

Dublin City Council Public Libraries

Collection Development Policy



Contents

Introduction.....	3
Purpose of Collection Development Policy.....	3
Collection Objectives.....	4
Budget	5
Acquisition.....	5
Selection.....	5
Distribution of materials throughout library branches.....	9
Withdrawal of stock	10
Reservations and inter-library lending.....	10
Donations and gifts	11
Presentation, promotion and marketing	11
The Collections	12
Count of current holdings	12
Special collections	13
Periodicals / Magazines.....	15
Newspapers.....	16
Electronic resources	17
Appendices	19
Appendix A: List of statutory and policy documents	19
Appendix B: Contracted Suppliers.....	20
Appendix C: Donations Policy.....	22
Appendix D: Dublin and Irish Collections	23

Introduction

In devising this collection development policy, Dublin City Council Public Libraries (DCPL) has regard to its statutory obligations as a public library service and to the role of a public library service in fostering and maintaining a democratic society. It is underpinned by philosophies of sustainability, social inclusion, accessibility, well-being and quality of life.

The collections of DCPL are developed, maintained and preserved in support of the library vision as outlined in the development plan:

‘Through its collections, resources and cultural programmes, (DCPL) provides free and equal access to information, ideas and a range of learning and self-development opportunities, targeted to meet the needs and interests of people at all ages, stages and levels of ability. These include the reader, the learner, the jobseeker, the student, the researcher, the entrepreneur, the business community, the artist, the cultural tourist, the genealogist, the hobbyist and more’.

‘Theme – Access to ideas, information and imagination, Objective 1

Provide diverse resources for citizens to enable them to maximise their potential, to participate in decision-making, to access education and to contribute to the cultural life of the city.’

What is the stars: a development plan for Dublin City Public Libraries 2012 – 2016.

‘We are committed to providing services for every one of all ages and all abilities. We respect and value individuals and communities and seek to promote equality and diversity in the services we offer’

Dublin City Council Public Libraries Equality Statement, 2015

(See **Appendix A** for a full listing of statutory and policy documents.)

Purpose of Collection Development Policy

This Collection Development Policy provides the strategic framework for all decisions and processes related to stock procurement and management, both at the current time and into the foreseeable future.

It is addressed to all users and potential users of the Dublin City Council Public Libraries’ service, Dublin City Councillors, staff of Dublin City Council Public Libraries, suppliers, publishers, authors and all stakeholders.

It includes a description of how material is acquired, what selection criteria are applied, withdrawal and disposal methods, how the collections are promoted and descriptions of the current collections.

Stock is defined as all materials provided by the library service including books, journals, reference information, audio and visual materials, electronic and online information. The words stock / materials / collections are used and all are interchangeable.

We will evaluate and revise this Collection Development Policy as necessary to ensure relevancy and to take account of future needs and developments.


Collection Objectives

Dublin City Council Public Libraries is the library service of the capital city serving a resident population of over half a million people (527,612 Census 2011), as well as visitors, workers and students. The collections developed and retained take into account the many and various users and groups of all ages and abilities. Materials in multiple formats are included to ensure the widest possible access for all in line with DCPL's equality ethos.

We also focus on and give priority to literary works, both current and classic, in support of Dublin's designation as a UNESCO City of Literature.


In building the collection we have two goals, one long-term and one more short-term:

- 1) The long-term goal is to acquire and hold all titles, new and old, published on Dublin, whether non-fiction or fiction. We hold all these titles in perpetuity for the interest of current and future generations. Similarly, titles of Irish interest to form a context for this historical collection of Dublin interest are held in perpetuity. In order to preserve these titles, they are not available for loan, but are available to be consulted in Dublin City Library and Archive, Pearse Street.
- 2) The more short-term goal is to ensure that a variety of titles across a broad range of non-fiction subjects and fiction genres is available in a diversity of formats and in sufficient quantities to meet the needs and interests of the citizens of Dublin. Choice and diversity are the key issues here. These titles are reviewed and refreshed on an on-going basis. These titles are available for loan throughout the branch library network.



“A good book, he had concluded, leaves you wanting to reread the book. A great book compels you to reread your own soul.”

The Narrow Road to the Deep North
By Richard Flanagan



Budget

Dublin City Council allocates a budget annually for the purchase of library books, audio and visual materials, journals / periodicals / newspapers etc. Allocation is dependent on the overall economic environment and the financial situation of the council. Dublin City Council budgets, including those for library materials, are passed by the City Councillors annually and are available for public consultation.

Acquisition

We acquire material in the following ways:

Tendering

Dublin City Council Public Libraries, in compliance with EU regulation, is committed to tendering for the supply of library materials. This ensures that efficient, effective and economic benefits are achieved in the spending of the budget allocation. The most recent tender competition was run in 2011 for the supply of books, audio books and DVDs. The suppliers who were successful in that competition are contracted to supply until 2015. (See **Appendix B** for details.)

