is provided for research and study, subject to the requirements of security, conservation, legal restrictions and ethical standards.

### 8.3 Department of Early Printed Books

Scope: The Department of Early Printed Books & Special Collections (EPB) <http://www.tcd.ie/Library/epb/> is responsible for c500,000 of the oldest and most valuable printed books in the Library, ranging in date from books printed before 1500 to contemporary Irish literature in English and private press books. The Library has been acquiring materials since the College was founded in 1592. Printed books are acquired primarily to support the research and teaching activities of the College and enhance existing strengths. The collections increase steadily through the legal deposit of new Irish works of literature and by purchase and donation

### 8.4 Acquisition & Collection Development Policy

- 8.4.1 While certain acquisitions, made on an opportunistic basis, build on the strengths of the existing holdings, particular attention is paid to developing the collections in areas in which teaching and research are being carried out by members of College. These areas currently include: 17<sup>th</sup>-19<sup>th</sup> century French politics and literature, English and Irish literature, Irish history, First World War studies, children's literature and political caricatures. Early printed books printed in Ireland are also actively acquired.
- 8.4.2 New collection items are generally accepted only where transfer of ownership to Trinity College Dublin is agreed. Most acquisitions are therefore purchases, legacies or donations. It is only in exceptional circumstances that material is accepted on temporary loan or on deposit.
- 8.4.3 The Library has an acquisitions budget to support purchases of early printed books and special collections, and seeks to raise additional funding where necessary for items which fit the collection development strategy
- 8.4.4 The acquisitions policy takes into account the collecting policies of other Irish institutions where appropriate, and allows for consultation over potential accessions in order to avoid duplication.
- 8.4.5 Where substantial non-standard preservation or conservation costs may be incurred due to the poor condition of the material being offered, the Library takes this into account in deciding whether or not to proceed with the acquisition.
- 8.4.6 Documentation, including acquisitions transactions and supporting material, relating to the acquisition of collection items is permanently maintained by the Library. The organisation and care of the collections ensure that access is provided for research and study, subject to the requirements of security, conservation, legal restrictions and ethical standards

## 8.5 Music Library

Scope: The Library's music collections divide into three main categories – manuscripts, early printed material, and modern collections – and are accordingly held in three separate departments. The collections encompass a number of formats: music literature, journals, printed music, CDs, DVDs, microform and electronic resources

## 8.6 Acquisition & Collection Development Policy

8.6.1 Acquisitions policy is set in consultation with the School of Music, and is focused on meeting teaching and research needs by supplementing the legal deposit intake.

8.6.2 The bulk of the annual budget is spent on musicological reference materials, in particular composers' collected editions and manuscript facsimiles. These are expensive items, though as collected editions are multi-volume works usually published over many years (and in most cases placed on standing order) the cost is spread over successive annual budgets.

8.6.3 A small number of books and periodicals published outside the UK and Ireland is purchased, as are duplicate items for the student lending collection (the latter usually from the Multiple Copies fund). Regular funding for audio/visual materials has yet to be established.

8.6.4 The Library holds a large quantity of uncatalogued printed music and aims to begin processing this in the near future, with additional cataloguing assistance. Early collections such as Prout also require detailed cataloguing to allow these rich resources to be fully exploited.

## 8.7 Glucksman Map Library

Scope: With over 650,000 items, the Map Library <http://www.tcd.ie/Library/map-library/> holds the largest collection of printed maps in Ireland. It includes maps of Ireland and Northern Ireland, Great Britain, less detailed maps of Europe, parts of Africa, North America, charts of seas and ports worldwide, and general coverage of the rest of the world. It includes the full range of cartographic materials in paper, microform, and digital formats, and some 3-D objects, as well as considerable reference material on mapping and the history of cartography.

