

# **Dún Laoghaire - Rathdown County Library Service**

## **Collection Development Policy**

Copyright 2010

Dún Laoghaire-Rathdown Public Library Service

## CONTENTS

	<b>PAGE</b>
<b>INTRODUCTION</b>	<b>3</b>
1.1 Purpose	
1.2 Mission statement	
<b>THE COLLECTION</b>	<b>4</b>
2.1 Formats	
2.2 Collection development guidelines	
2.2.1 Selection	
2.2.2 General criteria	<b>5</b>
2.2.3 Content criteria	
2.2.4 Special consideration for Local History/Irish Collection	<b>6</b>
2.2.5 Special consideration for electronic resources	
2.2.6 Acquisition	<b>7</b>
2.2.6 Purchase	
2.2.7 Donation	
<b>COLLECTION MANAGEMENT</b>	<b>8</b>
3.1 Organisation	
3.2 Access	
3.3 Duplicate & multiple copies	
3.3.1 Popular fiction	
3.3.2 Popular non-fiction	<b>9</b>
3.4 Newspapers & Periodicals	
3.5 Off-site storage collections	
3.6 Preservation	<b>10</b>
3.7 Disposal	
<b>CONCLUSION</b>	<b>11</b>

## **1. INTRODUCTION**

“The central function of a library is to select, acquire, retain, preserve and provide access to collections. Our goal is to continue to ensure that the library collection is enhanced, upgraded and delivered in a variety of formats to meet the needs of our customers.”

*Library Development Programme 2010-2013*

A collection development policy will ensure access to ideas and information and will promote the pleasure of reading, the desire for knowledge and the love of life-long learning.

### **1.1 Purpose of a Collection Development policy**

A system wide Collection Development Policy will serve as a working document and planning tool for the selection, acquisition and deselection of stock. It will ensure a consistent and balanced growth of the collection, aid communication between branches, facilitate interlibrary co-operation, resource sharing and inform the public. It will relate directly to the mission statement of the Library Service.

### **1.2 Dún Laoghaire-Rathdown Public Library Service Mission Statement**

“The mission of the Library Service is to enhance the quality of life in the County by enabling the enjoyment of reading and the pursuit of lifelong learning.”

The objective of this policy is to create a set of guidelines and parameters, which will assist Dún Laoghaire-Rathdown County Library Service to maintain a relevant and evolving collection.

The guidelines fall under the following headings:

- Selection/Acquisition
- Housing/Retention
- Disposal

## **2. THE COLLECTION**

- General Adult Collection
- General Children's Collection
- Local History/Irish Collection

### **2.1 Formats**

- Printed Material – books, pamphlets, periodicals, newspapers and ephemera
- Electronic resources, newspapers, books, images (available remotely under licence or via library Internet pcs.)
- Sound and digital video recordings
- Maps
- Photographs, prints and drawings
- Any such formats which may arise in the future

## **2. COLLECTION DEVELOPMENT GUIDELINES**

### **2.2.1 Selection**

Dún Laoghaire-Rathdown Library Service aims to meet the needs and expectations of library users. Careful selection of material by professional, experienced staff along with the input of our users will ensure the integrity of the stock is safeguarded and that the wide-ranging educational, cultural, recreational and information needs of library users are met.

Budgetary and space limitations as well as local needs preclude duplication of some resources that exist elsewhere in the system. Items not in stock locally will be provided through co-operative networking, interlibrary loans and direct referral.

When selecting material to be added to the collections, the following should be considered:

### **2.2.2 General Criteria**

- Professional judgement and awareness of staff
- Present and potential relevance to community needs
- Demand
- Local author
- Relation to existing collection
- Importance as a document of the times
- Expected future relevance
- Value for money
- Display and storage space availability
- Community demographics

### **2.2.3 Content Criteria**

- Authority
- Literary merit
- Comprehensiveness
- Reputation, skill and competence of author
- Objectivity
- Representation of diverse points of view
- Currency
- Technical quality
- Sustained interest
- Relevance and use of the information

#### **2.2.4 Special consideration for Local History/Irish Collection**

When selecting material for the Local History/Irish Collection, special consideration should be given to the following, in line with the Dún Laoghaire-Rathdown Libraries' Local History Strategic Plan 2009-2012:

- Material which was created or published locally or created or published outside the locality but with local relevance
- Material, which documents the experience of local citizens
- Material which is of a rarity and significance that it is considered of local importance
- Material, which meets subject of interest criteria:
  - Relates to places personalities, individuals, groups organisations, events, activities, experiences or themes of significant local relevance
  - Documents significant aspects of the history, social or cultural life of the local community
  - Enhances the collection

#### **2.2.5 Special consideration for electronic resources**

When selecting electronic information sources, special consideration should be given to the following:

- Technical requirements to provide access to the information
- Ease of use of the product
- Availability of the information to multiple, concurrent users
- Technical support and training

### **2.2.6 Acquisition**

Dún Laoghaire-Rathdown County Library Service will acquire materials across a broad range of subjects, knowledge and skills. Budget restraints and space limitations will be recognised when acquiring and purchasing material. Allocation will be based on demand and space availability. Particular consideration will be given to material pertaining to the county of Dún Laoghaire-Rathdown.