Specialist material – antiquarian books etc.

A tender for inclusion on the panel of suppliers of special materials for the Dublin and Irish Collections is published yearly. Any interested supplier can apply to be included on the panel. All purchasing of old and rare books on Dublin is done from catalogues supplied by companies on the panel. (See **Appendix B** for details.)

We do not purchase directly from authors, publishers or agents.

Donations

We accept donations of books subject to several criteria (See **Appendix C** for details.)

We are actively interested in receiving donations of any Dublin or Irish titles which we do not already have in stock.

Renting

We currently rent some foreign language fiction books. We consider this to be the most cost-effective way of ensuring an ongoing supply of new titles across a variety of languages. Rented titles are refreshed twice yearly.

Selection

As so many titles are published each year, it is not possible to buy copies of them all (149,800 titles were published in the UK and Ireland in 2012 - source Nielsen). In choosing what titles are purchased we are mindful of considerations of budget and space and within this we aim to ensure:

- a balanced and broad range of subjects
- titles are available at all reading levels
- titles are available at all interest levels, from leisure to in-depth study
- fiction in all genres is available, from popular to literary, as befits Dublin, UNESCO City of Literature
- a variety of formats is made available

In the spirit of free and informed discussion, we aim to provide books on a wide array of religious and political views. The library service does not endorse or promote any particular political, social or religious ideology. We leave the choice of reading material to be borrowed to the discretion of the adult borrower; guidance in the choice of reading materials for children is the sole responsibility of the child's parent or guardian.

We choose titles for their literary, cultural and recreational relevance and for their information and learning value, ensuring that new and exciting writing in all genres is made available and also that the tried-and-true classics in all subjects and genres remain available.

In developing the overall collection we select from

- listings of newly published titles including audio and visual titles
- titles of current interest
- older titles in order to replace well-used popular titles

We have a central team assigned to selection, with input and suggestions from members of the public and library staff. We welcome requests for items not in stock and purchase suggestions from members of the public. We analyse statistics of usage to identify titles in heavy demand, to inform decisions on purchasing additional copies or new copies to replace heavily used copies.

Criteria for selection

When selecting individual book titles we take into account a wide range of criteria to inform the decision. These include:

- Is the content accurate and current?
- Is the format suitable?
- Is the presentation clear and legible?
- Does it represent value for money? – especially if there are many titles on the same subject
- How does it compare with other titles on the same subject?
- Is the author known and in demand? While this does not preclude the purchase of debut works, it might influence the number of copies purchased.

We consider some books to be unsuitable in the context of public lending. In the main these will not be provided. They include:

- 2nd or 3rd level textbooks
- Books intended for a single user e.g. workbooks, diaries
- Books with spiral binding – unless there is nothing else available on the topic
- Gift books/ coffee table books – with little intrinsic information
- Books of specialised academic interest
- Books with additional objects e.g. stickers, cards, gifts

When selecting DVD titles we take into account the following criteria:

- Does the title have a literary connection, i.e. is it based on a novel or play?
- Does it have historical content?
- Does it have an Irish connection?
- Is it a World Cinema title?
- Is it a TV box set?
- Has it been classified by Irish Film Classification Office (IFCO)–rating of either P, PG, 12 or 15
- Is it a title with informational content of interest from a leisure or educational perspective?

When selecting audio books we focus mainly on fiction titles across the full spread of genres including crime, thrillers, romances and classics. We also select a small number of non-fiction items in subjects of interest to borrowers. We focus on un-abridged audio books.

When selecting language learning materials we aim to ensure that an extensive range of languages will be covered, in various levels of ability, including learning English as a second language.

When selecting children's material, both fiction and non-fiction, we aim to provide a broad range of subjects and an exciting collection of fiction authors to include board books for babies, first readers and titles for the confident reader. When selecting individual children's titles we take into consideration the criteria listed above for adult material, and also the following:

- Language: is the language used appropriate for the target age-group?
- Illustrations: are the illustrations appropriate for the text?
- Presentation: are the illustrations and layout clear, engaging and stimulating?
- Links to curriculum: is the topic one that is covered on the school curriculum?

Sources for book selection

We use various sources of information when making selections including the following:

- Full listings of monthly forthcoming books
- Listings of all books in print
- Reviews in newspapers, trade magazines, online
- Borrower requests / purchase suggestions

Standing orders

We issue standing orders for material for which no selection is necessary i.e. where, in line with policy, all publications in a particular category are purchased.