## 8.8 Acquisition & Collection Development Policy

- 8.8.1 The Map Library aims to enhance its collections with due regard to the strategic aims of the Library and the extensive cartographic resources in other areas of the Library's Research Collections Division. The policy aims to:
- 8.8.2 Build on existing strengths in the map collection, by enhancing the holdings of older and modern printed maps and atlases of Ireland (including Northern Ireland) and its constituent counties, towns, and coastal waters, by adding maps missing from the Ordnance Survey Ireland collections and those of other Irish publishers, and by acquiring editions and variants of maps already held. Maps of Ireland are collected at scales up to 1:500, in either the original, facsimile or in digital format.
- 8.8.3 Ensure that holdings of maps, atlases and planning reports of Dublin and adjacent counties are as comprehensive as possible.
- 8.8.4 Expand the collection of early maps illustrating how the image of Ireland developed in the context of both the British Isles and Europe up to 1900. This may include 19<sup>th</sup>- and early 20<sup>th</sup>-century atlases published in Europe.
- 8.8.5 Acquire modern maps, atlases and townplans of the countries of the European Union up to scales of between 1:100,000 and 1:50,000.
- 8.8.6 Provide modern map coverage of the rest of the world at 1:500,000. Maps of areas that have a strong Irish connection, notably the eastern half of North America, merit the acquisition of more detailed mapping.
- 8.8.7 Provide a comprehensive collection of reference books and monographs on map history and the history of cartography to support teaching and research in all areas of the Library's map resources.
- 8.8.8 Build a representative collection of all major forms of cartography from around the world, as well as material illustrating how maps were made, for teaching and display purposes.
- 8.8.9 Map usage, TCD research projects and reader suggestions will be taken into consideration in refining this policy.

## 9. Digital Collections

The Prioritisation Subgroup of the DRIS Steering Group is established with the remit to review the list of items awaiting digitisation, recommend items for inclusion and decide on the priority order in which the items should be digitised into Digital Collections.

Membership includes key stakeholders within the Library and representative of academic staff. Digitisation selection criteria:

- Internal/External reader and departmental demographics and request statistics
- Repository statistics
- Preservation/conservation reasons
- Researchers and academics changing research and teaching & learning requirements (including preferred methods of access)
- Priorities set by National, European and International bids and/or collaboration

The next three to five years will see us build on our existing digitisation programme and decide on a number of priority digitisation programmes which support the Library's and College's overall strategy. We will also digitise materials that attract external funding, within our overall strategy.

## 10. TARA

TARA is an institutional repository designed to store, catalogue, index, distribute, and preserve the research outputs of Trinity College Dublin. It includes the full text of peer-reviewed research publications, conference papers, books and book chapters, entire journals, electronic theses, working papers and technical reports and images. Unless specifically restricted, material in TARA is Open Access i.e., fully accessible via Google, Google Scholar etc. and exposed for harvesting by search engines, and web-based bots and harvesters.

All scholarly research output is deposited in TARA via the Research Support System (RSS). It is envisaged that the content in TARA will mirror that of the RSS including non-traditional outputs.

### 10.1 Copyright

All content in TARA is deposited in line with the publishers copyright policies. All items are checked for copyright clearance by TARA staff prior to going live in TARA. Where a publisher's policy is unclear it is TARA policy to interpret the policy in favour of Open Access.

If the publisher's policy is subsequently made clearer and items are found to be in breach of copyright the items will be immediately removed from the database.

## 10.2 Scope

The scope of this document is to outline the different types of collections held in TARA and the collection development policies in place for these and future collections. This is not meant to be an exhaustive list of the collections in TARA but instead is designed to reflect the types of collections in TARA and the future plans for these.

## 10.3 Collections

The collections in TARA can be broken down into the following 6 main areas:

### 10.3.1 Traditional Scholarly output

Trinity College Dublin's Open Access policy states that in order to comply with the Open Access policy authors must deposit the accepted version of the manuscript in TARA. This includes research outputs which have already been made Open Access through some other means.

The policy applies to all Scholarly articles, peer reviewed conference papers, reports and TCD research theses written while the author is a member of staff or a research student. Trinity College Dublin's proposed Key Performance Indicator on Open Access will bolster this policy. Currently approximately 33% of research papers are available on Open Access. The proposed KPI has as a goal to increase this to 60% by the year 2016.

