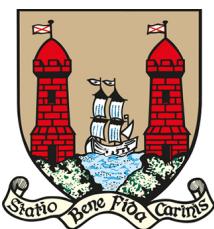


# A CITY READING

A Collection Development  
Policy for Cork City Libraries



Comhairle Cathrach Chorcaí  
Cork City Council

Libraries | Leabharlanna

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# Accessibility

This document uses:

- A sans serif font size 12
- Accessible structure including use of Table of Contents, and Headings 1 and 2.
- Numbered lists and bullet points
- Alt text description, captions, and inline text wrapping for images

You can also:

- Zoom in to enlarge
- Use Adobe Read Out Loud text-to-speech tool
- Use Natural Reader online reader at <https://www.naturalreaders.com/online/>

## 1. Introduction



Figure 1: Enjoying an event at one of our libraries

A Collections Development Policy is an organised and total approach to how a library manages its stock throughout its lifespan – from selection, to acquisition, to cataloguing, to promoting, to evaluating, to protecting, and finally to disposal.

Cork City Libraries have ten library locations and one Library Link van to support the population of Cork City. We have many collections, in many formats and many purposes. We lend, we collect, we keep. We support culture, recreation, literacy, education and research.

### Who are we collecting for?

Our libraries are at the heart of communities. We have collections for individual readers, families, students, researchers, education providers, cultural groups, reading groups, the business community, the housebound, lovers of literature, culture and the arts.

In 2017, our stock became part of the national Libraries Ireland collection. Library patrons have access to the stock of the whole country – 12 million items, 330 branches, one lending system.

## What do we collect?

Our collections include books, audiobooks, large print books, CDs, DVDs, eBooks, eAudiobooks, photographs, maps, newspapers, journals, music streaming, digital assets, and soon during the life of this policy – toys, and ukuleles! We continue to participate in the Irish Joint Fiction Reserve Scheme actively collecting fiction by authors whose surname begins with S. We collect Irish language titles. The Frank O'Connor Library Mayfield collects a copy of every Irish-written or Irish-published children's title.

Our collections support targets in our Library Development plan and the national development plan for libraries<sup>1</sup>. Our collections support national initiatives such as Healthy Ireland, Work Matters, and local projects such as Your Good Self.

We have collections to support the marginalised including a housebound service, our Growing Imaginations programme for adults with intellectual disabilities, a Prison service, and literacy support.

We buy stock to support literary events such as visiting authors, Cork World Book Fest, One City One Book, and It Seems History Is To Blame.

Since our last Collection Development Policy, all of our circulations stock has been RFID tagged to enable borrowing and returns at self-service kiosks. This gives us the potential to implement stock management practices using RFID stock management devices.

This collection development policy supports Cork City Council Libraries Development Plan 2020 – 2024.

The author would like to acknowledge the contribution of Sinéad Feely, who started this policy, and whose words, policies and practices are reflected in this document.

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<sup>1</sup> Department of Rural and Community Development, *Our Public Libraries 2022: Inspiring, Connecting and Empowering Communities* (Dublin, 2018)

Ann Riordan, Senior Executive Librarian for Collections and Digital Strategy,  
March 2020

