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# SOUTH DUBLIN COUNTY LIBRARIES COLLECTION DEVELOPMENT POLICY

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## South Dublin County Libraries Mission Statement

“South Dublin County Libraries are cornerstones of their communities, enriching the fabric of the County through information and learning and by providing access to the world of ideas and information. The library service promotes lifelong learning, the love of reading, the possibilities of technology, and the exploration of ideas, culture and knowledge in vibrant inclusive libraries.” - *South Dublin Library Development Plan 2012-2016*

## Purpose of the Collection Development Policy

The Collection Development Policy sets out guidelines, procedures and objectives for the acquisition, management, promotion and disposal of library stock. Library stock is defined as materials, in all formats, acquired by South Dublin County Libraries including books, periodicals, audio-visual materials, electronic resources and online information.

The policy aims to ensure that the citizens of South Dublin County have access to a wide range of fiction and non-fiction stock in a variety of formats to meet their needs and interests.

## Objectives

- To promote a unified approach to the selection, acquisition, promotion and disposal of stock.
- To facilitate responsiveness to patron needs and interests.
- To foster a love of reading and to support lifelong learning.
- To ensure the effective and efficient use of resources.
- To ensure the collection is evaluated regularly with particular reference to currency, quality, subject coverage, strengths and weaknesses of the collection.

## Core Collections

- Book material – adult, young adult and children’s fiction and non-fiction.
- Non-book material – CDs, DVDs, software, games, maps.
- Specialist material – large print books, audio books, literacy materials, foreign language material.
- Reference materials – to include online resources, CDROM databases alongside relevant books.
- Electronic resources – please see ‘Electronic resources’ section below.

- Periodicals – selected to encompass wide subject coverage and reflect patron interests.
- Reference materials – to include online resources, CDROM databases alongside relevant books.
- Local studies – The Local Studies Collection is housed in The County Library, Tallaght. It contains material pertaining to the history of Dublin with particular emphasis on material relating to the history of South Dublin County. Smaller collections are available in each of our branch libraries.
- Irish language material: The library purchases Irish language titles of general interest and in a variety of formats. Emphasis will be placed on resources to assist learners of Irish at all levels, both in the form of courses and general reading material.

## Electronic resources

South Dublin County Libraries currently subscribes to a variety of online resources and reference materials either independently or as part of a national consortium. These resources can be accessed remotely via links on our website, [www.southdublinlibraries.ie](http://www.southdublinlibraries.ie), or in the branch on public access PCs. These resources both complement and supplement the physical stock available across the branch network and provide a more sustainable and long term method of providing materials, support resources and learning opportunities for our public. We also endeavour to preserve our heritage and our shared past by digitizing, as far as is practicable, content that is accessible to all about the area in which we live, work and play.

This method of service delivery ensures an extension to current library opening hours and exploits social media and mobile technology to deliver services where and when it is most convenient for our patrons.

Current subscriptions include:

- BorrowBox – e-audio books and e-books.
- Consumer Health Complete – articles, information and medical information.
- Encyclopaedia Britannica – junior, standard and advanced versions.
- Mango Languages – online learning for up to 80 languages.
- ProQuest – newspaper and journal articles for historical and up-to-date research.
- Irish Newspaper Archives – full text access to Irish newspapers\*\*
- JSTOR – journals and periodicals for local studies research\*\*
- Origins – Irish and British genealogy information\*\*
- Source – South Dublin County Libraries’ local studies digital archive.
- South Dublin – map viewer – historical maps of South Dublin County to the present day.
- Tumblebooks – e-books, audio books and videos for children.
- Universal Class – online learning for 100s of courses.
- Vision-net – Irish and UK company information.

- Who else writes like...? – a reader’s guide to fiction authors and genres.
- Who next...? – a guide to children’s authors and genres.
- Zinio – popular online magazines.

\*\* access in branch only.

## Stock Selection

We aim to provide access to a varied and comprehensive collection of books, periodicals and other resources to meet the cultural, recreational and information needs of the citizens of South Dublin County. Space limitations and budgetary constraints will be taken into account when selecting stock for purchase.

### Stock selection criteria

- Content – accurate, current, unbiased information with a bibliography/index where appropriate.
- How does the work compare with other titles available on the same subject?
- Reputation, skill and knowledge of the author.
- Format and presentation – appropriate size, durable binding, legible.
- Local material – written by local author or the subject matter relates to South Dublin County.
- Value for money.
- Present and potential community interest.

### Criteria used when selecting stock for children

- Accessible language.
- Relevant format.
- Engaging and stimulating content.
- Illustrations appropriate to the text.
- Appropriate for age group.
- Sensitive treatment of controversial topics.

### Criteria for selecting electronic resources

The criteria for subscription based online resources is that they should be:

- Competitively priced.
- Available remotely.
- Complement our existing physical collection or range of library activities.
- Easy to use.
- Appeal to a wide audience across a range of ages.

All our resources are reviewed periodically for usage and type of material covered and subscriptions may be allowed to lapse and/or subscriptions to new services made available.

### Categories of stock we do not purchase

Some books are unsuitable for public lending and will not be purchased. They include:

- Text books.
- Specialist books of academic interest.
- Books intended for a single user e.g. workbooks, diaries, colouring books.
- Gift books.
- Books with loose leaf or ring binding unless nothing else is available on the subject.
- Books with additional objects e.g. tarot cards, rune stones, stickers.
- Very inexpensive books with little intrinsic value.

### Stock selection methods

- Centralised ordering using journals, publishers' catalogues and booksellers' promotions.
- Suggestions for purchase from branches – all requested titles can be purchased if available and if they meet the criteria for selection.
- Patron requests.
- Standing orders with booksellers – for Irish interest titles, audio books and large print books.
- Showroom visits and visits to local book shops.

### Donations

Donations are accepted if they are of local interest or have a rarity value. They are accepted on the understanding that they become the property of the library service. Donated items will be sent to an appropriate branch/collection and may be disposed of in the same way as other library materials.

## Promotion of library materials

This is achieved by the following methods:

- Good signage.
- Attractive book displays.
- Promoting different sections and categories of stock.
- Bright, clean and well-presented stock.
- Attractively fitted buildings.
- Shelf guides – i.e. genre guides – to aid selection for the reader.
- Promotional events – author visits, booklists.
- Support reading groups and book clubs.

## Disposal of stock

Stock is reviewed regularly to ensure that it is in good physical condition and that it continues to be relevant to our collection. The withdrawal of outdated items helps to free up space for new titles. Replacement copies are purchased for items withdrawn due to poor condition if the items are still in demand. Withdrawn stock in good condition is offered to local schools, hospitals and day care centres. Stock in poor condition is sent for recycling.

Items are withdrawn from stock if they are:

- In poor physical condition.
- Out-of-date: if the information is incorrect or refers to out-dated equipment or processes, e.g. computers, technology.
- Dated: information is correct but the whole presentation is dated, e.g. fashion design.
- Duplicate copies not borrowed for one year.
- Titles superseded by newer editions.
- Lack of demand.