Fingal County Council Libraries

Collection Development Policy

Purpose:

This policy acts as a framework document to determine the selection, maintenance, retention and disposal of materials held in Fingal County Libraries' collections. It provides staff members with professional guidelines while acquainting stakeholders with our methodology. Ultimately, our Collection Development Policy enables us to provide the best possible service to our borrowers in accordance with our mission to provide for their life-long educational, recreational and informational needs.

Objectives:

Fingal County Libraries recognise the changing needs of our borrowers and endeavour to meet those needs. We further recognise that technology is ever-evolving and we must stay relevant in the formats and materials we offer. When using the term 'materials' in this policy, we intend the term to include print, audio-visual and digital items. Fingal Libraries prides itself on its innovative stance on collection management and we intend to build on that innovation by continuing to provide state-of-the-art electronic services in conjunction with more traditional formats.

We further recognise that as Fingal's population increases, our collection must reflect the increasingly diverse needs of our borrowers. Our collections will, as far as is practical, meet distinct demographic, linguistic and cultural requirements. We will also serve the different needs of varying age groups and appreciate that the needs of our youngest borrowers are as relevant as those of borrowers who have been using our services for decades.

Realistically, however, library materials are selected on the basis of their information, educational and recreational merits and are designed to meet the needs of a broad populace. Our remit requires an emphasis on materials that will be of value to the general public.

Acquisitions:

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

While the Acquisitions section is primarily involved in book purchasing, branch library staff members play a strong role in requesting specific stock for their branch materials. Branch staff members are also the conduit through which borrower suggestions for purchase are made. Borrowers' suggestions for purchase will be reviewed by Acquisitions staff members for inclusion in the collection. Suggestions are subject to regular selection criteria.

Selection:

Criteria for selection of materials include the following:

- Relevance to the interests and needs of the community
- Suitability of subject, style and level for intended audience
- Suitability of format to Library circulation and use
- Price, availability and Acquisitions budget
- Reputation and qualifications of editor, author or publisher
- Accuracy, reliability and currency of material
- Ability to fill a subject gap
- Local significance of the subject or author
- Cultural interest of the subject or author
- Relevance to the existing collection's strengths and weaknesses
- Updating and replacing older material

Deselection:

A modern, relevant and broad-ranging collection can only be maintained through continual professional appraisal. Deselection of library materials is carried out to keep collections responsive to borrower needs. Deselection is an ongoing process and is the responsibility of library staff members acting in accordance with the following criteria:

- Damage or poor physical condition
- Outdated or ephemeral material
- Past use and expected future use
- Assessment of educational, recreational and informational relevance
- Replacement by newer edition and/or availability of more up-to-date subject material
- Availability elsewhere
- Availability of shelf-space and/or storage
- Duplication of copies
- Relevance to the scope of a special collection

Collections:

Fingal Libraries' general collection comprises of fiction, non-fiction and reference material specifically categorised for the varying needs of adults, teenagers and children. Our audio-visual material comprises of music CDs, talking books on CD and DVDs. Fingal Libraries also work with specialist suppliers to provide downloadable material, thus allowing for access beyond actual library branches.

Fingal's eServices continue to expand. The Fingal Library App allows borrowers to download eBooks and eAudiobooks, as well as digital comics, newspapers and magazines. These digital materials are

separate to our database access to online resources such as encyclopaedias, business data, language learning and educational courses.

Special Collections:

Early Years Collection: Fingal Libraries offer a core collection of books suitable for use from Birth to Six Years. This collection contains sets of books available for lending and which can be used in a classroom or playschool setting and will comprise of 10, 20 or 30 copies of each title.

Bibliotherapy Collection: We offer a collection of 38 titles recommended by health professions. The titles cover a broad-range of subjects such as depression, anxiety, bereavement and eating disorders. They are intended for general lending.

Travel Collection: We hold a collection of classic travel writing, dating back decades. It is considered a unique resource for researchers and writers. The collection is stored off-site and can be accessed via staff requests.

Irish Joint Fiction Reserve (IHFR) Collection: Under an agreement with other library authorities, Fingal has responsibility for preserving and housing fiction materials for authors whose surnames begin with W. The Joint Fiction Reserves exist to preserve and make available for public library borrowers out-of-print works of fiction. Titles are stored off-site and are available via staff requests.

Work Matters Collection: the Work Matters collections offer books and reference materials, newspapers, journals and online resources for people seeking advice on employment, career development and business enterprise. Held in Blanchardstown and Balbriggan libraries, stock is available for general lending.

Local Studies and Archives: Our special collections include the Cloghran Stud Records, Cumann na mBan correspondence and memorabilia, Thomas Ashe collection, Fingal Sports collection and a selection of the Talbots of Malahide estate papers on CD. Local studies reference materials are accessible by appointment. Our archival stock includes The Hely-Hutchinson Collection; The Fingall Estate Papers; the Papers of the Hamilton Estate, Barons of Abbottstown; the Records of Cloghran Stud; papers relating to the Battle of Ashbourne 1916, and Bridgid Connolly; the Shackleton Mill Archives, the Minutes of the Fingal Farming Society, and a number of small collections. It may also be consulted by appointment.

Donations:

We welcome donations of materials that can be integrated into existing collections and that fit collection development policies. Acceptance, classifications, shelving, access, location and disposal will be determined by Fingal County Libraries.

Review:

This policy will be reviewed periodically to ensure that it is responsive to the changing needs of Fingal County Libraries' staff members and stakeholders.

Appendices:

Appendix A: Statutory and policy documents:

Public Libraries Act, 1947:
http://www.irishstatutebook.ie/eli/1947/act/40/enacted/en/print

LGMA:
Opportunities for All The public library as a catalyst for economic, social and cultural development:
http://www.lgma.ie/sites/default/files/public_libraries_strategy_2013_2017.pdf

Fingal County Council Annual Service Delivery Plan 2017:
http://www.fingalcoco.ie/media/FCC%20Annual%20Service%20Delivery%20Plan%202017.pdf

IFLA Guidelines:
Guidelines for a Collection Development Policy using the Conspectus Model:
http://www.ifla.org/files/assets/acquisition-collection-development/publications/gcdp-en.pdf

Gifts for the Collections: Guidelines for Libraries:
http://www.ifla.org/files/assets/hq/publications/professional-report/112.pdf