Currently standing orders are issued for:

- all books published in Ireland relating to Dublin or Ireland
- all books published in the Irish language (other than school books and academic titles)
- books published by the Economic and Social Research Institute and the Institute of Public Administration
- a subsection of Government publications
- copies of annual bound collections of Statutes and Acts of the Oireachtas

Formats

We provide materials in a range of formats to improve choice and coverage and to meet special needs. Technological and cultural changes affecting the relevance and availability of specific formats will be closely monitored. New formats will be provided as they become available and come into general use and older ones will no longer be provided as their use decreases. The formats available in DCPL include:

Books <ul style="list-style-type: none">• Hardback• Trade paperbacks• Regular paperbacks• Large Print• Graphic format• Easy readers for adults and basic education support materials• Easy readers for children learning to read	Other Printed items <ul style="list-style-type: none">• Newspapers• Periodicals / magazines• Maps• Sheet music
Audio <ul style="list-style-type: none">• Unabridged audio books on CD, MP3 player, MP3 file on CD• Music CD recordings• Language learning on CD and MP3 player	Visual <ul style="list-style-type: none">• DVDs
E-Books <ul style="list-style-type: none">• DCPL will provide a service when a sustainable model emerges that meets user needs	Electronic Resources <ul style="list-style-type: none">• CD-Roms• Access to electronic databases – 3rd party or developed by DCPL• Access to online language learning

Languages

The bulk of materials collected and made available are in English but we provide reading materials in a variety of languages to reflect the languages spoken by the people who live and work in Dublin City. In addition we purchase copies of all titles published in the Irish language other than school text books and we provide children's dual language books.

Distribution of materials throughout library branches

We take a city-wide view of the collection which means that all materials belong to a single collection and are not the property of an individual branch library, although allocated to a branch library for ease of administration.

Decisions on the quantity of titles held in individual branch libraries are influenced by the physical size of the library and the number of opening hours.

The selection team takes into consideration the profile of the local community produced by branch managers when allocating titles to a branch.

Access

Stock is available for both lending and reference in 21 branch libraries throughout the city, and also on two mobile library vans servicing thirty-two stops. Stock in branch libraries includes adult, children and young adult materials across all subject areas and formats.

All branch libraries hold lending material and material that is for reference in the branch i.e. not for lending.

All branch libraries also hold newspapers and magazines as well as computers with access to many online services / databases.

The Central Library, ILAC Centre, Henry Street, Dublin 1, houses the Music Library collection, the Business Information Centre, specialist language learning facilities (Open Learning Centre), as well as general lending and reference collections.

Dublin City Library and Archive in Pearse Street houses the Dublin and Irish Collections, the International IMPAC Dublin Literary Award Collection and the Children's Irish Collection.

Non-fiction stock in all branches is arranged by the Dewey Decimal Classification system – an ordering system whereby subjects are given a number. Explanatory guides are available in all branches. Fiction stock is arranged alphabetically by author.

Other formats - large print, easy readers, audio materials, visual materials etc. are usually shelved separately. Signs are on display in each branch library to assist members of the public.

The library catalogue is available for searching in all branches. It is also available online at www.dublincitypubliclibraries.ie

Recovery and security

The library collection is a valuable asset. We have a range of procedures to safeguard library items including:

- Vigilance of staff
- Security systems
- Rare and valuable items may not be on open access

We also have procedures for recovering items on loan beyond their due date including:

- Sending of overdue notices
- Sending solicitor's letters if necessary

We aim to ensure that library titles are available for borrowing by keeping them in active circulation and charge fines to encourage the prompt return of borrowed items.

Withdrawal of stock

We review stock to ensure that it continues to be relevant and that it is physically fit for purpose. We use information from the library computer system to help us make decisions about the need for additional copies, replacement of heavily used items, withdrawal of outdated titles and titles no longer of interest. Withdrawing materials frees up space for new materials and helps to maintain the overall quality of the collection.

When considering titles to be withdrawn we ask the following questions:

- Is the title still being used?
- Are all copies of the title still required?
- Is the content still relevant?
- Are there newer editions?
- Is the item in poor physical condition?

When we withdraw items from stock in branch libraries we use various disposal methods including the following:

- Keep in storage
- Donate to local institutions e.g. schools, youth centres, community centres, day centres etc.
- Sell
- Recycle

Santry Book Store

Material removed from open shelving in branch libraries may be held in our book store (currently in Santry). These items are available for lending on request and are listed on the online catalogue.

Currently the book store holds:

- 2 copies of fiction titles by all Dublin / Irish authors.
- 2 copies of titles where the author surname begins with the letters L and M – this is DCPL's contribution to the Irish Joint Fiction Reserve Scheme – a joint co-operative project of the public libraries in Ireland to maintain access to fiction that is out-of-print, or not of current interest.
- 2 copies of all Dublin / Irish interest non-fiction material.

