

Towards a joint inventory of collections in CONUL / ALCID libraries

*A Report Presented to the Consortium
of National and University Libraries*

CONUL / ALCID Committee on Cooperative
Collection Management October 18, 2004

CONUL / ALCID Committee on Cooperative Collection Management

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**(Not included. To be made available at the Digital Archive, National University of Ireland, Maynooth)*

1. Introduction

Joining Forces *Delivering Libraries and Information Services in the Information Age*, published by An Chomhairle Leabharlanna (1999) is a major landmark in an evolving information landscape in Irish society. A perusal of its pages reveals a striking emphasis on terms such as partnership, cooperating, connecting, collaborating and networking. Phrases such as 'national co-ordination' and 'change of image' are also present.

The vision for the 21st century is of libraries and information services in Ireland cooperating to provide universal access to information and resources that enrich the cultural, educational, social and recreational lives of Irish people.

It is in the spirit of this vision that the Committee presents this Report to CONUL.

The report represents a preliminary attempt to identify cooperative opportunities for collection management among the member institutions. It consists of a statistical overview of the landscape of knowledge resources held by the member libraries. A collection level description schema is recommended to map this landscape

The core of the report is the work of two subcommittees; one charged with compiling an inventory of collections and the other with investigating mapping options. The resulting documents are:

- a) Two tabulations of descriptive and statistical information which form a preliminary inventory of holdings across the member institutions. Each institution has been confined to a single line entry to facilitate conformity within the structure of the tables. This is accompanied by an interpretative statement which is concerned with issues arising from the data collection process. It also provides a range of analytical tabulations.
- b) The findings of the subgroup on Collections Mapping. This document recommends a particular schema for recording and presenting collection metadata. Three options were investigated and that chosen was used to sample a small selection of collections. Issues relating to the customisation of the schema for use in Ireland are highlighted.

The experience of gathering and categorising the information collected has revealed a number of aspects to such a project which would require further research and definition. Some are in the areas of terminology, collection definition, depth of recording, standardisation of data, survey and analysis methodologies. The work of both the Inventory and the Collection Mapping subgroups have identified such requirements.

The Inventory reveals the scale and scope of the collections which require mapping for discovery. Decisions are needed regarding the inclusion or otherwise of Special Collections and whether the exercise is one project or a number of separate pieces of work.

The Inventory identifies areas of collection strength in individual library collections while at the same time indicating the collective strength of the academic libraries represented. From this perspective it provides a window of opportunity to identify possibilities for more in-depth research on cooperative collection management and development.

The Committee met on seven occasions and venues were made available by the member institutions. The Committee wishes to thank those institutions for providing facilities and refreshments. Guidance and support, given at various stages by Mr. John Fitzgerald, Librarian, University College Cork and by Mr. Sean Phillips, Librarian, University College Dublin (NUI Dublin), are also gratefully acknowledged.

J.P. McCarthy,
Chair,
Boole Library,
University College Cork.
16 October 2004.

2. Background to the report

- 2.1 In its discussions CONUL had been considering cooperative collection management and collection mapping for some time.
- 2.2 In November 2000 a document entitled **COLICO Special Collections Project Proposal** was presented to COLICO (Committee for Library Co-operation in Ireland). This recommended a project to create a database of such collections in the South of Ireland.
- 2.3 In November 2001 CONUL held a colloquium for senior library staff entitled **The Future Form of Academic Libraries** at Mount Juliet, Co. Kilkenny.
- 2.4 In November 2002, a Progress Report which reviewed the recommendations arising from the colloquium made the following additions:
 - No. 7 : 'promote collaborative collection level description and resource mapping'. *Scope document on this under consideration.*
 - No. 15 : 'Explore the possibilities of cooperative storage'. *The scope of this recommendation has been extended to include a broad range of co-operative collection management issues, including storage, retrieval, disposal and retention of stock.*
- 2.5 Early in 2003 CONUL established the Committee on Cooperative Collection Management as the outcome of discussions which included consideration of two documents i.e. the COLICO proposal and a paper by Mr. John Lancaster entitled **FIONTRACHTAIN / CUARDACH? A National Inventory of Research Collections** which was tabled at a meeting of CONUL held 18/11/02.
- 2.6 An initial draft 'terms of reference' was compiled by J.P. (Max) McCarthy in Association with John Fitzgerald and this was presented at a CONUL meeting in February 2003. Between February and April 2003 correspondence was received from John Fitzgerald and Sean Phillips which resulted in the simplification of the terms of reference.
- 2.7 At the first meeting of the Committee which was held 19th February 2003 at Trinity College Dublin it became obvious that the terms of reference were not clear enough and further clarification was sought from CONUL. It was also recommended at this meeting that a representative from the Royal Irish Academy be included in the membership. An uneven level of awareness of the current state of professional knowledge and experience relating to the key topics i.e. cooperative storage and collection mapping, was evident across the board. Therefore, it was decided that a seminar should be organised to rectify this situation.
- 2.8 In May 2003 a Presentations Day was held at Trinity College Dublin with speakers from Northern Ireland and the UK attending. In the closing statement Mr. Sean Phillips, Librarian, University College Dublin, outlined CONUL's expectations of the Committee's recommendations.

