

Kilkenny County Library Service Collection Development Policy

Kilkenny County Library Service Mission Statement:

“Kilkenny County Library Service aims to provide a quality accessible service which enhances the lives of the communities of Kilkenny, through the provision of a knowledge resource promoting imagination, lifelong learning, and culture”

(Wider Horizons: Library Development Plan 2009-2013. p 15)

The process and purpose of Library Collection Development:

Library Collection Development is the process of planning and acquiring a balanced collection of library materials in different formats - books, periodicals, online resources and other media etc.

Collections are developed through the purchase or acquisition of materials over a period of time, based on the assessment of the information needs of the library users and potential users.

The objective of this policy is to create a framework and guidelines to aid library staff in the selection and retention of material in order to maintain a relevant and evolving collection reflecting community diversity and need.

This policy is informed by:

- Wider Horizons: Library Development Plan 2009-2013
- Kilkenny Library Service Business Plan 2011
- Kilkenny Library Service Risk Register 2011
- Branching Out: Future Directions, 2008-2012

“Libraries are a valuable resource for the public they contribute significantly to the economic, social, cultural and environmental wellbeing of the local community.

Their traditional role in supporting high quality information services is very relevant in today’s society as more and more people wish to up skill/retrain and return to education. The library service has a massive potential to continue to support and encourage learning by acting as a beacon of information, knowledge and culture.

The Library’s collection is its prime asset and the key contributor to sustaining communities by meeting their need to access a wide variety of materials.” (Wider Horizons: Library Development Plan 2009-2013)

Objective and aims

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, which :

- Encourage a love of reading
- Educate and entertain, supporting lifelong learning and relaxation

- Inform and challenge, aiding informed life choices, critical thinking, active citizenship and intellectual freedom
- Assist personal development
- Extend literacy and encourage the reluctant reader
- Develop a wider reading outlook
- 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
- Enable and promote access and use of ICT and eGovernment

The Collection Development policy is divided into the following areas:

1. Selection Criteria
2. Purchasing and Acquisition Protocols
3. Newspapers and Periodicals
4. Audio and Alternative format resources
5. Music Resources
6. Local Studies and Archives
7. E –Services
8. Stock Management including stock rotation and retention of stock
9. Weeding and Disposal of materials
10. Stock Promotion and Training for Collection Development
11. Sharing resources and co-operation with other libraries or institutions
12. Evaluation and Review

1) Selection Criteria

Basic Selection Principles

“Every library user evaluates the range and quality of books and electronic media in an entirely subjective manner which poses one of the primary challenges for the Service. An increase in stock to serve more diverse needs and offer the widest range of content is clearly desirable.” (Wider Horizons: Library Development Plan 2009-2013. p 26)

Library staff use their training, knowledge and expertise to select material including some or all of the following criteria – as appropriate.

General Criteria:

- Responsiveness to current and anticipated individual and community needs
- Suitability of subject and style for intended audience
- Published and critical reviews and trade literature
- Long-term importance/interest and durability

- Relevance including: topical interest, local interest and stock gap
- Consideration of a variety of formats for accessibility, optimum use and future proofing
- Adding value to specialist collections
- Cost of purchase as against borrowing from other sources

Content Criteria:

- Reputation, authority and competence of the author and/or publisher
- Literary merit
- Accuracy, currency and clarity of information
- Presentation and Technical quality including typography and illustrations
- Representation of different viewpoints

Electronic Formats Criteria:

- Ease of Use
- Availability of multiple concurrent users
- 24/7 virtual access
- Reduction/elimination of multiple copies/multiple locations
- Equipment, licensing and training requirements
- Comparison to traditional format e.g. for space saving, speed, flexibility, combining of search terms, currency and completeness of version etc.
- Discounts for consortium purchase
- Ability to select/deselect individual titles or other contents element of a package deal

2. Purchasing and Acquisition Protocols

“The Library Service will do its utmost to ensure the per capita book fund target of €3.77 is reached as per recommendation in “Branching Out : Future Directions”, 2008-2012.” Wider Horizons: Library Development Plan 2009-2013, p15)

Library Management continually strive to maintain and improve Library Stock budgets. Within our resources we will try to provide the widest possible range and choice of stock.

The book fund is divided into Fiction, Non-Fiction and Children’s/Young Adult materials. Kilkenny Library Service will aim to spend 30% of the total annual stock budgets on books and other materials for children and young people

An allocation is also made available towards the purchase of multimedia material, materials in alternative formats and music collections.

Kilkenny Library Service develops –subject to available budgets- special collections responsive to community diversity and need. Those developed in recent times include a Traveller culture collection, a Deaf culture collection, Bibliotherapy collections, an Art Collection, a Childcare collection and bilingual picture books for children.

The book stock also offers much support for our library bookclubs.

The purchase of replacements for worn out or lost materials is subject to the same criteria as the purchasing of new materials .

Kilkenny Library Service order books and other library material from a number of different library suppliers. Materials are purchased on the basis of quality, choice, and value for money- including pricing and discounts. Other factors are assessed including range of stock, supplier's performance, supply times, requests and returns.