Reservations and inter-library lending

No library service can be self-sufficient in stock and Dublin City Council Public Libraries is no exception. We welcome requests from borrowers for items not in stock and deal with requests as follows:

- we will purchase and add to stock if the title is available for purchase and meets standard selection criteria
- we will borrow the title from another library, if possible, if it is not available for purchase or is considered unsuitable

We use the following inter-library loan (ILL) services:

- Borrowbooks.ie: a cooperative venture between the public libraries of Ireland
- Talis and the British Library: which provide access to the holdings of both public and academic libraries in Ireland and the UK

We apply charges for ILL services.

Donations and gifts

We welcome offers to donate materials subject to standard selection criteria. (See **Appendix C** for full details.) We may dispose of unsolicited donations after 3 months.


Presentation, promotion and marketing

We use a range of methods to draw your attention to stock including:

- Major promotions such as the annual ***Dublin One City One Book***, the longlist, shortlist and winner of the ***International Dublin IMPAC Literary Award***, and the annual ***City Wide Children's reading promotion***
- Displays of books on topical issues in local branch libraries e.g. new books, quick picks, recommended reads etc
- Recommended reading lists on online catalogue covering topical issues, most popular reads, latest books, award winners etc.
- Blogs on www.dublincitypubliclibraries.com
- Reader advisory work such as author visits, book clubs etc. (Details on website)
- Signage

Staff and training

All library staff are involved in stock management and maintenance, from those involved in the stock selection team, to those serving the public in branch libraries. Staff can avail of training related to display, reader development and stock management.



“I like your display sections very much and it makes it easier to browse or pick up a book on a whim”

Central Library user



The Collections

Count of current holdings

Below is a count of current collections for 2013 across all branches, including descriptions of special collections:

Books

Reference (adult & children's)	247,663
Adult non-fiction (lending)	564,873
Adult fiction (lending)	204,447
Children's (lending)	233,627

Audio

Books	33,128
Recorded music	18,300
Language learning sets	3,248

Visual materials

DVDs	49,573
------	--------

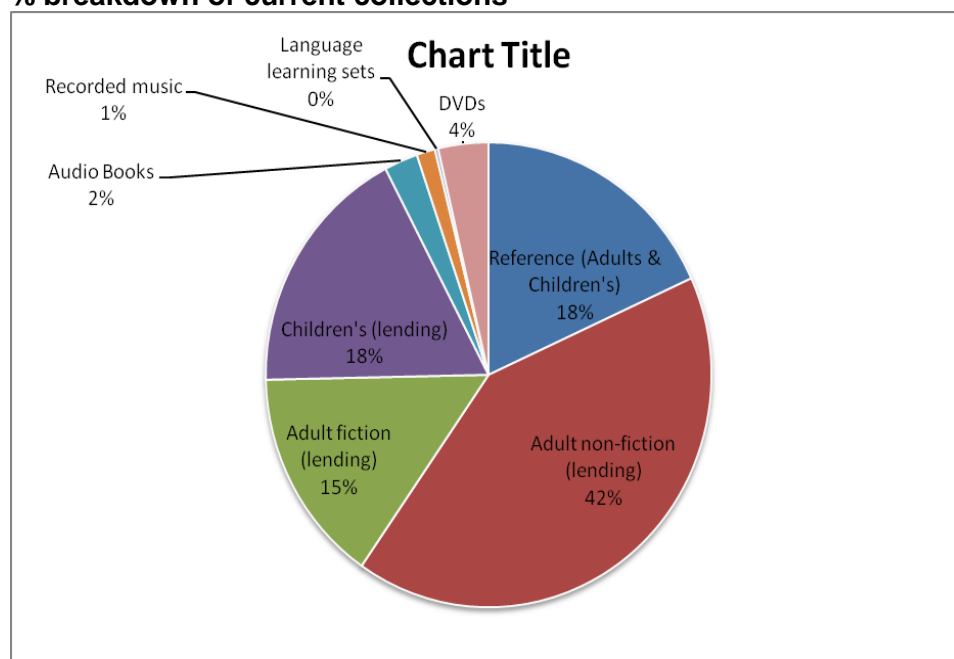
Electronic resources

Access to online resources / databases	17
--	----

Journals / Periodicals

Subscriptions	496
Titles	263

% breakdown of current collections



Special collections

The above figures include counts for all stock including the holdings of the following special collections:

Dublin and Irish Collections

Number of items: 119,252 on online catalogue
125,000 (estimated) on card catalogue

Location: Reading Room, Dublin City Library and Archive, 138 – 144 Pearse Street, Dublin 2