- 2.9 The following day the Committee held a meeting, also at Trinity College Dublin, and after considerable discussion the members felt that some initial attempt at profiling collection composition and activity at the individual institutions should be made. To achieve this a questionnaire was agreed upon which was subsequently defined in greater detail and circulated. Members also discussed a preliminary investigation of the literature and a glossary of terms.
- 2.10 In December 2003, the responses were collated and a summary of the statistical and descriptive information received was made. This was circulated to members as a discussion paper.
- 2.11 The Committee met again in February 2004 at University College Dublin to exchange views on the discussion paper. A diversity of issues arose including the suggestion that a misunderstanding of the group's remit had taken place and that the core issue was collection mapping; resulting from which cooperative storage would be a subsidiary consideration.
- 2.12 In May 2004 the Committee held a meeting at University College Cork which was attended by John Fitzgerald who stated that CONUL had discussed the Committee's work to date, that they were of the opinion that its brief had proved too wide and that this was becoming a barrier to progress. CONUL therefore recommended that the storage / repository issue be shelved temporarily and that the Committee focus on:
1. Sketching the extent and range of our collections (print monographs and journals) i.e. a statistical inventory,
 2. Investigating Collection Level Description standards and methodologies - to include a pilot collection sampling project.
- 2.13 The outcome of the meeting was that two working groups were established, one to prepare the inventory and the other to report on collection mapping.
- 2.14 The Committee met again in June 2004 at the University of Limerick to review and report on progress. A draft inventory was presented and discussed. The subgroup researching collection mapping reported on its evaluation of three examples i.e. M25, Mapping Wales and RASCAL. The Mapping Wales schema was recommended for further investigation.
- 2.15 The Committee met again at the Royal Irish Academy in August 2004 and progress reports on the completion of the inventory and on testing the Mapping Wales schema were received.
- 2.16 The final meeting of the Committee took place at the Royal College of Surgeons, Dublin on October 11, 2004 and at this meeting the final submissions for the Report were received from the subgroups. The recommendations were also discussed and drafted. The completed report was presented at a meeting of CONUL on October 18, 2004 by Mr. John Fitzgerald, Librarian, University College Cork.

3. Terms of Reference

- 1. To inventory the extent and range of member collections. This, to take the form of a brief descriptive and statistical overview.**
- 2. To investigate Collection Level Description standards and methodologies and to include a pilot collection sampling project. To recommend a suitable option.**

4. Executive Summary

- 4.1 The report represents a preliminary investigation of the scale and scope of the collections held by the member institutions. The interpretation and analysis of the Inventory data has enabled the Committee to create a number of perspectives which model relationships between the various collections in terms of a national vision.
- 4.2 At this stage in the investigation of what is a shared heritage of collecting distributed among the institutions, many approximations and compromises have been made during the process of gathering data and giving uniformity to it. These caveats highlight issues for the future and underline the need for more in-depth work. Therefore the results presented in this document do not provide a solid basis for truly comprehensive and comparative analysis.
- 4.3 They are an introductory guide, an initial sketch of the bibliographic landscape we share and from which we deliver our services. For the first time, they allow us to glean a comparative sense of the shape and scope of material within our institutions. Many issues relating to the definition of material and the measurement of multiple formats emerged. *These will need to be addressed in future descriptive or mapping phases.*

Desirable data – detailed subject breakdown, collection characteristics, extent of uniqueness, extent of overlap, age analysis – were excluded on the basis that very little qualitative data existed or that such data could not be captured within the timeframe available. The picture presented is more accurately an early snapshot of what of necessity is more like an on-going work.

- 4.4 The Inventory is in two parts. The first of these contains the master table; a tabulation of journals and monographs which are deemed the core of traditional library collecting activity. Holdings are divided into three categories the purpose of which is to segregate collections into distinct lines of enquiry. Details of quantities are given in volumes and in linear metres. Such figures are intended solely for the purposes of developing a planning strategy. They should not be interpreted as a basis of comparison for any purpose other than that of mapping. Subordinate tables are derived from the master table. Their function is to further inform a planning strategy and resource allocation decisions.

The second part of the Inventory is a tabulation of all other forms of material held within the institutional libraries. This can be seen as a generalised overview of the scale and scope of such material. As a planning instrument it suggests a number of independent survey lines based on media types. The benefits of a single rather than multiple surveys should be discussed.

4.5 The Mapping Subcommittee investigated the work of three completed projects.

1. MASC25 (Mapping access to Special Collections in the London Region)
2. RASCAL (Research and Special Collections Available Locally [Northern Ireland])
3. Mapping Wales

4.6 At a meeting of the Committee on 9th August 2004 it was agreed that the Mapping Wales project should be the one to emulate.

The format was then tested against six special collections. *It is the view of the Committee that it would require adjustments for use with the other categories identified in the inventory.*

4.7 The **key recommendations** of the Committee are:

- (i) That a strategy for mapping the collections of the member institutions be devised taking into account the results of the inventory
- (ii) That a business plan be established to deliver the strategy's objectives

A preliminary inventory
and
analysis of the collections

Preliminary Inventory and Analysis

Introduction

The inventory of collections in CONUL libraries is intended as a preliminary sampling tool designed to give an individual and a comparative overview of the collections.

In the interests of delivering a general overview of the collections in CONUL libraries within the time and resources available, the data collected for the inventory was, upon CONUL advice, confined to one-line entry per institution.

The data as collected therefore is extremely general and may be considered as relatively basic, an initial step in a process toward the comprehensive mapping of all collections.

The categorisation of material within the collections is twofold: (i) printed bound monographs and journals and (ii) all other text and media formats. For printed journals and monographs, a simple three-part categorisation was chosen: general teaching and learning, special collections, and other collections.

All other formats and media were aggregated in general quantitative terms.

All measurements requested were, where possible, in linear metres.

The data presented represents the efforts of individual members of the Committee to gather and collate such data as could be collected at that point and the data may not fully represent institutional holdings.

Definition of material

Part 1 Printed monographs and journals

- Defined as bound volumes of monographs and journals. All material in all other formats is scheduled in Part 2.
- Distinct monograph and journal collections of European Documentation Centres and Official Publications were excluded from printed monographs and journals.
- Unbound volumes of journals are not included. However some institutions did return runs of unbound periodicals where they formed a significant proportion of a constituent collection.