### **Acquisition Methods**

Dún Laoghaire-Rathdown County Library Service acquires material by

- Purchase
- Donation

### **2.2.7 Purchase**

The acquisition budget shall be the responsibility of the Senior Executive Librarian, Bibliographic services and Lifelong Learning, liaising with each branch librarian, according to individual branch needs and budgetary constraints.

### **2.2.8 Donation**

Dún Laoghaire-Rathdown Library Service accepts donations of material in pristine condition. The general selection criteria will apply. The Library Service reserves the right to allocate or dispose of the material, including for sale.

Donations of Irish material and local studies material pertaining to Dún Laoghaire-Rathdown are especially welcome if the Library Service does not already hold a copy of an item.

## **3. COLLECTION MANAGEMENT**

### **3.1 Organisation**

Dún Laoghaire-Rathdown Library Service uses the Dewey decimal classification system to organise its non-fiction collection.

### **3.2 Access**

Library users have access to the collection through eight branch libraries and the DLR Library webpage. The library catalogue provides up-to-date information on material held by the Library Service. The online catalogue ([www.dlrcoco.ie/library](http://www.dlrcoco.ie/library)) can be accessed 24 hours a day.

The Local History collection is currently housed in Dún Laoghaire Library.

Dún Laoghaire-Rathdown Library Service also has outreach centres in various locations countywide.

### **3.3 Duplication and multiple copies**

#### **3.3.1 Popular fiction:**

It will be necessary to purchase multiple copies of popular titles for each branch to satisfy initial borrower demand. When demand has lessened, one copy only will be retained per branch.

In the case of DLR or Irish fiction authors, one copy, in good condition, will be transferred to the Fiction Store, when demand has ceased. If there is already a copy retained in the Fiction Store, the branch may dispose of the item.



### **3.3.2 Non-fiction:**

In the case of popular non-fiction items, multiple copies will be purchased to satisfy initial borrower demand. When demand has lessened, one copy only may be retained.

In the case of DLR or Irish non-fiction authors, one copy, in good condition, will be transferred to the Non-Fiction Store, when demand has ceased. If there is already a copy retained in the Non-Fiction Store, the branch may dispose of the item.

### **3.4 Newspapers and Periodicals**

Periodicals and newspapers are held in all branches. Dún Laoghaire-Rathdown Library Service subscribes to online newspaper archives. Newspapers in hard copy will be held for at least a week where storage space permits.

The Local History section holds the Irish Times archive on microfilm, and local papers in hardcopy.

Periodical titles should be held from one month to a year, depending on frequency of publication, popularity and storage space.

### **3.5 Off-site storage collections**

Non-current, valuable bookstock is kept in two locations:

- Non-fiction items held in Sandyford.
- Fiction items held in Blackrock.

These collections may be requested by members of the public, as there is no direct access. Rare and valuable items in these collections may be made available to the public for consultation only in a branch.

Following an audit of both these collections, it is proposed to retain 1 copy only of such items in storage.

It is proposed to preserve and locate the Fiction and Non-Fiction stores in the new Central Library development at Moran Park.

This purpose-built facility will allow more space and greater ease of access and usage.

### **3.6 Preservation**

The Library Service will comply with recognised professional preservation and conservation standards for all collections. The general collections will be reviewed and revised on an ongoing basis to avoid unnecessary duplication and overcrowding, ensure attractive presentation and good physical condition.

Material held in the Local History and Irish Collections will be conserved as required in accordance with the Dún Laoghaire-Rathdown Libraries' Local History Strategic Plan 2009-2012.

A programme of digitisation will be undertaken prior to relocation to Moran Park Central Library. Any items that are deemed too fragile, valuable or cumbersome in their original form to be made available to the public, will be included in this digitisation programme. This will maximise public access.

### **3.7 Disposal**

The collection will be frequently and systematically reviewed.

Materials will be withdrawn from the collection to maintain the collections' usefulness, currency and relevance.

Disposal may involve the sale or donation of material. Material unsuitable for retention, sale or donation will be recycled.

### **3.7.1 Criteria for disposal**

General criteria for disposal:

- Professional judgement and awareness of staff
- Demand
- Local author
- Relation to existing collection
- Expected future relevance
- Display and storage space availability

Specific criteria for disposal:

- Duplicate copies of material not borrowed for 1 year
- Copies superseded by later editions
- Duplicate copies held in storage
- Multiple copies of out of date ephemera in line with the Local History Strategic Plan 2009-2012
- Material in poor physical condition or risk of damage to other material

## **4. Conclusion**

These guidelines will aid Dún Laoghaire-Rathdown library staff to apply professional awareness and judgement in the selection, acquisition, preservation, housing and subsequent deselection of library material in various formats.

The Collection Development Policy will be periodically evaluated and revised as necessary to provide guidance for implementing future changes in the collection.