The Dublin and Irish Collections is a significant research collection of current and older material, including early printed books and manuscripts about Dublin. The Irish Collection provides background and context for the Dublin Collection. There are a number of discrete collections purchased or received by donation, the most important being the Gilbert Library and the Dix Collection. We purchase materials to add to this collection on an on-going basis. This collection is not for lending but is available for consultation in the Reading Room, Pearse Street. Items in the collection are not available on open access and items required by readers will be retrieved by staff members and brought to them. (For a full description see **Appendix D.**)

Business Information Collection

Number of items: 12,613

Location: Central Library, ILAC Centre, Henry Street, Dublin 1

The focus of the Business Library Collection is on current, relevant information on topics such as company and market research information, career options and development and starting a business. The collection consists of books, directories, journals and access to online databases. We purchase materials to add to this collection on an on-going basis. This collection is not for lending but is available for consultation / reference.

Children's Irish and International Collections

Number of items: 12,324

Location: Dublin City Library and Archive, 138 – 144 Pearse Street, Dublin 2 and Santry Book Store

The Children's Irish and International collection consists of children's fiction and non-fiction by Irish authors, or with an Irish theme, published in Ireland or abroad from the late 1970s to the present day. The collection also includes best examples of international literature and award winning titles. We purchase materials to add to this collection on an on-going basis. This collection is not for lending but is available for consultation / reference on request.

Dublin Literary Award Collection

Number of items: 5,055

Location: Dublin City Library and Archive, 138 – 144 Pearse Street, Dublin 2

The Dublin Literary Award collection consists of two copies of all titles nominated for the International IMPAC Dublin Literary Award from 1996 to date. This collection is added to yearly, with copies donated by the participating publishers. It is not for lending but is available for consultation / reference on request.

Music Collection

Number of items: Scores 13,092
Music CDs 10,674
Music DVDs 1,146

Location: Central Library, ILAC Centre, Henry Street, Dublin 1

The Music Collection is a collection of both print materials and recordings. Print materials include scores, miniature study scores, sheet music for various instruments, libretti and sacred music and a broad range of music journals. Recordings cover a wide range of genres, including classical, traditional Irish, world, jazz, popular, easy listening, and sacred. We purchase materials to add to this collection on an on-going basis. This is a lending collection on open access.

Bibliotherapy Collection

Number of items: Multiple copies of 38 titles
Location: Housed in all branch libraries throughout the city

The Bibliotherapy Collection consists of 38 titles recommended by GPs or other health professionals, covering areas such as depression, anxiety, stress, self esteem, eating disorders and obsessive behaviour. This is a lending collection on open access and books are available for borrowing in branch libraries throughout the city.

Rosetta Collection

Number of items: 1,350
Location: Central Library, ILAC Centre, Henry Street, Dublin 1

The Rosetta Collection is a collection of contemporary Irish writing translated into more than thirty languages. The translations are funded by the *Ireland Literature Exchange*, which donates copies to the public library services annually. It includes both household names and lesser known authors, and makes Irish writing available to a world audience in Dublin. Additional titles are added to the collection on an on-going basis. This is a lending collection on open access.

Sé Geraghty Collection

Number of items: 5,740
Location: Ballyfermot Library, Dublin 10

The Sé Geraghty Collection consists of Irish history books and books relating to Dublin collected by the late Sé Geraghty and donated by his partner, Alice Hanratty, to Dublin City Council Public Libraries in 2009. This collection is not for lending but is available for consultation / reference on open access.

WHO Collection

Number of items: 582
Location: Central Library, ILAC Centre, Henry Street, Dublin 1

DCPL is a documentation repository (since 1992) for titles published by the World Health Organisation (WHO). The WHO donates titles on an on-going basis, as they are published. This collection is not for lending but is available for consultation / reference on open access.

ENFO Collection

Number of items: 2,554

Location: Cabra Bibliographic Centre, Navan Road, Dublin 7

The ENFO collection of books and periodicals of specialist, technical interest on environmental issues was donated to DCPL on the closure of the ENFO library in 2009, which operated under the auspices of the Department of the Environment, Community and Local Government. This collection is not for lending but is available for consultation / reference on request.

Staff Libraries

Number of items: 13,165

Location: Dublin City Library and Archive, Pearse Street, Dublin 1 and Dublin City Council, Civic Offices, Fishamble Street, Dublin 8.

The staff libraries in both Pearse Street and Fishamble Street focus on titles of professional interest for the continual professional development of staff. These collections are not for lending but are available for consultation / reference on request.

Periodicals / Magazines

Periodicals / magazines are available for consultation in both branch libraries and also in some of the special collections. The total number of titles available is 263.