General Teaching and Learning Collections

Definition of:

- A teaching and learning collection is defined as one in regular use at the library, mostly on open access, and it includes research level material. Its purpose is to support core teaching activity and it may include component distinct segments such as short loan, multiple copy collections. In the case of non-university institutions, the general working and research collection supporting the core mission activity of the institution is taken to be equivalent to the university teaching and learning collection. Further discrimination between teaching and research material was rejected on the grounds that it could present difficulties in establishing valid comparisons.

Number of:

- The number of the general teaching and learning collections is primarily defined in terms of separate site libraries for the universities. It does not include separate sub-collections such as short loan or multiple copy areas. Equivalent distinct collections have been entered by the specialised institutions.

Subject categories:

- It was felt necessary to estimate the proportions of the general collections in broad subject categories to give some subject perspective within the parameter of the one line entry.
 - Arts & Humanities included all Irish Studies material
 - Science and technology
 - Social Sciences included business, law, psychology
 - Health Sciences includes medicine, nursing, dentistry and veterinary medicine.
- The percentages given for the Subject Categories are gross calculations.

Other Collections

- Defined as monograph and bound journal stock designated neither General Teaching and Learning nor Special Collections. The working definition, which emerged in the course of the Committee's discussions, was that of older stock from general and learning collections in relatively low use. Generally held in store or other closed access, these collections in some institutions may also include research level material. Much of the "other collection" material is held pending retention review but there seems little evidence of active review programmes in place.

Special Collections

- Special Collections are defined as such on the basis that they contain
 - unique or rare material
 - have been developed as a special resource
 - have a distinctive provenance

Measurement issues

Part I Printed journals and monographs

- The SCONUL norms of 36 vols. per metre for monographs and 18 volumes per metre for bound periodicals were adopted to estimate the number of volumes
- Respondents first calculated the number of linear metres and then derived an estimate for the number of volumes based on the SCONUL norm
- Some respondents submitted very general estimates as many of the “other” and “special” collections would require more resources than available to accurately measure
- Some libraries reported that there were difficulties in accurately calculating linear metres given variable shelf lengths: one library reported shelf lengths in various collections and sites ranging from 70cm - 80cm - 90cm - 100cm - 120cm
- Multiple off-site stores and stores within branches were cited as posing problems in accurate calculation
- A particular difficulty arose for some institutions with respect to special collections material where multiple separate items might be bound within one volume and there is no reliable method of mapping such items to a volume equivalent. TCD in particular estimated in both item and volume terms.

Part 2 - Other materials

- Boxed material varies and has been calculated in linear metres only
 - Material stored flat, upright or in drawers was converted to linear metres insofar as possible; there may well be much material of this kind however than is reflected in the gross figures.
 - The consensus view was that there seemed no realistic prospect of achieving the necessary close measure of this material for a number of reasons
 - in many libraries some of this material was integrated into general and other collections
 - some stored material in these formats was not accessible
- Detailed data on these formats would require the resources required for collection description proper

CONUL Collections Inventory – Interpretation of data

The formats of material covered in Part II:

The schedule of formats other than monographs and journals emerged from the Committee’s attempts to classify from the inventory data. Thus it was agreed that audiovisual material was better defined by each media format. The formats identified are:

Table of media and formats

Electronic	<ul style="list-style-type: none"> • CDROM • Multimedia CDROM • Digital tape media 	Excludes online electronic products
Graphic	<ul style="list-style-type: none"> • Architectural drawings • Art prints • Paintings • Maps • Wall charts 	
Microform	<ul style="list-style-type: none"> • Microfiche • Microfilm 	
Printed text	<ul style="list-style-type: none"> • Theses • Newspapers • Pamphlets • Official Publications • European Document Centres • Music scores 	Broadsides Atlases Postcards
Manuscripts / Archives	<ul style="list-style-type: none"> • Manuscripts • Library archives 	
Photographic	<ul style="list-style-type: none"> • Photographic prints • Negatives • Glass negatives • Slides • Audio-visual sets 	
Sound recordings	<ul style="list-style-type: none"> • Audio CD • Audio cassettes • Vinyl recordings • Phonograph cylinders 	
Moving image	<ul style="list-style-type: none"> • Videotape • Videocassettes • 16, 35mm film • DVD 	
Three dimensional media	<ul style="list-style-type: none"> • Sculpture • Textiles • Printer’s blocks 	

Inventory tables and graphs

CONUL Collections Inventory – Interpretation of data

Part 1: Master Table

Overall CONUL collections

1. General Teaching and Learning Collections								2. Other Collections			3. Special Collections			Total Volumes
	No.	Volumes	Metres	Arts & Hum	Sci & Tech	Soc. Sci.	Health Sci.	No.	Volumes	Metres	No.	Volumes	Metres	
TCD	5	634,600	20,000	55%	15%	20%	8%	X	3,500,000	X	30	100,000	X	4,234,600
UCD	6	1,000,000	30,000	20%	44%	14%	22%	1	4,500	147	1	43,072	1,346	1,047,572
UCC	2	364,284	12,730	25%	27%	38%	10%	32	339,976	9,444	33	49,000	1,361	753,260
NUIG	3	284,220	10,506	41%	29%	24%	6%	21	264,852	9,268	4	53,424	1,484	602,496
NLI	1	462,900	18,516	67%	4%	28%	1%	10	4,250	170	16	64,425	2,577	531,575
DCU	3	357,200	X	47%	7%	43%	3%	3	100,000	X	X	6600	X	463,800
NUIM	3	252,800	5,301	57%	18%	25%	0%	4	105,000	2,955	5	51,600	1,462	409,400
UL	1	283,600	5,453	27%	29%	38%	6%	14	40,500	1,125	3	18,300	452	342,400
DIT	7	200,000	8,900	20%	43%	30%	3%	0	0	0	1	30	2	200,030
RIA	3	120,000	5,000	70%	25%	5%	0%	0	0	0	7	80,000	800	200,000
RCSI	2	51,998	1,958	2%	5%	6%	87%	4	30,960	1,060	7	15,696	436	98,654
Total		4,011,602							4,398,038			462,147		8,883,787

X = not available at this time

The No. column refers to the number of distinct collections within the category. Ranking within the table is controlled by the Total Volumes column.

