



SOUTH DUBLIN COUNTY LIBRARIES

COLLECTION DEVELOPMENT POLICY

2023 - 2026

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South Dublin County Libraries Mission Statement

We exist to inspire, support, and enable the people of South Dublin to live, learn and thrive. We do this by removing barriers to knowledge and information, by creating space to think, talk and explore and by being there if and when they need us. *South Dublin Libraries Development Plan 2023 – 2027 Our Libraries Our Future*

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, Neurodiverse toys, Codema energy kits, C-Pens, electronic resources and online information. This 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 user 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 reference to currency, quality, subject coverage, and the 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, C-Pens.
- Specialist material – large print books, audio books, literacy materials, foreign language material Energy Saving Kits.
- Electronic resources – please see ‘Electronic resources’ section below.
- Periodicals – selected to encompass wide subject coverage and reflect patron interests.
- 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.
- Neurodiverse South – This specialised collection of toys, equipment, and books are designed to offer support to children and adults with neurodiverse needs, learning difficulties, disabilities, or complex needs. This collection was chosen by staff in partnership with parents of neurodivergent children. The collection is available for borrowing across the library branch network in South Dublin County. Membership is free to any individual who lives, works or goes to school in South Dublin County. Terms and Conditions of use apply. To find out more information and to view the resource catalogue please click on the link. [Neurodiverse South - SDCC](#)

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, 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.
- Encyclopaedia Britannica – junior, standard and advanced versions.
- Transparent Languages – online learning for over 100 languages.
- Medici TV- Classical music online TV.
- PressReader – newspaper and journal articles for historical and up-to-date research.
- Irish Newspaper Archives – full text access to Irish newspapers**
- Irish Times Digital Archive – full text Irish Times digital archive from 1859 to the present**
- British Newspaper Archive – provides access to many British as well as Irish newspapers**
- JSTOR – journals and periodicals for local studies research**
- Find my Past - Irish family history website**
- 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.
- Moshi - online service for children.
- Ivox – Interactive story books for kids.
- Libby -eMagazines.
- LOTE4Kids - an online database of digital books in World Languages, that allows kids to enjoy the magic of books in LOTE (Languages Other Than English).

** access in branch only

Stock selection criteria

- Content – accurate, current, unbiased information with a bibliography/index where appropriate.
- Reputation, skill and knowledge of the author.
- Format and presentation – appropriate size, durable binding, clear and 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 tend not to 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 from supplier websites, 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.
- Borrower requests.
- Standing orders with booksellers – for audio and large print books.
- Occasional showroom visits.

Donations

Donations are accepted if they are of local interest or have a rarity value. They must be in good condition and suitable for public lending. 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.
- Social media including Facebook, Instagram, TikTok, and X
- Promotional events such as author visits.
- 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. Stock not circulating in a particular library branch can be easily transferred to other branches where demand exists. Disposal and transfer of stock decisions is based on staff knowledge and experience together with information gathered from stock management software. 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 six months.
- Titles superseded by newer editions.
- Lack of demand where items have not circulated for over two years.