### 10.3.2 Non-Traditional Scholarly Output

Trinity College Dublin's Open Access policy strongly encourages the deposit of Non-Traditional Scholarly Outputs such as datasets. The Research Support System is currently being adapted to allow for the description of these items. In addition plans are underway to adapt TARA to accept these deposits. These non-traditional scholarly outputs include Patents, Datasets, Broadcasts and performances.

### 10.3.3 Journals

TARA is host to a number of journal archives. Including, *The Journal of the Statistical & Social Inquiry*, *The Economic & Social Review*, *Journal of Irish Urban Studies* and the *Journal of Postgraduate Research*. These journals all have a strong connection to Trinity College Dublin. The aim is to include more journals in the future.

### 10.3.4 Research Collections

These are collections within TARA, which are not managed by TARA staff. These collections are created for the use of Research staff and students of Trinity College Dublin and they are administered by them. Examples of these collections include the digital images collections and the TRIARC collection which is used to populate the Gothic Past website.

#### 10.3.5 **edepositIreland**

edepositIreland is a collection in TARA which has been given its own domain name. The staff of Collection Management administers the collection (as detailed in section 6.6).

#### 10.3.6 **Theses & Dissertations**

Currently all theses deposited in TARA is by voluntary deposit. However a college-wide rollout of Electronic submission of Research and PhD Theses via TARA is expected for the academic year 2014/2015.

It is expected that this will be expanded to include dissertations and Final Year Projects in the coming years.

## 11. Official Publications

- 11.1. Official publications (OPUBs) are items issued by central government publishers, as well as by governmental departments, state agencies and inter-governmental bodies. In general, Trinity College Library defines an issuing body as “official” if it is controlled and financed by government(s), but many exceptions based on historical and practical reasons apply
- 11.2. Trinity College Library aims to acquire all Irish, Northern Irish, Scottish, Welsh and UK official publications in tangible format (e.g. paper or CD-ROM), both priced and free. These are acquired via the UK and Irish legal deposit processes: posted directly from agencies (e.g. The Stationery Office), or collected by the LDL Agency.
- 11.3. The collection of Irish and UK local government publications (e.g. local county development plans) is not as systematic, but what comes in through legal deposit is retained.
- 11.4. Publications from other governments are not actively collected, though for historical reasons we continue to receive and retain materials from certain jurisdictions, e.g. Hong Kong.
- 11.5. We collect publications from a number of inter-governmental organisations. In particular, we acquire all publications passing through the EU Publications Office in Luxembourg, by virtue of our status as a European Documentation Centre (EDC). Comprehensive collections of publications from other organisations include, but are not limited to: the OECD (via a subscription), the WHO (long-standing deposit practice), and the WTO (by virtue of being the depositor library in Ireland).
- 11.6. Press releases and internal circulars are normally discarded. Current policy is to collect and retain most ephemera of substance (e.g. information leaflets), but not calendars and advertisements for information resources. In cases of uncertainty, ephemera from Irish and Northern Irish agencies are retained, but not from others.
- 11.7. When duplicates are available, an additional copy is retained for Irish and Northern Irish publications only, the rest is normally discarded.
- 11.8. Missing items are replaced, if possible, if requested by at least one reader.
- 11.9. Everything we receive is catalogued, either individually as monographs (including most ephemera, especially Irish and Northern Irish), or as serials, or in collection-level records (especially UK ephemera), e.g. all information leaflets from a department. The catalogue records also identify the materials as national, local, or inter-governmental OPUBs via specific codes.
- 11.10. We aim to facilitate access to OPUBs in electronic format available online. We aim to link (via bibliographic records in the catalogue) to all major full-text databases of Irish, UK and European OPUBs. With the exception of the OECD iLibrary, however,



we currently only link to freely available platforms. The subscription to priced platforms needs to be further investigated. We also link to individual online publications on an ad-hoc basis.

- 11.11. We currently do not collect online publications by downloading or otherwise acquiring the electronic files. However, there are three projects under way to address this gap: The UK e-Legal Deposit scheme which will soon capture the UK born-digital OPUBs; Trinity College Library's own "edepositIreland" project which will collect Irish born-digital OPUBs ; and lastly we aim to put in place a system of regular uploads of bibliographic records for free electronic resources from the EU Publications Office.