Subordinate tables 1: Libraries ranked by Collection size

Table 1: Teaching & Learning Collection

Rank	College	Volumes
1	UCD	1,000,000
2	TCD	634,600
3	NLI	462,900
4	UCC	364,284
5	DCU	357,200
6	NUIG	284,220
7	UL	283,600
8	NUIM	252,800
9	DIT	200,000
10	RIA	120,000
11	RCSI	51,998
Total		4,011,602

Table 2: Other Collections

Rank	College	Volumes
1	TCD	3,500,000
2	UCC	339,976
3	NUIG	264,853
4	NUIM	105,000
5	DCU	100,000
6	UL	40,500
7	RCSI	30,960
8	UCD	4,500
9	NLI	4,250
10	DIT	0
11	RIA	0
Total		4,390,039

Table 3: Special Collections

Rank	College	Volumes
1	TCD	100,000
2	RIA	80,000
3	NLI	64,425
4	NUIG	53,424
5	NUIM	51,600
6	UCC	49,000
7	UCD	43,072
8	UL	18,300
9	RCSI	15,696
10	DCU	6,600
11	DIT	30
Total		482,147

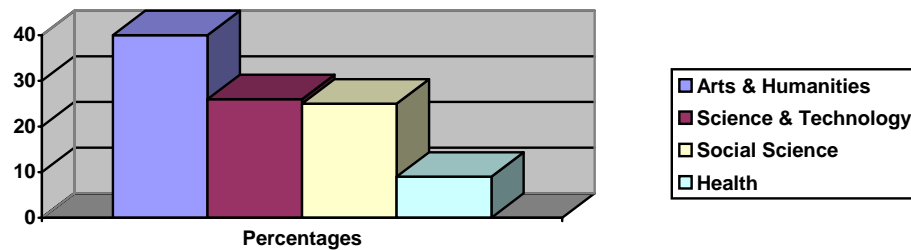
Examining Table 2, the figures show that quantitatively this category is of major significance nationally, yet is least accurately measured here.

Subordinate tables 2 : Ranking by Subject Categories as proportion of General Teaching & Learning Collections

Volume numbers approximate

Arts & Humanities				Science & Technology				Social Science				Health Sciences			
1	TCD	55%	349,030	1	UCD	44%	440,000	1	DCU	43%	153,596	1	UCD	22%	220,000
2	NLI	67%	310,142	2	UCC	27%	98,356	2	UCD	14%	140,000	2	TCD	8%	50,768
3	UCD	20%	200,000	3	TCD	15%	95,190	3	UCC	38%	138,427	3	RCSI	87%	45,238
4	DCU	47%	167,884	4	DIT	43%	86,000	4	NLI	28%	129,612	4	UCC	10%	36,428
5	NUIM	57%	144,096	5	NUIG	29%	82,423	5	TCD	20%	126,920	5	NUIG	6%	17,053
6	NUIG	41%	116,530	6	UL	29%	82,244	6	UL	38%	107,768	6	UL	6%	17,016
7	UCC	25%	91,071	7	NUIM	18%	45,504	7	NUIG	24%	68,212	7	DCU	3%	10,716
8	RIA	70%	84,000	8	RIA	25%	30,000	8	NUIM	25%	63,200	8	DIT	3%	6,000
9	UL	27%	76,572	9	DCU	7%	25,004	9	DIT	30%	60,000	9	NLI	1%	4,629
10	DIT	20%	40,000	10	NLI	4%	18,515	10	RIA	5%	6,000	10	NUIM	0%	0
11	RCSI	2%	1,040	11	RCSI	5%	2,599	11	RCSI	6%	3,119	11	RIA	0%	0
Total			1,580,365	Total			1,005,835	Total			996,854	Total			369,487

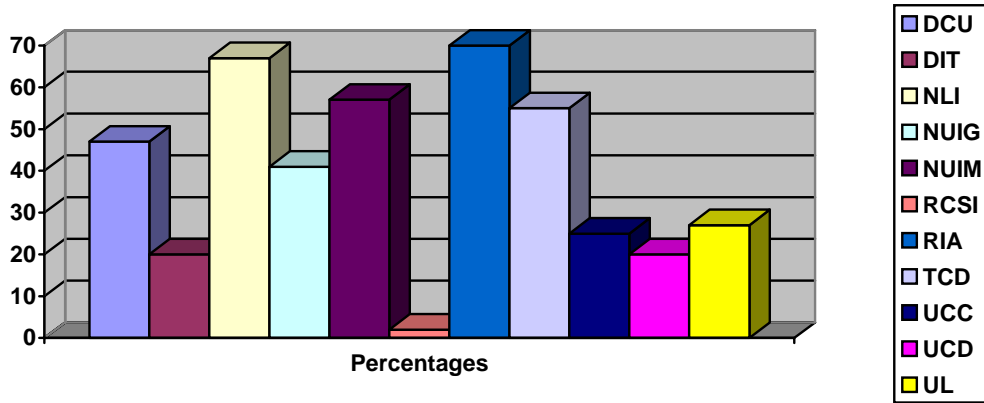
Nationally, the subject breakdown is:



CONUL Collections Inventory – Interpretation of data

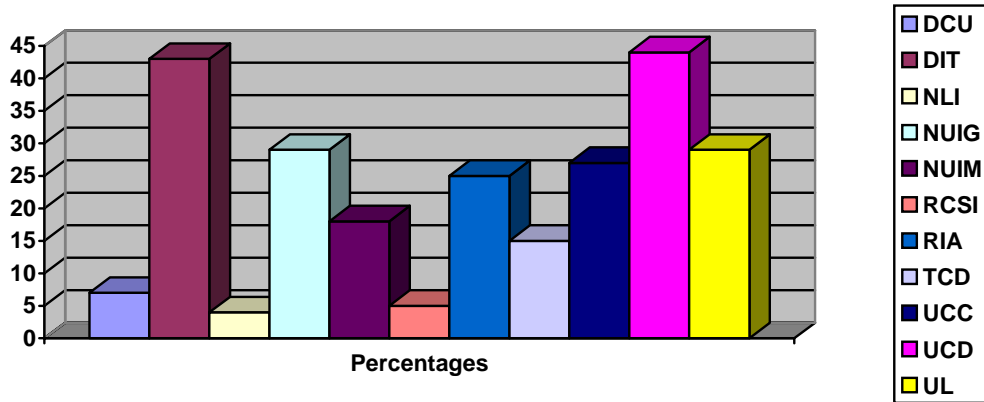
Arts & Humanities

Percentage of stock in the subject area Arts & Humanities in each institution



Science & Technology

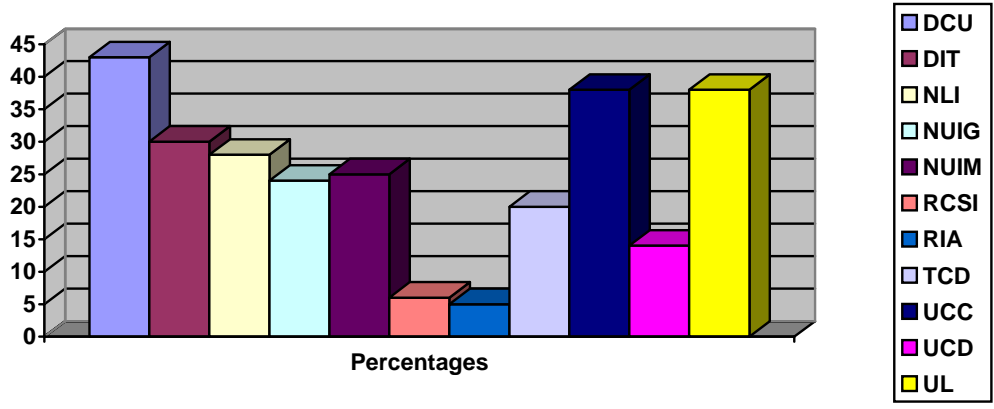
Percentage of stock in the subject area Science & Technology in each institution



CONUL Collections Inventory – Interpretation of data

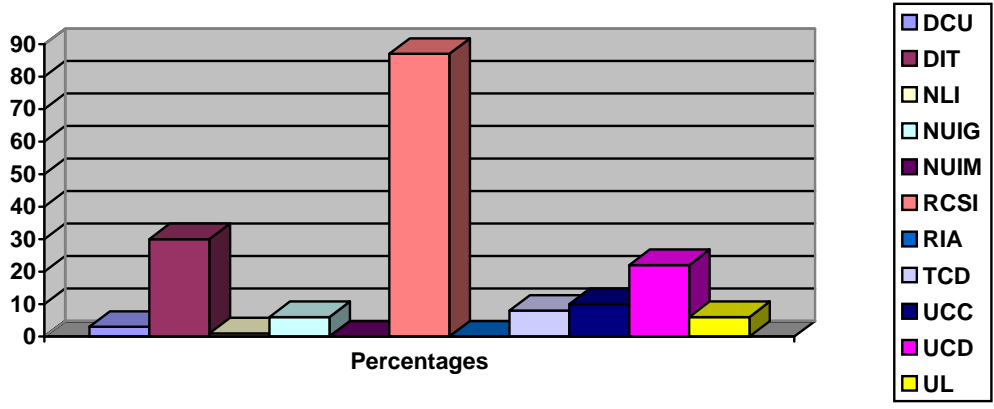
Social Science

Percentage of stock in the subject area Social Science in each institution



Health Science

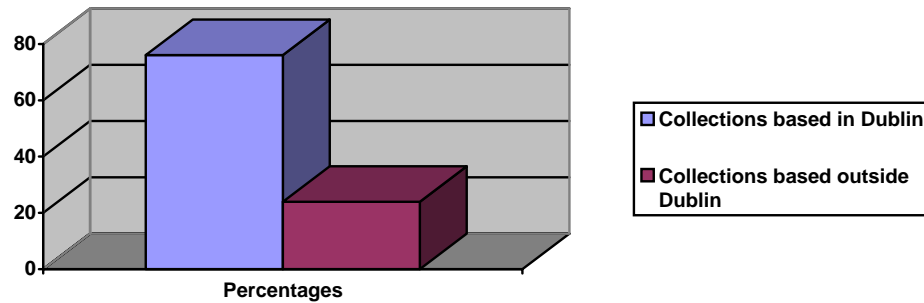
Percentage of stock in the subject area Health Science in each institution



Subordinate tables 3: National distribution - Dublin and Elsewhere

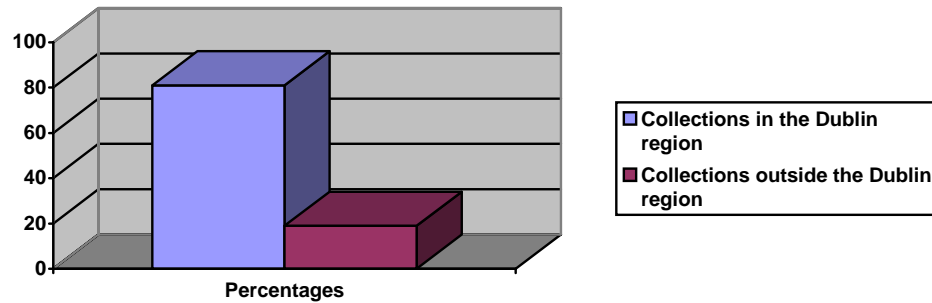
TCD	4,234,600		UCC	753,260
UCD	1,047,572		NUIG	602,496
NLI	531,575		NUIM	409,400
DCU	463,800		UL	342,400
DIT	200,030			
RIA	200,000			
RCSI	98,654			
TOTAL DUBLIN	6,776,231		TOTAL ELSEWHERE	2,107,556

Among the libraries surveyed, 76% of the collections are located in Dublin with the remaining 24%, in the rest of the country.