In order to reduce staff time spent on technical processing - where possible- books/library items are supplied fully processed with electronic catalogue records.

Library users may recommend additions to stock, which are considered in relation to their appropriateness to overall collection development, existing budgets, selection criteria and availability through other means.

Donations

The Library has limited resources to purchase stock. As a result stock donations from members of the public are increasingly an important element of our stock development. Similar criteria is observed as is pertinent in purchasing stock. Special emphasis is placed on the following when accepting items.

- Stock must be in good physical condition
- Non-book items must be in an accessible and up-to-date format
- Information must be up to date and relevant
- Items value to an individual branch

Offers of material are assessed on this basis. The Library reserves the right to decline material that does not match these criteria. The Library also reserves the right to decide the usage of all donated materials. This includes their location if incorporated into the Library. It may also include the sale of material for the benefit of the Library and its users or onward transfer to other agencies.

Archive collections pertaining to Kilkenny are accepted subject to budget, space and staffing resources. Financial assistance to the Library Service to help towards the cost of preserving, maintaining and making accessible such material is also welcome. Kilkenny Local Authorities do not currently employ an Archivist.

Joint Fiction Reserve donations

The Irish Joint Fiction Reserve Scheme was established in 1965 and is administered by An Chomhairle Leabharlanna on behalf of COLICO.

The Reserve consists of adult fiction held in reserve for interlending purposes. The allocations of the Reserve among the twenty four participating library authorities in the scheme are based on the letters of the alphabet, with each participant collecting and holding fiction by those authors which come within the letter or letters allocated. Additions to the Reserve are by direct purchase and by transfers of fiction between library authorities. The letter allocation for Kilkenny Libraries is PA-PK.

Kilkenny Libraries accepts transfers from other library authorities and retains a maximum of two copies of any relevant title in Adult and Young Adult Fiction

3. Newspapers and periodicals

All libraries stock a current weekly local newspaper and a national newspaper. The selection criteria reflect the needs of the local community subject to available financial resources.

The purchase of new periodicals is not possible in the current economic climate with the level of current stock budgets. However donations of periodicals and popular magazines from the Public are welcome.

Local historic newspapers on microfilm are available for reference in Kilkenny Library Service's Local Studies Department in Library H.Q. from Finns Leinster Journal 1767 to last year's Kilkenny People.

Information/Articles from the Irish Times and from International Newspapers and periodicals both current and retrospective can be accessed online in all our branches through the Irish Times Archive and Lexis Nexis and <http://www.jstor.org/> as well as through some free websites. Further details under Online Resources on www.kilkennylibrary.ie

4. Audio and Alternative Format Resources

Kilkenny Library Service promotes accessibility and social inclusion through materials in different formats, reflecting community diversity. Stock includes Large Print and audio collections, literacy collections and multi-media stock.

DVD's

Each branch stocks a selection of DVD's. Borrowers cannot self-issue DVD's they have to come to the issue desk. This should ensure that only Universally rated DVD's are borrowed by children and Young Adults.

Investment is centred around the following areas:

- Literary adaptations
- Education – reflective of the current school curriculum
- Non-Fiction

Audio books

A selection of audiobooks is available in each branch in CD, cassette and playaway formats. Future purchases may include downloadable versions of the same which will be made available through www.kilkennylibrary.ie

Assistive technologies

All branches offer a range of software for those with visual impairment or learning/literacy difficulties. These include:

- Kurzweil Software – converts print to speech
- Zoomtext Magnifier – enlarges print
- JAWS software – provides speech output from the screen.
- Literacy Software e.g. Wordshark, Starspell etc.

While our website www.kilkennylibrary.ie incorporates Browsealoud which highlights and reads web pages for those who find it difficult to read online.

5. **Music Resources**

The library service offers a wide range of music resources catering for a broad range of musical tastes. These are updated on a regular basis as budgets allow. Along with books they include:

- A large selection of CDs in all branches, including pop, rock, Irish artists, country and soundtracks
- Musical scores at Library H.Q.
- Naxos – online Music Library through www.kilkennylibrary.ie
- Music PAL – offering access to a range of Music libraries throughout Ireland-through our library branches.
- A new collection of items – at Library H.Q- of local interest including programmes from Kilkenny Musical Society, St. Mary’s Choral Society, Kilkenny Arts Week and the Kilkenny Choir.

6. **Local Studies and Archives**

Kilkenny Local Studies Department at Library H.Q. is a reference and research service dedicated to preserving and enhancing the collective memory of Kilkenny City and County. All types of material relating to Kilkenny are collected, preserved, catalogued and made available to the Public through it. This includes a wide range of material on the history, geography, antiquities, archaeology, folklore and culture etc. of Kilkenny City and County. The collection consists of books, journals, newspapers, photographs, audio visual material, manuscripts, maps and microform.

A small selection of ready reference local studies material about the locality is also available in each branch library .

Kilkenny County Library Service within existing resources aim to acquire.

