Kilkenny Library Service

Collection Development Policy

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Introduction:

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 Kilkenny County Library including books, periodicals, audio-visual materials, electronic resources and online information.

Purpose of the Collection Development policy

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

 "A modern and well-resourced public library contributes to the social, economic and cultural wellbeing of communities. The public library supports people and communities through its civic presence. It provides information, supports learning and culture and is a focal point for a growing number of public services." *Our Public Libraries 2022 Inspiring, Connecting and Empowering Communities*

This policy is informed by:

- Kilkenny County Council Cultural Strategy Arts, Heritage and Libraries 2018-2022
- Kilkenny Library Service Delivery Report 2018
- Kilkenny Library Service Risk Register 2016
- Our Public Libraries 2022 – Inspiring, Connecting and Empowering Communities.

"The range of services provided by libraries continues to grow and providing access to literature and other quality reading materials remains a core function. The collections in Irish public libraries should be of the highest quality and must continue to develop to adapt to innovative technologies and the needs of the population." *Our Public Libraries 2022 – Inspiring, Connecting and Empowering Communities*

Objectives

Kilkenny County Library Service's Collection Development Policy aim is to support its mission and community role as outlined above. Within our resources, we provide a wide range and choice of quality stock keeping in mind the three strategic programmes, reading and literacy development, learning and information and community and culture as outlined in Our Public Libraries 2022.

This will;

- Encourage a love of reading and to support lifelong learning
- Inform and challenge, aiding informed life choices, critical thinking, active citizenship and intellectual freedom
- Assist personal development
- Extend literacy and encourage the reluctant reader
- To ensure the effective and efficient use of resources.
- Develop an audience and provide a source of inspiration and imagination for the Arts and Music
- Encourage economic activities and sustainable communities
- Promote accessibility and social inclusion thorough materials in different formats and reflecting community diversity
- Increase knowledge of local and other cultures and heritage
- Preserve and enhance the collective memory of Kilkenny City and County
- Ensure the collection is evaluated regularly with particular reference to currency, quality, strengths and weaknesses of the collection.

Collections

- Book Material – adult, young adult and children's fiction and non-fiction.
- Non-book material – music, film, other software.
- Specialist material – large print books, audio books, literacy materials, foreign language material.
- Reference materials – online resources. CDROM databases, audio local history
- Periodicals – newspapers selected to encompass wide subject coverage and reflect patron interests
- Local studies – the local studies collection is housed in Library Headquarters, Johns Green House. It contains material pertaining to the history of Kilkenny. 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 – Kilkenny County Library 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.kilkennylibrary.ie or in the branch on public access PCs
- Collections to support national initiatives: - Work Matters, Healthy Ireland at your Library and Right to Read Programme.

Selection Criteria

Kilkenny County 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 and recreational and information needs of library users are met.

General Criteria
- Professional judgment and awareness of staff
- Present and potential relevance to community needs
- Demand
- Local Author
- Long-term importance/interest, durability and stock gap
- Value for money
- Display and storage space availability

Content Criteria
- Reputation, authority and competence of the author
- Literary merit
- Technical quality
- Accuracy, currency and clarity of information
- Representation of diverse points of view

Local Studies and Archives

Kilkenny Local Studies' Department is a reference and research service dedicated to preserving and enhancing the collective memory of Kilkenny City and County. We offer access to the history and heritage of County Kilkenny and continuously collect, catalogue and preserve all types of Kilkenny-related material. The Library holds a wide range of material on the history, geography, antiquities, archaeology, folklore and culture of Kilkenny City and County. The collection consists of books, journals, newspapers, photographs, audio visual material, manuscripts, maps and microform.

Kilkenny County Library has a policy of collecting and recording the experiences and reminiscences of individuals and communities.

Kilkenny County Library Service within existing resources aims to acquire;

- 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 documents significant aspects of the history, social or cultural life of the local community and enhances the collection.

