

COLLECTION PROFILE

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GENERAL

With current total holdings of around 1.5 million media units, TU Wien Bibliothek is home to the largest special collection of technical and related literature and specialist information in Austria.

The library's collection obligation includes the acquisition and preservation of literature and specialist information relevant to the research and teaching of all subjects represented at TU Wien. A high degree of continuity and completeness are important considerations here, as is keeping within the bounds of the available budget. Accordingly, the focus is on scientific and technical literature and specialist information, but fringe areas are also adequately represented.

The availability of a comprehensive and up-to-date media collection is indispensable for research, teaching and study. TU Wien Bibliothek therefore pursues an acquisition policy with a forward-looking approach that is geared to quality, continuity and balance, thus ensuring a long-term supply of information. Emphasis is placed on a type of inventory build-up that goes beyond the daily requirement. Traditional holdings and focuses will – where appropriate – continue and be updated.

This collection profile applies to purchased and licensed literature and specialist information including data, that is, it refers to literature and specialist information including data permanently archived in hard-copy format or electronically, as well as literature and specialist information including data that are only accessible for a certain period of time. It also includes the open access publications of TU Wien members. These are collected by TU Wien Bibliothek and made available long-term in a digital format.

MEDIA TYPES AND SPECIALIST INFORMATION

MONOGRAPHS (PRINTED)

Newly published monographs are acquired subject to formal and content-related criteria. The intensity of collection is not solely determined by the scientific discipline concerned, but also by the media type and language of the publication. The language of academic discourse in most of the collected works is German or English. As it is expected that less use will be made of titles in other languages, these works are only acquired in a few exceptional cases.

In an era when budgets are tight, the availability of media in other libraries in Vienna is also taken into account and careful consideration is given to whether it is necessary for TU Wien Bibliothek to have another copy. If, on the other hand, a publication that is within the core subject areas focussed on by TU Wien Bibliothek is not available anywhere in Austria, for example, purchase is more likely to be considered.

If a title exists as an e-book, a printed copy should without exception only be acquired in those cases where above-average use is to be expected, e.g. for basic works or academic textbooks.

ACADEMIC TEXTBOOKS (PRINTED)

Multiple copies of titles needed for courses and titles with content that clearly identifies them as academic textbooks are obtained and made available in the textbook collection. If both printed and e-book versions of a textbook are available, economic considerations are a crucial factor in TU Wien Bibliothek's decision-making.

SCHOOL TEXTBOOKS, VOCATIONAL TECHNICAL KNOWLEDGE (PRINTED)

The library's primary target group are researchers, teachers and students at TU Wien. However, as Vienna only has a limited number of libraries with a technical and scientific focus for pupils at Higher Technical Education Institutes (HTL) and students at Universities of Applied Sciences (FH), TU Wien Bibliothek also collects literature suitable for a preacademic but extremely specialist level (school textbooks and vocational technical knowledge), although only to a lesser extent. Public libraries and the libraries of Universities of Applied Sciences are responsible for any demand beyond this.

E-BOOKS

The library buys both e-book packages from various providers and selected, individual e-books. In addition to this, licensing, EBS (evidence-based selection), PDA (patron-driven acquisition) and other new forms of acquisition give TU Wien members access to several thousand e-book titles.

OPEN ACCESS BOOKS, OPEN ACCESS ARTICLES

TU Wien Bibliothek focuses in particular on open access. TU Wien Bibliothek negotiates publisher-specific deals to promote open access to research results. The fees for publishing articles or books (such as article processing charges, book processing charges) are therefore also paid for TU Wien members, in accordance with the currently applicable [Requirements for funding by means of the TU Wien publication fund](#) and the availability of the funds. The open access component of the library collection is regularly expanded in this way.

JOURNALS (PRINTED AND ELECTRONIC), DATABASES

Selection takes usage numbers and budgetary constraints into account, and involves working closely together with the institutes, research units and research groups of TU Wien. Printed journals are only obtained if the publishers are not offering appropriate electronic deals, or if having a printed version makes academic research or teaching far easier.

OTHER MEDIA

To a lesser extent, DVDs available for loan are acquired if their content supplements that of the printed media (e.g. architecture videos or interview with architects). In some subjects (especially IT), CD-ROMs and suchlike are included as supplements (available separately for loan).

TU Wien Bibliothek licenses electronic specialist information and media that can be used across the campus or at one library location at least. Electronic media where the licence for use is limited to one person are not acquired.

SELECTING LITERATURE AND SPECIALIST INFORMATION

The collection profile presented here refers to TU Wien Bibliothek, that is, the university's main library and specialist library (libraries).

DELINEATION BETWEEN TU WIEN BIBLIOTHEK AND INSTITUTE LIBRARIES

The literature holdings of the institutes are highly specific in nature. The institutes make their own selection. In order to avoid multiple purchases of highly specific works that are already present at an

institute, TU Wien Bibliothek as a rule acquires more general, supplementary and multi-disciplinary or interdisciplinary literature for its locations.