## 12. Disposal and Retention<sup>2</sup>

- 12.1. This policy relates only to the disposal of purchased material from the reading rooms.
- 12.2. Removing records from the catalogue and disposal of material from the Library's collections is a particularly sensitive issue for a Legal Deposit Library, and it important that procedures are followed carefully.
- 12.3. Person with prime responsibility for de-accessioning and the safe disposal is the Keeper (Collection Management).
- 12.4. The general policy for any purchased material being withdrawn from the Library is that one copy at least is retained and the rest have their details removed from the catalogue and are carefully disposed of through a secure system and then only after the ownership marks are removed.
- 12.5. Any variations to this policy can only be authorised by the Librarian and after consultation with the Leadership Team. A schedule of material treated differently is agreed from time to time by the Librarian and the Leadership Team
- 12.6. Categories of material to be disposed of:
- Superseded editions of multiple copies of undergraduate texts. We retain a single copy in stacks.
  - Multiple copies of other undergraduate texts or material purchased for taught courses where the material is no longer being used. We retain a single copy in stacks.
  - Undergraduate texts that are in poor condition or little used. A copy must be retained or available elsewhere in the Library

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<sup>2</sup> Documents outlining disposal procedures are available on the Official section of the library website.

- Superseded editions of multiple copies of Library reference tools e.g. Books in print, BNB etc.
- Non-UK / non-Irish university calendars – The most recent three years are retained, but earlier superseded editions are destroyed
- Duplicate back sets of periodical titles purchased for two or more reading rooms. We retain only one back set and dispose of the other.

#### 12.7. **Gifting material to another library or institution:**

- Every gift must be approved of by the Leadership Team on an individual basis
- Only libraries and institutions outside Ireland and the EU will be considered
- There must be a strong 'relationship' between Trinity and the institution
- The gift must be sponsored by a member of the Leadership Team
- An approved superseded stamp will be used over any date or other stamps indicating TCD ownership and countersigned by a member of professional staff.
- A special, individual donation label will be affixed to the inside cover of each item.
- All costs associated with the gift must be fully agreed with the Leadership Team
- A receipt is received for the donation

### 13. **Donations and Exchanges<sup>3</sup>**

13.1. Trinity College Library is conscious of how donations from both individuals and organizations have contributed to the development of its collections over four hundred years and welcomes all enquiries from potential donors. Any offer to donate material will be seriously considered. This document sets out to assist potential donors by outlining the Library's collection development priorities, criteria and procedures for the acceptance of donated material.

13.2. The Legal Deposit status of the Library, under the terms of successive copyright & legal deposit legislation in the UK and Ireland, forms the cornerstone of the Library's position as a major research library. The Library seeks to acquire materials in all formats that complement acquisitions under Legal Deposit, with particular emphasis on material supporting the research, teaching and learning needs of members of the College.

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<sup>3</sup> Donations procedures and contacts are outlined in Appendix B.

### 13.3. **Scope**

- 13.3.1. The criteria and conditions of acceptance of donations of manuscripts, archives and publications (in any format) from individuals or organizations to the collections of Trinity College Library.
- 13.3.2. The procedures for making a donation of manuscripts, archives or publications to the Library

### 13.4. **Aims and objectives**

- 13.4.1. to ensure that all potential additions to the Library's collections acquired via donation comply with the objectives outlined in the Library's Collection Development Policy
- 13.4.2. to outline the terms under which donations are accepted by the Library
- 13.4.3. to outline the procedures for making a donation of manuscripts, archives or publications to the collections of TCD Library

## 14. **Preservation policy**

### 14.1. **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

### 14.2. **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

### 14.3. **General Policy Statement**

- 14.3.1. 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.
- 14.3.2. 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.

- 14.3.3. 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.
- 14.3.4. 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 Leadership Team makes decisions about the Preservation status of collection material.
- 14.3.5. 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.
- 14.3.6. 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.
- 14.3.7. 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.
- 14.3.8. Disaster preparedness is an integral part of collection preservation. All Library staff will be trained in aspects of the disaster recovery plan.
- 14.3.9. 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