

Collection Development Policy – RIAM Library.

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.

In the last 40 years have materials been acquired purposefully to meet the demands of the RIAM's growing educational programme and performance requirements.

The physical environment of the library is somewhat limited. Consequently, more attention is being given to electronic rather than physical formats, where economically viable.

2.1 Overview of the library users

The library serves RIAM staff and a student body of c. 220FTE students among eight full-time programmes, and c. 900 part-time students taking individual vocal/instrumental lessons. The library provides performance materials to multiple 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

Music: The library aims to provide a balanced range of core repertoire, in critical editions where possible. All materials for performing ensembles are purchased, unless only available for hire, or if purchase is not practicable. Copies of prescribed materials for tertiary programmes are acquired and updated, and the library seeks to hold copies of music set on current RIAM Exams and Diploma Syllabi.

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 in general not acquired, because of lack of space and also available through institutions such as Trinity College.

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.

The RIAM library catalogue is publicly available at riam.ent.sirsiidynix.net.uk with an older-generation version at <http://library.riam.ie>.

2.3 Existing licensed electronic resources

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.

RIAM also adds 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 has created 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. subscriptions).

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

3.2 Requests for purchase of new materials

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 Managers and 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 extended 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 content and coverage:** 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

- vii. **Diversity:** the selection criteria is influenced by the need to redress historical biases and imbalances and provide a more diverse range of materials in the collections. We also notify faculty and students that special consideration is given to requests which will diversify our collections.

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's scope for physical expansion remains limited. Obtaining the electronic version will alleviate these problems.
- **Access Infrastructure:** the library will only consider purchase in electronic format if suppliers can provide institutional subscription models and remote user access modes such as Shibboleth
- **Flexible Digital Rights Management:** providers offering flexible or open DRM policies will be preferred
- **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
- **Accessibility:** All digital resource must conform to accessibility standards and should be compliant with the EU Web Accessibility Directive (202).

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
- Usage is below an acceptable level
- The relevant course has been discontinued and the materials are unlikely to attract further use
- (In the case of back-issues of periodicals), they are sustainably accessible in a readily available electronic format

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

RIAM may in certain circumstances accept donations, but for reasons of space and processing time, this is very limited.

Criteria for acceptance/consideration of donations to the RIAM library

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)
- Of notable cultural or artistic significance, particularly in an Irish context

All donations under active 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.

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