



MTU

Ollscoil Teicneolaíochta na Mumhan
Munster Technological University

Collection Development Policy

5 Mar 2025

Version: 2.0

www.mtu.ie/policies

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1. Purpose

This policy provides a framework for MTU Libraries to support the learning, teaching, research, and creative activities of the University with regards the acquisition of information resources in all formats i.e., physical, online, purchase, licence, deposit, or donation.

2. Scope

This document refers to all collection development activities in all MTU campus libraries.

3. Definitions

Term/Acronym	Definition
MTU Libraries	Any library located on the Cork or Kerry campuses, including National Maritime College of Ireland, Cork School of Music, Cork Centre for Architectural Education or Crawford College of Art & Design.
Hybrid Library	Hybrid library is a term used to describe libraries containing a mix of traditional print library resources and a growing collection of electronic resources such as e-journals and e-books.
Democratic Access	In a library professional context, the term democratic accessibility covers an individual's free and equal access to all media types, regardless of form and content.
<i>Akari</i> Course Builder	The <i>Akari</i> Course Builder module is part of the <i>Akari</i> Curriculum Management software package. The <i>Akari</i> Curriculum Management solution is a comprehensive software package for managing the design, delivery, publication, and quality of information on education programmes. <i>Akari</i> Software is a leading curriculum management solution provider.
E-title perpetual license	Perpetual access is the stated continuous access of licensed electronic material after it is no longer accessible through an active paid subscription either through the library or publisher action.
Collection	The Collection encompasses the purchase/subscription of physical materials, licensing and leasing of electronic resources, repository management, interlibrary loan and donation.

Institutional Repository	An Institutional Repository is a digital archive that collects, preserves and disseminates the research outputs produced by researchers of an institution with minimal barriers to access.
Big Deal	The term 'Big Deal' is used to describe licensing agreements that provide expanded or complete access to the e-journal content of major publishers
Transformative Agreement	Transformative agreements, also known as 'transitional' or read and publish agreements, are ways for publishers to move from traditional subscription journals to an open access model
IReL	A consortium of Irish Research Libraries providing access to licensed e-resources, OA publishing agreements and Open Science infrastructure
Open Access (OA)	Open Access refers to online, free of cost access to peer reviewed research content with limited copyright and licensing restrictions.

4. Roles and Responsibilities

Responsible Office/Person(s)	Role
Vice President for Academic Affairs and Registrar (VPAAR)	The executive oversight of this policy lies with Office of the Vice Presidents for Academic Affairs and Registrars (VPAAR).
MTU Head Librarians	MTU Head Librarians have responsibility for the review of this policy and any changes or amendments to same.
MTU Libraries	Responsibility for implementation of the Policy is within the remit of staff at MTU Libraries.

5. Policy

5.1 Introduction

Through the development of rich and diverse collections, MTU will progress the personal, professional, and intellectual development of students, staff, and researchers as well as empowering individuals and enriching society through innovative use of knowledge. MTU Libraries will make relevant information resources accessible where possible through innovative and open provision to progress learning opportunities.

5.2 Principles

The range and levels of academic content available in the library collections reflect the University's vision to lead transformation through education. The collection is therefore dynamic and will evolve and develop in a collaborative and inclusive process based on existing holdings and on future prioritised strategic areas for growth by MTU according to the changing needs of our users.

Provision of a holistic learning environment - MTU Libraries will provide supportive spaces for students while continuing to build both physical and virtual environments that will enrich the overall student experience, progression, and success.

Relevant and Responsive - MTU Libraries will continue to build both specialised and multi-disciplinary collections in all formats and establish a centralised digital infrastructure to ensure access to critical resources in support of the five key strategic themes of MTU.

Accessibility - MTU Libraries will advocate accessibility in all areas of resource capacity and information service delivery, to engage with a diverse and vibrant university community.

Optimisation of Provision - MTU Libraries will make global information resources accessible where possible through flexible formats and open provision, to progress learning opportunities and facilitate the on-going success of the University and its people.

Partnership - The Library, where it is feasible, may enter into beneficial collaborative purchase or National Framework agreements with other Institutions and consortia to acquire material. These include transformative Big Deal e-packages to enable cost savings with a wider range of resources available through subscription and/or OA element. The Library has initiated partnerships with such organizations as IReL¹

¹ Irish Research electronic Library <https://irel.ie/>

Engagement – The Library is committed to ensuring that the collection is effectively utilised, actively advocated and promoted. This involves facilitation and participation in cross-departmental outreach activity and regular hosting of training events and seminars.

