

**Collection Development Policy – RIAM Library (Revised January 2016)****1 Purpose of the policy**

The purpose of this policy is to provide a guide and visible rationale for the selection of research and information resources and performance materials provided to students and staff of the Royal Irish Academy of Music. The policy will also act as a basis for the evaluation of existing resources, offer criteria for the periodic de-selection of materials, and outline considerations for the handling of prospective donations.

**2 Description of existing resources and practice**

The RIAM holds printed materials dating from 1720 to the present. Until the late 1980s, donation was the primary means of acquisition. These form the basis of the RIAM library's historic collections.

Only in the last 25 years have materials been acquired purposefully to meet the demands of the RIAM's growing educational programme and performance requirements. As a result, the library has been working from a relatively small base to build its collections and resources.

The physical environment of the library is also very limited – the existing footprint is exploited to its maximum by use of a mezzanine for study and computers, and by use of compact mobile shelving in the special collections room. Consequently, more attention is being given to electronic rather than physical formats, and from 2012 the policy of accepting donations has had to be suspended until further notice.

**2.1 Overview of the user base**

The library serves RIAM staff and a student body of c. 150 FTE students among eight full-time programmes, and c. 900 part-time students taking individual vocal/instrumental lessons. The library provides performance materials to eight orchestras and ensembles, as well as to the Opera Studio. The span of educational programmes ranges from pre-instrumental studies up to Doctoral level.

**2.2 Overview of the collections and description of existing practices**

There are about 37,700 items in the RIAM library's physical collections. This breaks down as: printed music (28,000 items), books and journals (4,700 items) and recordings (5,000 items).

**Music:** The library aims to provide a balanced range of core repertoire, in critical editions where possible. All materials for performing ensembles tend to be purchased, unless only available for hire, or if purchase is not practicable. A copy of all pieces set for the current RIAM Local Centre Syllabus is also acquired as a matter of course. A substantial range of historical early printed materials, acquired almost entirely through donation, offers significant research potential. The RIAM does not actively

purchase rare or specialised materials through auctions or specialised booksellers, mainly for budgetary reasons.

Complete editions of composers are not currently being acquired.

**Recordings:** The bulk of recorded material is available through the Naxos Music Library (see below) although CDs do continue to be selectively acquired.

**Books:** Books have primarily been selected for the needs of third level courses.

The appropriate balance between resource allocation for junior students and third level will be an on-going consideration.

From 2004 the RIAM library catalogue has been online, available at <http://library.riam.ie>.

### **2.3 Existing licensed electronic resources**

Since 2005 the RIAM has subscribed to electronic resources. With the establishment of a doctorate programme in 2006, access to research databases has become essential.

The most used is the [Naxos Music Library](#) which contains the equivalent of nearly 100,000 CDs, accessible via internet streaming. This has lessened the pressure to expand the small collection of CDs, although CD recordings continue to be acquired selectively.

[JSTOR Music Collection](#) provides access to an archive of articles from 33 academic journal published from 1844 to the present. The library also subscribes to [RILM](#) and [Grove Music Online](#), now considered essential research tools for both undergraduate and postgraduate courses.

Electronic databases are costly and licensed annually on an “all-or-nothing” basis, using a substantial portion of acquisition budgets: however discontinuing them for budgetary reasons will have a very negative impact on the levels of service.

From 2015 the RIAM has started to add online e-Books to its collections, using a mixture or outright purchase of titles and annual collection-level licensing.

## **3 Acquisitions Process – Purchased materials**

### 3.1 Funding

Each calendar year the library is allocated a single-line budget from the RIAM's funds. This is reviewed annually. Budgets run from January to December for each year and unspent amounts are not rolled over to the next fiscal cycle.

Within this budget, the library uses separate codes and subheadings to track expenditure across faculties, materials types, etc. This is reviewed annually as part of the library's business plan, taking into account historic expenditure, new or discontinued courses, and encumbrances (e.g. journal subscriptions).

Faculty Heads and Directors of Ensembles are notified of their allocation each year, and receive quarterly reports on expenditure.