If NUIM is included in the total for collections located in the Dublin region, the figures are 81% located in the Dublin area, with the remaining 19% located in the rest of the country. This could have an impact when looking at the collective collection storage issue.

CONUL Collections Inventory – Interpretation of data



PART 2: Preliminary Inventory of Other Media and Formats

	Metres	Number	Collection types
DCU	250	5	DVD maps newspapers theses videos
DIT	250	9	CD DVD microfilm microfiche maps music scores slides theses videos
NLI	15,265	16	audio-visual architectural drawings broadsides CDROM Ephemera European Doc (partial) maps manuscripts microfilm microfiche music collection newspapers official publications photographs prints scores
NUIG	2,276	15	archives (library) atlases audio cassettes audiovisual CD DVD European Doc microfilm microfiches newspapers official publications maps paintings theses videos
NUIM	1,547	24	archives (library) atlases audiocassettes audiovisual architectural drawings Bible collection boxed donations CD DVD European Doc incunabula manuscripts maps microfiche microfilm newspapers official publications Pamphlets paintings prints slides sculpture theses video cassettes
RCSI	72	10	CDROM microfilm microfiche paintings prints photographs maps drawings theses videocassettes
RIA	380	5	Microfilm maps drawings paintings photographs

CONUL Collections Inventory – Interpretation of data

TCD	<i>X</i>	20	Atlases ballad sheets broadsides CDROM DVD college archives caricatures ephemera European Doc official publications games maps (650,000) microfilm microfiche items visually impaired newspapers pamphlets photographs publisher archives posters
UCC	2,353	21	CDROM DVD European Doc maps manuscripts archives official publications broadside ballad sheets glass negatives newspapers microfiche microfilm music scores vinyl records prints paintings photographs phonograph rolls theses printers' blocks videos
UCD	<i>X</i>	13	CDROM DVD European Doc microforms maps sound recordings manuscripts music scores newspapers official publications slides theses videocassettes
UL	757	20	Audio Tapes CD Computer Tapes Drawings European Doc Maps Manuscripts Microfilm Microfiche Postcards Newspapers Official Publications Photographs Paintings Prints Textiles Theses Vinyl Video Cassettes Wall Charts

Definitions

Collection Types – covers all media forms other than monographs, journals and institutional archives

Metres – Total linear metres occupied

Notes

This section shows the broad range of materials held in the different institutions. It also shows the volume of material held which is particularly large in some institutions such as the NLI (15,265m.) UCC (2,353m.), NUIG (2,276m.) and NUIM (1,547m.).

Again, due to the difficulties associated with quantifying linear metres for this type of material, TCD and UCD were unable to give figures and this deserves more attention in a further study.

Conclusions

The inventory contains many approximations and compromises which themselves focus the issues involved in the more in-depth work required. Many libraries were unable to deliver accurate measurements in specific or overall collection terms. The results do not provide a solid basis for a truly comprehensive holdings and comparative analysis.

The one line inventory does however present for the first time some sense of the shape and scope of material within the institutions.

The issues that arose within many institutions in compiling the data established some sense of the scale and scope of the data collection difficulties. Issues related to the definition of material and the measurement of multiple formats emerged which will need to be addressed in further descriptive or mapping phases.

A considerable amount of staff time went into the gathering of even this level of data in all the institutions and is indicative of the significant resources that may be required to refine further data, especially from the more complex, larger collections.

Many desirable data – detailed subject breakdown, collections characteristics, extent of uniqueness, extent of overlap, age analysis - were excluded on the basis that very little qualitative data existed or that such data could not be captured within the time available.

The picture presented is more accurately a fuzzy and early stage snapshot of what of necessity is more like an on-going work.

Inventory Subcommittee

Paul Murphy, Royal College of Surgeons in Ireland

Honora Faul, National Library of Ireland

Aine Finucane, University of Limerick

October 4th 2004

Mapping report
and
sample test record

6. Mapping report and sample test record

A group of six investigated three collection mapping projects: MASC25 (Geraldine Ryan and Valerie Seymour), Mapping Wales (Neil Darbey and Fiona Tipple) and RASCAL (Siobhán Fitzpatrick and Ann Mitchell).

Briefly, MASC25: Mapping Access to Special Collections in the London Region,¹ is an amalgam of 140 library catalogues. The RSLP schema for collection description will be used for the project but the database was more like IRIS in composition than a specific special or research collections database (which is planned for the future) and was considered by Geraldine and Valerie not to be an appropriate model for the group to pursue at this juncture.

RASCAL – Research and Special Collections Available Locally (Northern Ireland)² was examined by Ann Mitchell and Siobhán Fitzpatrick. The RASCAL database covers research collections held across a range of institutional, public and privately owned libraries, archives and museums in Northern Ireland. The database was generally considered to be of a high standard. This project also used the RSLP schema.

Searching produced some false hits. The information in some of the fields was repeated in its entirety in other fields, making the records longer than seemed necessary and slightly unwieldy.

The Mapping Wales³ database, examined by Fiona Tipple and Neil Darbey, is similar to the RASCAL one, in that it contains records for 536 libraries, archives and museums across a range of sectors in Wales. The schema used was also RSLP. The collection records were judged to be clear and concise.