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The County Collection of Archives is stored off site but can be viewed at the Local Studies Department, so advance booking is essential.

The collection includes:

- Board of Guardians and Rural District Council Records
- Kilkenny County Council Records
- Kilkenny County Council Area Offices' Records
- Records of Callan Town Commissioners
- Grand Jury Presentments and Schedules

The Library has various collections s of assorted Kilkenny related business records, a small collection of Estate records, various Indentures, Letters, Wills etc. Details available at the Local Studies' Department.

Electronic Resources

Kilkenny County Library 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.kilkennylibrary.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 patrons.

"Investment in the latest ICT, equipment and software is crucial to developing the library as a provider of digital services, technology and digital skills development for communities" *Our Public Libraries 2022 – Inspiring, Connecting and Empowering Communities*

Subscriptions include:
- BorrowBox – e-audio books and e-books
- Encyclopaedia Britannica – junior, standard and advanced
- Mango Languages – 80 languages agailable online
- ProQuest – newspaper and journal articles for historical and up-to-date research
- Irish Newspaper Archives – full access to Irish newspapers *
- JSTOR – journals and periodicals for local studies research *
- Universal Class – online learning for 100s of courses
- American National Biography online
- Naxos Music Library
- Oxford bibliographies
- RB Digital Magazines – access to over 200 popular online magazines

* Access in branch only

Access to digitized collections is available on Kilkenny Digital Archive via the website www.kilkennylibrary.ie

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
- Competitively priced discounts for consortium purchase
- Equipment licensing and training requirements
- Available remotely
- Appeal to a wide audience

Purchasing and Acquisition Protocols

We are legally obliged to purchase materials from those library suppliers who have won national tendering contracts.

Library members try and provide the widest range and choice of stock while working within allocated resources. The purchase of stock is done in consultation with branch managers and linked to individual branch needs, budgetary resources and the stock collection policy.

The library service will do its utmost to ensure the per capita book fund target of €4 is reached as per recommendation in **'***Our Public Libraries 2022 – Inspiring, Connecting and Empowering Communities'***.

Donations

Kilkenny County Library Service welcome donations of material subject to our Donations Policy, see Kilkenny County Council Library Service Store Policy May 2017.

Stock Management

Kilkenny County Council allocates a budget annually for the purchase of library books, audio, film, music, newspapers and special collections.

Maximum use is now also made of the National Library Management System, Sierra when

ordering stock for patrons. This enhances the service we provide for patrons around the area of stock management.

Stock retention policy

Ideally a last copy of each lending title should be retained however with limited space this is not possible. Guidelines for stock retention and disposal of stock is outlined in *Kilkenny County Library Service Store Policy May 2017.*   Please refer to this policy.

Weeding

Weeding is an essential element of collection development that ensures library materials are useful and accessible.

Criteria used for weeding
- Age, condition and currency
- Staff members professional judgement
- Number of loans and availability through LMS

Disposal

Disposal refers to the complete removal of library material from the Library Service.

- Send to store if it meets criteria
- Donate to local institutions
- Withdraw for collection by Better World Books – they do not except encyclopaedia sets or periodicals
- Recycle
- All withdrawn stock to be stamped withdrawn.
- Material held in the store will also in turn be reassessed periodically for possible disposal

Stock Promotion and Training for Collection Development

Stock promotion is essential to encourage use of the library service and its collections.

This is achieved by;
- Ongoing displays in Branch Libraries
- Through library website and social media
- Through staff recommendations
- Local publications and media coverage
- Staff training
- Through the three strategic programmers outlined in Our Public Libraries 2022, reading and literacy development, learning and information and community and culture.

Staff training:

Authority for the selection and acquisition of materials rests with the Co. Librarian who delegates responsibility to designated staff members. In order to facilitate staff training and

professional development, where practicable, all grades are involved in the purchasing of stock

Conclusion

These guidelines will aid Kilkenny County 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.

Bibliography

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