Access to the literature holdings at the institutes is not currently standardised across TU Wien. Therefore, in accordance with its collection profile, TU Wien Bibliothek sometimes deliberately buys titles that are already present at an institute and are heavily used.

TU Wien Bibliothek centrally purchases literature and specialist information for the faculties and central divisions of TU Wien. The exceptions to the central acquisition of literature by TU Wien Bibliothek are regulated in the TU Wien Accounting Manual.

LEVELS OF COLLECTION INTENSITY

Level 1 - Aspiring to maximum completeness

Publications connected to TU Wien are acquired comprehensively. These are:

- University theses (mandatory copy): dissertations and master's or diploma theses, as well as post-doctoral
- (habilitation) theses. Bachelor's theses are not collected at present, by order of the Rectorate.
- Publications by TU Wien academic staff (including preprints, posters, presentations, etc.)
- Publications in which TU Wien members were involved (such as congress papers, commemorative publications)

With regard to publications and grey literature by TU Wien members, this collection profile is supplemented by the current version of the [TU Wien Open Access Policy](#) and summarised in the terms of use of repositUM.

Level 2 - Research

In accordance with the subjects taught at TU Wien and the increasingly interdisciplinary nature of the research there, scientific (and also highly-specific) literature and specialised information including data are purchased as widely as possible, along with a wide range of primary sources and a representative selection of popular science literature.

Geographical aspects play a role in some specialist fields (such as architecture, urban development and spatial planning), and the "Vienna" literature collection for these fields is as comprehensive as possible.

In 2010, the Rector's Office of TU Wien, together with representatives of all the faculties, agreed on the [Identity of these strategic focal areas of research](#):

- Computational Science and Engineering
- Quantum Physics and Quantum Technologies
- Materials and Matter
- Information and Communication Technology
- Energy and Environment
- Additional Fields of Research

Level 3 - Study and teaching

At this level, a selection of scientific literature (e.g. academic textbooks) in German and English is obtained, taking into account current or cross-disciplinary perspectives.

Level 4 - Information

General reference works and summaries, along with a meticulous selection of publications on current topics in German and English are acquired. The latter concern literature and specialist information that round off or supplement the content of subjects taught at TU Wien (e.g. specialised medical books for medical technology research such as prosthetic technology). Single titles on current socio-political topics are obtained, if the price is justifiable. The purchase of this “nonrelated” literature also constitutes a service for the wider readership of the library.

SELECTION CRITERIA

Formal criteria

As TU Wien Bibliothek also has to take into account the usability and upkeep of its collection, formal criteria also have to be considered when purchasing literature and specialist information. Restricted usability usually means that the following are not purchased:

- Loose-leaf compilations
- Works comprising less than 70 pages
- Works in a format that means they cannot be placed on the open-access shelves, e.g. “pockets”, individual sheets, flashcards

Content criteria

Works with content that clearly does not belong in the range of topics collected by the library are definitely not purchased;

these include

- Fiction books, children’s books, cookbooks and similar
- Works clearly referring to foreign law
- University theses from other universities (often free on the internet)

COLLECTION ENHANCEMENTS AND CULTURAL HERITAGE

ACQUISITION REQUESTS

All library patrons have the opportunity to make acquisition requests. A valid library card is not required. The collection criteria described in this collection profile apply to purchasing or licensing any titles requested by patrons.

Suggestions from TU Wien employees are subject to the same criteria as other acquisition requests. Acquisition requests from TU Wien teaching staff for their courses (such as course reserves, multiple copies for the textbook collection) are particularly welcome. Agreement is required, especially for expensive works.

TU Wien Bibliothek decides where literature and specialist information purchased from the library budget is to be located.

GIFTS

When media are donated, TU Wien Bibliothek bases the decision on whether they should be incorporated into the library holdings on detailed scrutiny and defined criteria. If larger quantities are to be handed over as a gift, we ask that the Books Service Group or the Journals and Databases Service Group are contacted beforehand.

RETURNING INSTITUTE HOLDINGS

TU Wien Bibliothek has sole responsibility for withdrawing media from the inventory throughout the whole of TU Wien. The institutes of TU Wien are therefore obliged to hand over to TU Wien Bibliothek catalogued holdings or other holdings paid for from TU Wien funds that are no longer needed at the institute. This is the only way to ensure that holdings can be properly delisted. The library reserves the right to delist and exploit transferred institute holdings in accordance with defined criteria without prior consultation.

LONG-TERM ARCHIVING

One of the key tasks of TU Wien Bibliothek is its archive function. The library preserves, maintains and safeguards the cultural heritage in line with safety and conservation aspects. Holdings are therefore only delisted in certain cases. The criteria and the procedure are closely regulated in the [Standards for withdrawing media from the inventory](#) document. Agreements between Austrian libraries also have a role to play in this context.

Open access publications, digital university theses and files that are made accessible to the public in reposiTUm are curated and archived long-term.

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Beate Guba

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