The group, at its meeting on 9th August, 2004 agreed that the Mapping Wales project would be the most appropriate one to emulate.

Accordingly, the Mapping Wales template⁴ was obtained and circulated to volunteer libraries for testing. Participating libraries in this phase were: the National Library of Ireland, NUI Galway, NUI Maynooth, the Royal College of Surgeons in Ireland, Royal Irish Academy and University College Dublin.⁵

The collections used for recording purposes using the Mapping Wales template were:

- The W.B. Yeats Library (NLI)
- The Delargy Folklore Collection (NUIG)
- The McCarthy Architectural Drawings (NUIM)
- The Doolin Collection (RCSI)
- The Haliday Pamphlet & Tract Collection (RIA)
- The Palles Legal Collection (UCD)

¹ Url: <http://ucl.ac.uk/Library/masc25.htm>

² Url: <http://www.rascal.ac.uk>

³ Url: <http://mappingwales.ac.uk>

⁴ Template supplied courtesy of Andrew Isherwood, University of Wales, Aberystwyth.

⁵ The National Library of Ireland, NUI Maynooth and the Royal Irish Academy had previously tested the RSLP schema which proved to be difficult to interpret and led to some very unwieldy records.

The sample test record is for the McCarthy Architectural Drawings (NUIM) In general, the samples are consistent in terms of the type of information supplied. In spite of having guidelines for completion of records, it became clear that certain fields were open to a range of interpretations, e.g. Size and Format and Access Control(s); the Person Details in particular caused a lot of confusion. One of the respondents preferred the RSLP form to the Mapping Wales one.

Even allowing for the fact that the sampling exercise took place over the holiday period and overlapped with the beginning of term in most of the colleges, it should be stated quite clearly that the completion of the records took up more time than most of the testers would have anticipated.

Arising from the committee's deliberations and from the experiences of those sampling the record type, we would caution that, while a collection mapping exercise is recommended it is imperative:

- 6.1 That a strategy for a mapping exercise should be drawn up, allowing for the allocation of appropriate resources in terms of finance, manpower and equipment to achieve the objectives of the exercise.
- 6.2 That dedicated manpower be allocated to the exercise; it requires more time than the staff of our institutions can reasonably be expected to spend, given the plethora of demands on their time.
- 6.3 That sufficient time be allocated for training in record input and for research on the background data pertaining to collections.
- 6.4 That appropriate IT mechanisms and support be put in place to enable data input, and to ensure that searching is straightforward and seamless.

Siobhán Fitzpatrick
on behalf of the Mapping Subcommittee

COLLECTION DETAILS

Collection ID:

2

(A consecutive number that is unique for each collection e.g. 1, 2, 3 etc)

Title of Collection:

Architectural drawings of James Joseph McCarthy (1817-1882)

Description: (Continue on a separate sheet if necessary, please staple both sheets together)

36 drawings by J.J.McCarthy of buildings at St. Patrick's College, Maynooth, Co. Kildare, Ireland
Chapel enlargement, 1850s
Cemetery chapel, cross, lich-gate and boundary wall, 1858
Infirmary, 1861
Stables, 1866
Kitchens, 1871

Contents Date Range:

1850s To 1871

Significance(s): (Please tick one or more of the significances)

- | | |
|---------------|-------------------------------------|
| Local | <input checked="" type="checkbox"/> |
| Irish | <input checked="" type="checkbox"/> |
| Welsh | <input type="checkbox"/> |
| UK | <input checked="" type="checkbox"/> |
| European | <input type="checkbox"/> |
| International | <input type="checkbox"/> |

Strength(s):

The collection is housed in the buildings with which the architect was associated. McCarthy was responsible for the fitting out of the Russell Library. McCarthy had a very busy practice countrywide and the location of many of his drawings is not known.

Size and Format:

Large format up to 520 x 750 mm

Language(s): (Please list languages, separate each language with a comma)**Access Control(s):**

Research use only
Open to staff and postgraduates of St Patrick's College and NUI Maynooth
Other readers and researchers with accreditation
Appointment necessary

Acquisition Details:

The drawings were deposited gradually in the library by the Buildings Officer Colm Buckley, mainly in the 1970s and 1980s. They were collected from college offices and still occasionally surface today

Collection Location(s):

If you have already filled in a "Location Details" form for each of this collection's location(s), please list the Location ID(s) here. If not, please fill in a "Location Details" form for each location. Once this is done, write the Location ID(s) of the location(s) here.

RL

Collection Notes:

Collection includes drawings of the Senior Infirmary 1861, now Columba House, plans for the cemetery, its chapel, cross, lich-gate and boundary wall.
Also the enlargement of the chapel in the 1850s

Collection Keywords: (Please list keywords, separate each keyword with a comma)

McCARTHY, James Joseph (1817-1882)
Ecclesiastical architecture
Seminary buildings
Maynooth Co. Kildare
St Patrick's College Maynooth

Original Collector:

If you have already filled in a "Person Details" form for each of this collection's Collector(s), please list the Person ID(s) here. If not, please fill in a "Person Details" form for each Collector. Once this is done, write the Person ID(s) of the location(s) here.

Buckley, Colm Buildings Officer
Buildings Office

Custodian:

If you have already filled in a "Person Details" form for each of this collection's Custodian(s), please list the Person ID(s) here. If not, please fill in a "Person Details" form for each Custodian. Once this is done, write the Person ID(s) of the location(s) here.

Penelope Woods 1

Owner:

If you have already filled in a "Person Details" form for each of this collection's Owner(s), please list the Person ID(s) here. If not, please fill in a "Person Details" form for each Owner. Once this is done, write the Person ID(s) of the location(s) here.