The Dublin and Irish Collections in Pearse Street have a total of 93 titles. These titles are of Dublin interest and also a range of Irish periodicals relating to culture and heritage. There are also titles on subjects held by the book collection, such as history, archaeology, literature, art, architecture, theatre and sport. Periodicals in the Dublin / Irish collections are bound and held for research purposes and new Irish titles are added where the subject matter fits with the focus of the current collection.

The Business Information Centre, in the Central Library has 80 titles. These titles have a business, marketing and financial focus. Titles are held for approximately two years and then discarded.

The Music Library, in the Central Library, has 15 titles with a music focus.

Branch libraries hold 75 titles. These titles may be available in more than one library or may be unique to that library. The focus is on leisure titles as identified by branch managers to reflect local interest and demand, and titles are continually reviewed to ensure that they meet local interest. Titles are held for approximately one year and then discarded.

Staff Libraries, in Pearse Street and Civic Offices hold 53 titles all of professional interest across subject areas such as library science, architecture, engineering, planning and public administration.

Newspapers


Dublin City Council Public Libraries also holds extensive collections of newspapers, available in a mix of print versions and via online access.

Current newspapers

- Current national daily and Sunday newspapers are available in the Business Information Centre, Central Library, ILAC Centre and are held for a few months
- A daily newspaper is available in all branch libraries
- A selection of foreign language newspapers is available in the Open Learning Centre, Central Library.

Back issues of newspapers

- The Reading Room in Dublin City Library and Archive in Pearse Street collects several newspapers, both local and national, and they are available for consultation in either bound hardcopy or microfilm formats. These newspaper collections include 18th century papers and Irish literary and political newspapers since 1900.
- Full-text articles from back issues of newspapers are available in all branch libraries via the Irish Times Digital Archive and the Irish Newspaper Archive (see full e-resource listings details below)



“I am an avid reader
and the library
really meets my
needs”

Central Library reader



Electronic resources

We subscribe to many online databases. This is an area of rapid change and development. We will continue to provide access to information in electronic format, sometimes replacing printed versions, following developments in the wider publishing environment.

We currently subscribe to:

Title	Availability	Description
Encyclopaedia Britannica	online in all branch libraries and at home by library members	Full-text adult, student and children's version
Emerald suite of journals	online in all branch libraries	240+ full-text journals covering subjects such as business and management, accounting, economics, marketing, library and information science and social sciences
JSTOR – Ireland collection	online in all branch libraries	Digitised articles from academic journals relating to Irish studies, history, archaeology, literature etc
Dictionary of Irish Biography	online in all branch libraries	Over 9,000 signed biographical articles which describe and assess the careers of subjects in all fields of endeavour (relating to Ireland), including politics, law, religion, literature, journalism, architecture, painting, music, the stage, science, medicine, engineering, sport and entertainment
Ancestry Library Edition	Dublin City Library and Archive	Genealogical database including British Army First World War records
Touch-Type Read Spell	Central Library and online by registered users	Online computer course for developing typing skills and helping students of all ages who experience spelling, reading or writing difficulties.
Microsoft Academy	Open Learning Centre, Central Library and online at home by library members	Online training in Microsoft applications
Business databases		
Vision-net	online in all branch libraries	Documents filed in the Irish Companies Registration Office. Limited information on UK and NI companies
Kompass	Business Information Centre, Central Library	Information on 3 million+ companies worldwide covering 60 countries
Euromonitor	Business Information Centre, Central Library	Strategic reviews of consumer trends in the industrial and service sectors from a global

		perspective
Mintel	Business Information Centre, Central Library	Irish consumer market analyst database
Business.ie	Business Information Centre, Central Library	Information on 140,000+ Irish businesses
European Business ASAP online (INFOTRAC)	Business Information Centre, Central Library	Abstracts and full-text of international business management and economic journals from 1992 to date
Title	Availability	Description
Languages		
Transparent Languages Online	online in all branch libraries and at home by library members	Online language learning system that includes over 80 foreign languages for English speakers and 24 English for speakers of other languages
Rosetta Stone	Open Learning Centre, Central Library	Online language learning system for 7 languages taught through the interface of 22 languages
Newspapers online		
Irish Newspaper Archive	online in all branch libraries	Full-text newspapers from 1700s to the present. Newspapers featured include: Irish Independent, Sunday Independent, Galway City Tribune, The Connaught Telegraph, Donegal News, The Meath Chronicle, The Southern Star, Westmeath Examiner, The Guardian, Irish Farmers Journal, The Anglo-Celt, Sentinel, Connacht Tribune, Leitrim Observer, Munster Express, The Herald, The Freeman's Journal and The Nation
Irish Times Archive	online in all branch libraries	Full-text Irish Times digital archive from 1859 to the present

Appendices

Appendix A: List of statutory and policy documents

A list of statutory requirements and policy documents underpinning the philosophies and strategic priorities of the Collection Development policy.

