

# **Cork County Library Collections Policy**

## **1. Introduction**

Cork County Library aims to empower communities by providing access to resources that educate, inform, enlighten and enrich the lives of their citizens, by supporting and promoting literacy and a love of reading, and by collecting and preserving resources relating to the cultural heritage of Co. Cork.

## **2. Aim of policy**

The aim of this document is to inform the public of guidelines and criteria used when acquiring, managing and disposing of stock.

It also shows how stock is used and acquired to fulfill the overall aims of Cork County Library.

In the context of this document, stock refers to books and other material, in print or in other formats, available to borrow or consult in our libraries or online, including, but not limited to books on CD, DVDs, newspapers and downloadable audiobooks.

## **3. Collections Description**

A wide variety of stock, in different formats, is available to members around the county.

Each branch library throughout the county holds a collection of adult and children's stock. These can also be found in different formats, including online and downloadable formats, printed books, audiobooks, newspapers, reference collection and DVDs. Depending on the size of a branch, the size of the collection and types of formats may vary.

A specialised Reference & Local Studies collection is located in Library Headquarters, Carrigrohane Road. Drama and choral music collections are also located there.

A back catalogue of older material is also available to the public from our library store facility via the local branch library.

## **4. Selection and holdings policy**

### *a) General considerations*

When choosing to purchase stock and deciding on quantities to purchase, staff will consider whether acquiring an item is good value for money and the potential use an item will have.

Considerations will also be determined by budgets current at that time.

When selecting items to purchase, library staff will also consider the physical durability and format quality of items e.g. binding, loose parts.

Staff will use their knowledge and professional awareness in the selection of titles.

*b) Cork interest and Irish interest materials*

Special attention will be given to acquiring items with a connection to Co. Cork, whether it is about Cork, by a Cork-born author, Cork-based author, Cork publisher. Limited print runs necessitate prompt acquisition of Cork interest titles. This will ensure that the collection of Cork-related material is as up-to-date, definitive and comprehensive a collection as is possible.

Due attention will be given to the acquisition of Irish-interest material, to meet the enduring taste among borrowers for books by Irish authors, on Irish subject matters and/or experiences, or by Irish publishers. Early acquisition of these titles will be necessary to meet borrower expectations. This policy also ensures that Irish-related material is well-represented in our core collection.

Irish language materials form an important part of the collection, reflecting a commitment to the preservation of our native language, and the existence of a number of Gaeltacht areas in Cork County, served by two branch libraries and the mobile library service.

*c) Rare books*

Rare books will occasionally be added to the collection, with reference to a number of criteria, such as having a Cork or Irish connection. They will be selected primarily using reputable collectors' catalogues and auction catalogues.

*d) Foreign language and language-learning materials*

In addition, small collections of foreign language items, including books in foreign languages and language-learning materials, will be acquired to support the growing multi-lingual population of the county.

*e) Periodical and specialised magazine collection*

A collection of specialised magazines and special-interest journals is maintained for browsing purposes and as a supplement to the books collection in the Reference and Local Studies Department at Library Headquarters, Carrigrohane Road. This selection is reviewed annually.

A limited selection of popular magazines are also held in local branch libraries. These are constrained by budget and space and are reviewed annually.

*f) Newspapers*

A selection of national and local newspapers are held in the Reference and Local Studies Department in Library Headquarters, Carrigrohane Road. Back issues are held in various formats – bound, on microfilm or other digital formats.

Selections of national and local Cork newspapers are available in local branch libraries. Back issues will be held for a limited time as constraints such as space are a factor.

*g) Audiovisual and electronic formats*

We will endeavour to keep pace with new audio-visual and electronic formats, such as downloadable audiobooks, e-magazines and electronic databases, as well as continuing to add to collections in formats already held, in the context of budgetary and technical considerations and user trends.

*h) Provision for other materials*

A limited quantity of items of a specialist nature will be acquired. Decisions to acquire this type of item will give due consideration to the budget and potential demand and use.

Acquiring course textbooks will be at the discretion of library staff.

Primary documents will not be held in the collections of Cork County Library. Any such documents will be relocated to the Cork City and County Archives or other appropriate institution.

*i) Donations*

The donation of books in excellent physical condition will be considered on a case-by-case basis. Donations are accepted on the basis that access, locations and disposal of donations will be determined by Cork County Library. Priority will be given to those of a local interest, content and connection. There may be other, more suitable recipients for some of this material, such as non-profit, charitable groups or community organisations. The general selection, distribution and disposal criteria applied to purchased stock will also apply to donated stock.

The donation of complete collections will be considered under certain conditions. It may be more appropriate for some materials offered to be re-located to Cork City and County archives or another institution. The Library may not be able to or wish to agree to all the donor's requests with regard to such issues as keeping all items together.

## **5. Binding/repair policy**

Binding of materials will take place periodically subject to budgetary constraints and will be decided by appropriate staff.

## **6. Old material and items removed from the shelves**

The library manages its stock on an ongoing basis and occasionally removes older material. Weeding is a term used to describe this process of withdrawing items from a library's collection. It is a routine and ongoing process that is carried out to keep collections up-to-date, to prevent overcrowding and to ensure that the contents of shelves look fresh and attractive.

Materials may be removed from the collection for a variety of reasons, including, but not limited to, materials no longer considered accurate or factual, items worn out through use, space constraints, excess copies of a title no longer in demand and obsolete formats.

Items that have been removed from the library collection may be disposed of in the following ways – sold in-house through regular library book sales, donated to non-profit charitable groups and community organisations, or if damaged beyond use, sent for recycling.

## **7. Sourcing material from other libraries**

Items that are required, but that are unavailable, out-of-print or are outside the selection criteria, may still be available to borrowers.

Cork County Library may be able to obtain such items through Borrowbooks and the British Library Interlibrary Loan service. Each request will be considered on a case-by-case basis and a charge may apply for these services, but borrowers will be informed of this before items are requested.

The library is also a member of Cork PAL, a scheme which allows library members to access collections for reference and research purposes in the following libraries: Cork City Library, UCC, CIT, Cork University Hospital, the Mercy Hospital, Crawford College of Art and Design, Cork School of Music, the National Maritime College of Ireland and the Cork City and County Archives.

***As adopted by the Cork County Library Committee on***

***March 24, 2014***