St Patrick's College

Related Collection(s):

(If the collection is related to other collections, please give details of the related collections here, including whether the related collection is a Master-Collection or Sub-Collection)

<i>Details of related collection</i>	Relationship Type
<p>The drawings collection comprises the following related collections almost all of which are buildings and interiors at St Patrick's College from 1846 to the 20th century</p> <p>A.W.N. Pugin William Hague, Ashlin & Coleman College Chapel Furniture and fittings College Chapel Alterations to the Russell Library Watkinson, Hendy & Stoner John Paul II Library 1984</p>	

Finding Aid(s):

<p>Printed finding list available in the Russell Library Printed catalogue and electronic version under development Manuscript card index</p>	<p>Printed catalogue and electronic v Manuscript card index</p>
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Finding Aid URL:

Collection Relationship Notes:

LOCATION DETAILS

Location ID:

(A consecutive number that is unique for each location e.g. 1, 2, 3 etc)

Site Name:

Institution Name:

Location Access Conditions:

Location Notes:

Location Homepage:

Location Administrator:

If you have already filled in a "Person Details" form for each of this location's Administrator, please write the Person ID here. If not, please fill in a "Person Details" form for the Administrator. Once this is done, write the Person ID of the Administrator here.

Penelope Woods ID 1

Location Postal Address (including Postcode and Country):

The Russell Library
St Patrick's College
Maynooth
Co. Kildare
Ireland

Location Telephone Number:

353 1 7083890

Location Fax Number:

353 1 6286008

Location E-mail address:

Penny.Woods@may.ie

Digital Location URL (for digital collections):

0 at present

PERSON DETAILS

Person ID:

2

(A consecutive number that is unique for each person e.g. 1, 2, 3 etc)

Person Name (if applicable):

Valerie Seymour

Person Role (if applicable):

Collections Manager
Working on the collection and its catalogue

Organisation Name:

NUI Maynooth

Person Telephone Number:

353 1 7083887

Person Fax Number:

353 1 6286008

Person E-mail address:

Valerie.Seymour@may.ie

Person Location(s):

If you have already filled in a "Location Details" form for each of this person's location(s), please list the Location ID(s) here. If not, please fill in a "Location Details" form for each location. Once this is done, write the Location ID(s) of the location(s) here.

John Paul II Library
NUI Maynooth

Person History (if applicable): (Continue on a separate sheet if necessary, please staple both sheets together)

Guidance Notes

- There are 3 separate forms that make up the paper version of the Collection Description.

Collection Details

This is where information about the collection itself is listed.

Location Details

This is where information about the location(s) in which the collection can be found is listed. When you fill in a Location Details form, you are asked to give it a unique reference number (Location ID). This ensures you only have to record information about any location once. If you wish to refer to that same location in later collections, you only need to list it's Location ID rather than fill in another Location Details form.

Person Details

This is where information about the people relating to the collection is listed. A person can be one or more of the following:

Collector, Custodian, Owner or Location Administrator.

When you fill in a Person Details form, you are asked to give them a unique reference number (Person ID). This ensures you only have to record information about any person once. If you wish to refer to that same person in later collections or in a different role within the same collection (e.g. A Custodian for a collection may also be the collection's Owner), you only need to list their Person ID rather than fill in another Person Details form.

Each of the 3 forms asks for a unique reference (ID). It is suggested that simple consecutive numbers are used for each form, for example:

Collections are numbered 1, 2, 3, 4 etc

Locations are numbered 1, 2, 3, 4 etc

People are numbered 1, 2, 3, 4 etc

It doesn't matter if, say, a collection and a location have the same number, what is essential is that no two collections have the same number, no two locations have the same number and no two people have the same number.

Each page of this document is numbered, e.g. Collection Details – Page One, Collection Details – Page Two etc. All the pages from each section must be stapled together, i.e. Pages 1, 2, 3 & 4 from the Collection Details section must be held together, pages 1 & 2 from the Location Details section must be held together etc.

Andrew Isherwood
Mapping Wales
Tel: (01970) 621864
E-Mail: aai@aber.ac.uk

7. Recommendations

- 7.1 That a strategy for a mapping exercise should be drawn up, allowing for the allocation of appropriate resources in terms of finance, manpower and equipment to achieve the objectives of the exercise.
- 7.2 That dedicated manpower be allocated to the exercise; it requires more time than the staff of our institutions can reasonably be expected to spend, given the plethora of demands on their time.
- 7.3 That sufficient time be allocated for training in record input and for research on the background data pertaining to collections.
- 7.4 That appropriate IT mechanisms and support be put in place to enable data input, and to ensure that searching is straightforward and seamless.
- 7.5 On the basis that the libraries were unable to produce individual collection data to the minimal inventory level on request, it is recommended that all the CONUL / ALCID libraries develop the capacity to capture, present and maintain much more accurate levels of collection data in all collection categories
(The original briefs were cut down as it became evident almost no individual or collective data of any worth existed)
- 7.6 That, given the general lacuna in data for all non-book formats (Part II), special consideration be given to immediately improving data capture and use for these categories within current collection management systems.
- 7.7 That qualitative data such as detailed subject information and item specific characteristics be captured and structured during current intake processes to ensure that refined data begins to become available and that a basis for future mapping is established now.
- 7.8 That, notwithstanding any decisions about mapping strategy, special consideration be given to establishing one processing point and information channel for the co-ordination and sharing of ongoing inventory level data within CONUL/ALCID.
- 7.9 That the value of comprehensive local and national collection inventory data in contexts such as disaster planning, preservation, insurance and benchmarking be recognized.
- 7.10 That a strategy for mapping the collections of the member institutions be devised taking into account the results of the inventory
- 7.11 That a business plan be established to deliver the strategy's objectives
- 7.12 That the Mapping Wales project be chosen as the most appropriate model for the mapping of CONUL / ALCID collections

8. Appendices

These documents are to be made available at a later date through the Digital Archive at National University of Ireland, Maynooth.