5.3 Policy Details

Key policy details are provided under the following headings:

- 5.3.1 Policy details with respect to format selection
- 5.3.2 Policy details with respect to the selection process

5.3.1 Format Selection:

MTU Libraries will acquire material in those formats that best support the teaching and research requirements of MTU community from the needs of undergraduate students, postgraduate students, researchers & lifelong learners.

MTU Libraries will endeavour to be a hybrid library i.e., having the optimum combination of a quality varied and in-depth in-house collection while delivering access to premium online resource content both on and off-campus.

A core value within MTU Library's Collection Development Policy is democratic access. If an item is unavailable in physical/electronic stock, the Library will endeavour to deliver print/electronic items via other means including consortia arrangements with other academic libraries and lending services by means of Inter Library Loans or MTU Inter Campus Loans in a timely manner.

5.3.2 The Selection Process:

Library staff will strategically & proactively work with academics & individual departments to ensure that appropriate and relevant material is acquired and added to MTU collections in support of current teaching, learning and research priorities within the University. Collection criteria include reputation of publisher, relevance to curriculum, value and alignment with the University's research agenda.

Library staff will monitor course reading lists thereby ensuring that students have access to required and recommended material when necessary. MTU libraries will utilise reading list software such as *Akari Course Builder* to streamline, integrate and automate Course Module reading list acquisition.

MTU Libraries will monitor funding levels at a local level, as well as changes to purchasing and licensing models and further developments at a national level in relation to consortia & collaborative opportunities.

MTU libraries will periodically generate statistical data to identify highly circulated/popular titles. Materials will be ranked, and additional items purchased to fulfil evidence-based demand. These metrics and additional Key Performance Indicators will be regularly analysed to evaluate usage, quality of service and strategic performance.

MTU Libraries will enable equal access to all online resources by favouring the multi-user over the single user access model. In this manner, MTU Libraries will ensure that students and staff can access key material when necessary.

Where possible, and depending on publisher permissions, e-title perpetual licenses will be prioritised and acquired for high-demand print titles.

Offers of material donation will be considered for addition to stock according to the same selection criteria that are applied to the acquisition of new material. Donated material should complement MTU Library's existing collections and the research activities of the University. The library reserves the right to accept or refuse donations on the grounds of suitability, condition & the value of the donation when contrasted with processing and storage requirements. Potential resource implications associated with management, conservation, preservation, and promotion of materials may influence decisions relating to acquisition.

Donations where suitable will be accepted based on the MTU Libraries donation agreement, signed by the donor and a library representative. Once accepted, unless otherwise stipulated, the library regards donated material as its own property and reserves the right to keep or dispose of this material as it sees fit.

6. Compliance

Responsibility for overseeing and enforcing compliance with this policy rests with the Head Librarians. Relevant library staff will ensure that the necessary procedures and processes are in place and that they are implemented in accordance with this policy.

Document Control

A. Document Details

Title:	Collection Development Policy
Owner(s):	MTU Libraries
Author(s):	MTU Libraries Merger Group
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Review Date:	4 Mar 2028
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Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?
1.0	21 st Apr. 2021	Approved by MTU Library Merger Working Group	Yes
1.1	6 th Oct. 2022	Under section 3.0, the Cork Centre for Architectural Education is now referred to as a specific location under the definition of MTU Libraries.	Yes
1.2	4 th Nov 2022	Section 5.2 Principles – Wording/Phraseology revised/updated Additional Definitions included: - Hybrid Library - Democratic Access - Akari Course Builder - E-Title Perpetual License - Collection - Institutional Repository	

		<ul style="list-style-type: none"> - Big Deal - Transformative Agreement - IReL - Open Access (OA) 	
2.0	5 Mar 2025	<p>Approved by MTU Library Policy and Procedure group and Collection and Subscriptions Group.</p> <p>Section 5.3.1 updated to include Inter Campus Loans.</p>	Yes

C. [Relevant/Related Existing Internal/External Documents](#)

MTU Library (2022) ***Inter Library Loan Policy.***

MTU Library (2021) ***Donation Agreement Form.***

*The above list is not exhaustive and other University documents may also be relevant.

D. [Consultation History](#)

This document has been prepared in consultation with the following bodies:

This document has been prepared by the MTU Library Merger Working Group & MTU Acquisitions Librarians in consultation with the MTU Students' Union.

E. [Approvals](#)

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
MTU Head Librarians	5/3/2025	Final approval
MTU Vice President for Academic Affairs and Registrar (VPAAR)	7/3/2025	Final Approval

F. [Responsible for Communication and Implementation](#)

Manager/Functional Area responsible for communication and implementation:

Title	Functional Area	Date Implemented
MTU Head Librarian	MTU Cork Campus Library	7/3/2025
MTU Head Librarian	MTU Kerry Campus Library	7/3/2025