- Books and other materials about Kilkenny, Kilkenny people, or subjects.
- Books and other material by Kilkenny writers
- Books and other materials printed or published in Kilkenny

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;

- Local Authority Records
- Board of Guardian Minute Books
- Register of Electors
- County and City Presentments
- Archives of Local Business
- Indentures Pertaining to Kilkenny.

Kilkenny Library Service operates procedures for preserving the most important of lending stock through the reserve stock collection. Local studies material is preserved through binding, microfilming and digitisation as dictated by format and available resources

6. E-Services

Kilkenny Library Service aims to use “Information Technology as a tool to improve and enhance library services utilising and embracing new technologies where feasible and appropriate” (Wider Horizons: Library Development Plan 2009-2013. p 24)

Kilkenny Library Service through www.kilkennylibrary.ie is developing an interactive online library, available 24/7, offering resources to a wider audience while promoting existing services and collections. This will incorporate social media, E-books, podcasts and other new technologies as they emerge.

7. Official Publications

A large proportion of government publications are now available online through the Irish Government website <http://www.gov.ie> – which is included on our library website and through <http://www.irishstatutebook.ie>.

8. Stock Management including stock rotation and retention of stock

Stock rotation procedures

With limited stock budgets we strive to make optimum use of our existing stock. Consequently we have programme of regular stock rotation to refresh our stock offerings at all service points .

This operates through a stock rotation collection based in Library H.Q which is viewed online or in person by Library staff from the different service points who can add and take from this collection as appropriate to the needs of their service point.

Good quality stock which one branch is finished with and which might be of interest to library users in other branches is sent in to Library H.Q. and added to the stock rotation collection.

The collection is updated regularly and items which are in the collection for more than 8 weeks and have not been chosen by other service points are then transferred if suitable to the Reserve stock at the City Store.

Adhoc stock swaps for specific stock areas e.g. Large Print, audiobooks, Westerns, Romances etc. are also undertaken between branches from time to time - as the need arises.

Stock retention policy

Ideally a last copy of each lending title should be retained however with limited space resources this is not possible. Therefore:

- At least one copy of any Irish interest titles is retained.
- For general lending stock, future utility is the criteria for retention and one copy of such Adult titles is retained.
- Juvenile stock is not kept.
- Large print and audiovisual materials are not kept.
- There is permanent retention of all IJFRS stock and Local Studies/Archival material
- Non current and IJFRS stock is kept in our Reserve Stock collection at the County Library Store. Items from this collection can be requested for loan through all library branches.

Weeding

Weeding- the removal of stock from library shelves- is an essential element of collection development that ensures that library materials are useful and accessible by the removal of outdated and unattractive stock which take up shelf space.

Criteria used for weeding stock include:

- number of loans
- age, condition and currency
- Availability elsewhere other editions, branches and inter-library loan
- Staff member's professional judgement

Weeded stock may be:

- Sent to Library H.Q. for possible stock rotation,
- Sent to Library Store for possible reserve stock for IJFR collection

Disposal

Disposal refers to the complete removal of library material from the Library Service. Weeded stock which is not deemed suitable for stock rotation, reserve stock or for the IJFR scheme may be withdrawn from the catalogue and disposed as follows

- Items which could have further use outside of the library service are given to local/other institutions or sold at ongoing or once off sales in the library
- Items which are in extremely poor condition and therefore have no future use are sent for recycling

9. Stock Promotion and Training for Collection Development

Stock promotion is essential to encourage use of the library service and its collections. This is achieved through:

- Ongoing Displays in Branch Libraries
- Through the Reader Development Programme which includes Library events and author visits
- Through the library book clubs
- Through the local media
- Through the library website and social media etc.
- Through staff recommendations

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.

Frontline:

A number of Kilkenny Library staff have successfully completed the Frontline interactive online reader development training course designed by the U.K Opening the Book and made available through An Chomhairle Leabharlanna. They gained practical skills into aspects of reader and collection development. Participants explored: different readers needs; personal attitudes to reading; the job-related skills of working with books; the power of reader-to-reader promotion and stock awareness. They also did book displays and put together a small-scale promotion for a targeted audience. It is intended that more library staff will complete this course.

10. Sharing resources and co-operation with other libraries or institutions

It is not possible for a library service to be able to supply all items requested from their own resources. In order to enhance and extend the service we provide to our users we link with other libraries and institutions through

- Interlending Services www.borrowbooks.ie with other Irish Public Libraries and the British Library Document Supply Centre for the UK.
- Music PAL – offering access to a range of libraries including academic and special- throughout Ireland, via Library H.Q.

Future methods of co-operation and partnerships will be investigated as opportunities arise including co-operative purchasing agreements to optimise our financial and information resources.

11. Evaluation and Review

The Horizon Library Management System offers some statistics on the use of library collections which can assist in stock evaluation and informed collection development.

This policy will be reviewed and revised as necessary to ensure its continued relevance as a framework document with guidelines for library staff for ongoing Collection Development.

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