Public Libraries Act 1947
Local Government Act 2001
Equal Status Acts 2000 - 2011

UNESCO Public Library Manifesto 1994

IFLA (International Federation of Library Associations) – guidelines on public libraries

Dublin City Council
Corporate Plan 2010-2014
Culture Strategy 2010-2017
Development Plan 2011-2017

Opportunities for All; the public library as a catalyst for economic, cultural and social development, A Strategy for Public Libraries 2013-2017
Department of the Environment, Community and Local Government

What is the stars: a development plan for Dublin City Public Libraries 2012 – 2016

Key background statements include:

Article 19 of the Universal Declaration of Human Rights:

‘Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.’

Article 31 of the UN Convention on the Rights of the Child (Leisure, recreational and cultural activities)

2. States Parties shall respect and promote the right of the child to participate fully in cultural and artistic life and shall encourage the provision of appropriate and equal opportunities for cultural, artistic, recreational and leisure activity.

Appendix B: Contracted Suppliers

Contracted Book Suppliers 2012 – 2015

Children's books	The Book Nest Ltd Unit 9, Cleveragh Business Centre Sligo Co. Sligo
Irish published books	Irish Library Suppliers 270 Lower Rathmines Road Dublin 6
Adult non-fiction books	Open Book Company Unit 9, Kinsealy Business Park, Kinsealy, Co Dublin
Adult fiction books	The Book Nest Ltd Unit 9, Cleveragh Business Centre Sligo Co. Sligo

Contracted AV suppliers 2012 – 2015

Audio books	IES Weston Industrial Estate Leixlip Co. Kildare
Audio books	Indi Entertainment Unit 2, Carriglea Naas Road Dublin 12
Audio books	Oakhill PO Box 3855 Bath BA1 3WW England
Audio books	Ulverscroft Large Print & Audio Ltd. 17 Sorrento Court, Dalkey, Co. Dublin
Audio books	WF Howes Unit 4, Rearsby Business Park, Gaddesby Lane, Rearsby Leicester LE7 4YH, England
DVDs	MSE 42 The Cutts Dunmurray Belfast BT17 9HN Northern Ireland

Rare Books Panel 2014

Éamonn de Búrca De Búrca Rare Books, 'Cloonagashel', 27 Priory Drive, Blackrock, Co. Dublin.
James Vallely Craobh Rua Books, 12 Woodford Gardens, Armagh BT60 2AZ, Northern Ireland.
P. and B. Rowan Carleton House, 92 Malone Road, Belfast, Co. Antrim BT9 5HP, Northern Ireland.
Schull Books Balltdehob, Co. Cork
Healy Rare Books Norman Healy, 'Meadowlands', Lioscarrraig, Threadneedle Road, Galway.

Appendix C: Donations Policy

Donations Policy

We welcome donations of material subject to the following criteria:

- *Currency* – we accept donations of non-fiction titles that are current i.e. subject matter of relevance and no newer edition available. Fiction titles should have been published within the previous 2 years.
- *Condition* – items for donation must be in pristine condition.
- *Suitability* – We consider some books to be unsuitable for a public lending context and will not accept donations of such material including the following:
 - 2nd or 3rd level textbooks
 - Books intended for a single user e.g. workbooks, diaries
 - Books with spiral binding
 - Gift books – with little intrinsic information
 - Books of high academic or specialist interest
 - Books with additional objects e.g. stickers, cards

We reserve the right to place items donated in any branch library of our choice. We also reserve the right to dispose of any unwanted donated items as and when we see fit.

Exceptions - exceptions to the above criteria may apply if the items are of local, Dublin or Irish interest. Condition and currency may not be relevant if the items offered are ones which are not already in stock.

Members of the public wishing to make donations may do so in one of three ways:

1. In the case of Irish language, Irish-related, or older material which may be of interest to the Dublin and Irish Collections contact
 - Dr. Maire Kennedy,
Divisional Librarian – Dublin and Irish Collections,
Dublin City Council Public Libraries,
138-145 Pearse Street,
Dublin 2
Tel: 674 4999
email: dublinstudies@dublincity.ie
2. In the case of non-Irish related material of current interest e.g. current novels or non-fiction contact the librarian of the nearest branch library
3. In the case of doubt about any item or large numbers of donations contact
 - Clare Hogan,
Divisional Librarian – Reader Services,
Dublin City Council Public Libraries,
Bibliographic Centre,
Navan Road,
Dublin 7
Tel: 674 4883
email: clare.hogan@dublincity.ie

Appendix D: Dublin and Irish Collections

Dublin and Irish Collections

The Dublin and Irish Collections comprise a number of discrete collections purchased or received by donation and two major current collections, which are added to annually: the **Dublin Studies Collection** and **Irish Studies Collection**:

1. As the local studies collection for Dublin, the aim is to collect and preserve the printed heritage of the capital city and its hinterland. A general collection of Irish studies is assembled to give context and fullness to the Dublin Collection, which cannot be meaningful in isolation.
2. Printed material published in Dublin from the earliest days of hand printing to the present; works by Dublin authors, and relating to Dublin, printed in Ireland and abroad; manuscript material, newspapers, maps, prints and drawings, photographs, art works, sound recordings, film and ephemera contributing to an understanding of Dublin's past and present, continue to form the core of the collections. Books, periodicals, manuscripts, signed editions, special editions, etc. of Dublin authors, for example Jonathan Swift, Samuel Beckett, Brendan Behan, Harry Clarke, Louis le Brocquy, the Yeats family, Seán O'Casey, James Joyce, George Bernard Shaw, Roddy Doyle, etc. are collected. Where original documents cannot be acquired surrogates are acceptable: microform, photographs, Xerox copies, digital images etc. Increasingly online resources are used, such as OSI Historic Maps, and subscriptions are taken for resources such as the Irish Newspaper Archive online.
3. Irish studies comprising works of national importance in the areas of history, biography and literature will continue to be collected to form an important research collection to supplement the Dublin Studies Collection. Authors of national significance such as Oliver Goldsmith, Maria Edgeworth, Padraic Colum, P.W. Joyce, Seamus Heaney, John Montague, Patrick Kavanagh, Brian Friel, and Derek Mahon will be collected in this context. Representative samples of Irish provincial printing from the hand-press period will continue to be collected to supplement the collections assembled by Sir John T. Gilbert and E.R. McClintock Dix. Social and political pamphlets and tracts, published from the seventeenth to the early twentieth centuries illuminating key periods of Irish history (e.g. 1798, Catholic emancipation, the land wars, 1916) will be actively sought.
4. The collections making up the local studies section are strong in the areas of history, local and national, family history and genealogy, archaeology, architecture, topography and placenames, demography, literature, biography, music, theatre, art history and appreciation, history of the book, legal and political history, military history, and history of the Irish diaspora. New and second-hand titles will continue to be acquired in these subject areas. Research areas which have received less consideration will be expanded and developed: history of Dublin business, sport, ephemera, children's literature, school textbooks from the eighteenth to mid-twentieth centuries, and foreign language translations of major Dublin authors, such as Swift, Yeats, Wilde, Beckett, Joyce and Shaw.
5. A small number of internationally significant early printed works are held within the collections. In most cases these items have an Irish or Irish-related provenance, or an Irish binding, rather than a direct Irish connection with author or subject matter.
6. New materials published in Ireland or elsewhere are sought out and purchased for stock. Gaps are filled by the purchase of second-hand and antiquarian material, as resources allow. Surrogates are actively sought to fill gaps in holdings. In the future surrogates will be made of valuable or heavily used items within the collections, as a means of preservation.

7. Reference works relating to bibliography and book history are collected to support the study of print culture.
8. Donations are welcomed within the subject parameters of Dublin and Irish Studies, and rare books.
9. Works in the Irish language are an important component of the collections. All new items in Irish are purchased annually. Works in the *cló Gaelach*, or old Irish script, from the late nineteenth century to the 1960s have been collected and preserved. The small number of Irish-language works printed from the sixteenth to the mid- nineteenth centuries are actively sought to make the collection as complete as possible.
10. Special collector's items such as limited or signed editions, fine bindings, specially illustrated works (e.g. with original lithographs) will be acquired for stock when compatible with the collections and as resources allow.
11. Social, political and business ephemera are collected, chiefly through donations, for the Dublin Studies Collection.

The Gilbert Library: The Gilbert Library comprises the books and manuscripts relating to Dublin and Ireland, collected by Sir John T. Gilbert, and purchased by Dublin Corporation in 1900. The collection's strengths include works of history relating to Dublin and Dubliners, genealogy, Dublin-printed almanacs and directories, early Dublin newspapers, street ballads and song sheets, works by Irish exiles printed on the continent from the sixteenth to eighteenth centuries, Dublin printing of the late seventeenth to the early nineteenth centuries.

Dix Collection: Books, pamphlets and periodicals donated by the noted bibliographer E.R. McClintock Dix include approximately 700 items made up of early Dublin printing, provincial imprints, and fine bindings.

Yeats Collection: Purchased from Colin Smythe in 1966, and updated by him with donations of new material, the Yeats Collection comprises first editions and special printings of W.B. Yeats, Jack B. Yeats, the Dún Emer Press and the Cuala Press. Translations into several languages of Yeats' works are included. About 350 titles