### 3.2 Requests

The library will accept requests in line with the RIAM's educational programme as follows:

- i. From **Staff members**, for teaching, research or Academy-related performance or research projects
- ii. From **Students**, relevant to their course of study. In the case of unusually expensive or obscure works, the request may be referred back to their instrumental/vocal tutor, or Head of Faculty as appropriate
- iii. From **Directors of Orchestras/Choirs/Opera** etc. for ensemble performances. Generally, purchase rather than hire of such materials is preferred. This may be reviewed on a case-by-case basis for reasons such as cost, storage space, likelihood of repeat performances, etc. Directors of ensembles should note that at least 4 weeks lead time may be needed between placing an order and receiving materials.
- iv. The library does not accept requests for purchase from students/staff for their personal collections, and retains ownership of all materials issued, including those issued to staff on long-term loan for classroom teaching. All materials on loan are subject to recall by the library at any time.

For operational reasons, it is usually not possible to process requests for orders received after 30 November within the same fiscal year.

### 3.3 Selection criteria

Library staff will continue to make selections based on the following criteria

- i. **Reading lists:** at least one copy of all books on reading lists will be obtained.
- ii. **Course content:** the library will acquire updated core texts which reflect the subject areas of courses and modules
- iii. **Duplicates/multiple copies:** titles attracting heavy use, or core student textbooks may be purchased in multiple copies. Recordings of the same work by different performers may be obtained for performance comparison reasons.
- iv. **Examination repertoire:** the library will seek to acquire copies of music set on current Local Centre Examination and RIAM Diploma Syllabi.
- v. **Balance of repertoire:** Collections are reviewed periodically to ensure that no instrument or faculty receives disproportionate emphasis. Equally, identified gaps in the collection will be filled.
- vi. **Quality of editions:** Where appropriate, critical *Urtext* editions will be selected for new and replacement performance and study scores

### 3.4 Electronic vs. Physical format

Materials will be preferred in digital format taking into account the following considerations:

- **Enhanced access:** where having the digital copy facilitates remote access by the user; also if added value (e.g. full-text keyword searching, emailing of results etc.) is offered by electronic formats.
- **Cost:** when large collections can be made accessible at reasonable rates (as in, e.g. JSTOR, Naxos) – this extends enormously the reach of materials available to users.
- **Space:** the library has reached a critical point in terms of its ability to house new materials. Obtaining the electronic version will alleviate these problems.
- **Access Infrastructure:** To maximise value-for-money, the library will be committed to enabling remote access, to make these resources accessible to users 24/7 from home. (Currently this is done via UK Eduserv's Athens Licence).
- **Personal devices:** access to e-books, e-journals and database via newer hand-held devices such as Smartphones, iPads and Kindle-type readers will be a consideration when selecting resources

## 4 Withdrawal of materials

Materials will be withdrawn from the collection when:

- Out of date
- Beyond repair
- Editions have been superseded
- They are in an obsolete format (e.g. Vinyl LPs, VHS videos, cassette tape etc.)
- Usage is below an acceptable level
- The relevant course has been discontinued and the materials are unlikely to attract further use

Withdrawn material may be disposed of by sale, donation to other libraries or charitable organisations. In certain cases (e.g. with Grove dictionary) older editions may be retained for reasons of historical interest.

## **5 Donations**

**From 2012 onwards the library has had to suspend accepting donations of music/books because of critical lack of space. The criteria that operated previously are outlined in Appendix 1, and will apply when the policy of accepting donations is reactivated.**

**Appendix 1. Criteria for acceptance/consideration of donations to the RIAM library 1992 - 2011.**

Materials are accepted if:

- They would otherwise be considered for purchase
- Ready to use without additional repairs
- In appropriate scholarly editions
- In a current usable format (e.g. LPs, VHS tapes and audiocassettes have not been accepted from 2003 onwards)

All donations under consideration are inspected by library staff before accepting them, and the library reserves the right to refuse to take materials considered irrelevant or in too poor a condition.

Unwanted duplicates may be sold or offered free to students, staff or other libraries. Acceptance of materials implies no obligation on the library's part to house these materials permanently.

**Revised January 2016.**