## 2. Challenges

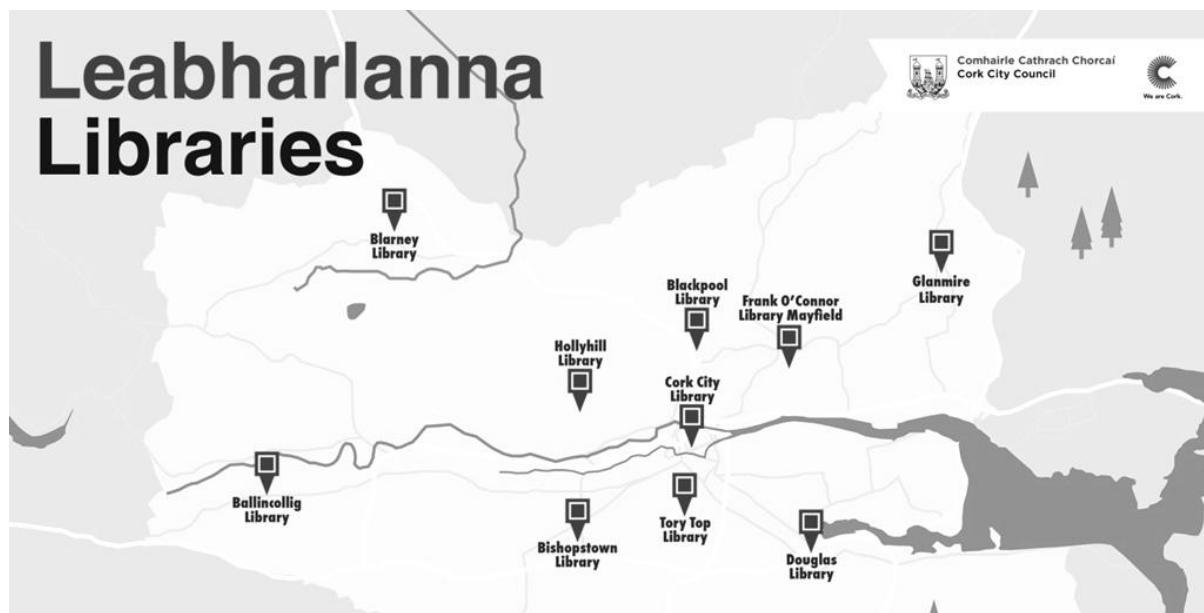


Figure 2. Map of Cork City Libraries locations

Three new libraries joined our network in 2019: Ballincollig, Blarney and Glanmire. The book fund did not, however increase on the same per capita basis as for the old city. In 2018 Cork City Council spent €2.42 per capita, in 2020 it is €2.02, which is just over half of the national target.

There is no doubt that patrons have benefitted from the national Library Management System and delivery service. A library card gives free access to 12 million items delivered to a local branch library. However, the national system has also brought its challenges.

The current system where the first record added becomes the primary bibliographic record, regardless of quality could have resulted in the potential loss of tailored local bibliographic data. To put it bluntly, if the first authority to acquire and add a title does not adhere to best cataloguing practice, every other copy in the country gets added to that flawed record. Staff in Bibliographic Services check all common bibliographic records we use for our stock, to ensure accuracy and full details. It is

important to maintain the highest standard of record to enable items to be found and records to be shared internationally.

Currently we have contracts for supply of adult fiction and adult non-fiction and children's stock. (we did not tender for music, audio-visual or large print material due to the diversity of such material supplied by various suppliers). Approximately 10% of the book budget is used for purchasing local-interest material, including self-published authors, from local bookshops. It is important to stress that in this tendering process costs are not the only criteria — customer service as well as the expertise and knowledge of our local publishers and booksellers must also be taken into account. In any future sharing or consortia agreements, Cork City Libraries retain the right to have our own book fund and to select and purchase stock needed by our patrons.

Cork City Council will issue a Request For Tender in 2020 for the provision of book stock. This may have an impact on acquisitions procedures. In addition, going to tender every five years for a Library Management System can result in significant change and disruption for the organisation, its staff and the management of its stock.

There is a nationwide lack of formal cataloguing training available. Heavy reliance is placed on expertise of individual and long-serving staff. However international standards change, and practices with them. It is vital that we keep this issue on the national agenda, as well as sourcing training to suit our needs.

Finally, collections and collections development are hampered by unsuitable space for Bibliographic Services. Deliveries are shared with a housebound van. There is a need for a dedicated deliveries van as well as housebound van, to allow both to develop and also to provide the best possible service.

### **3. Book fund**

Cork City Council provides an annual book fund for purchase of stock. The book fund is broken into spending categories across the service: Adult Fiction, Adult Non-Fiction, Children's, Rory Gallagher Music Library, Reference, Local Studies, CDs, DVDs, Audiobooks, and more.

It also pays for eBooks and eAudiobooks, music streaming, the National Delivery System, and servicing supplies such as RFID tags, book labels and book jackets.

Dividing the book fund amount by the number of population gives a spending per person, or a per capita rate. National policy strives for €4.00 per capita<sup>2</sup>.

The book fund for our new post-boundary libraries is allocated separately. In 2020 the book fund for the seven original libraries is €351,500, but only €72,200 is allocated for the three new libraries. Per capita for the original seven branches is €2.82, whereas per capita for the three new libraries is €0.85. It is imperative that spending in the expanded city matches that in the original city.

Year	Book fund	Population	Per capita
2017	€301,500.00	124,391 (2016)	€2.42
2018	€301,500.00	124,391 (2016)	€2.42
2019 after boundary revision	€390,683.00	210,000	€1.86
2020	€423,700.00	210,000	€2.02

If we are to meet the national per capita target for the population of the new city, we will need a book fund of €840,000.00

Cork City Libraries will keep making a business case for increasing book fund by:

- Keeping historical data on book fund per capita expenditure
- Keeping comparative data on book fund per capita expenditure
- Demonstrating value for money by evaluating our spending categories annually
- Promoting our current collections in-house, online and through events and outreach activities
- Showing how we can meet the needs of our communities by developing new collections and tailored collections

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<sup>2</sup> Department of Rural and Community Development, *Our Public Libraries 2022: Inspiring, Connecting and Empowering Communities* (Dublin, 2018), p43

## **4. Selection Criteria**

### **How do we choose what we buy?**

The staff in Bibliographic Services use their subject knowledge, training, expertise and professional judgement in making collection development decisions. Public-facing library staff assess gaps in collections, monitor public use, and send regular audits to Bibliographic Services for purchase.

Staff are also invited to choose from regular stock picks provided by our suppliers.

We actively accept public suggestions. Close to 100% of public suggestions are bought. Exceptions being, if the item is unavailable, or falls too far outside our selection criteria.

Given that our per capita spend has not increased in line with population, value for money is a factor. Each year, percentages spent on each category are assessed and reduced or increased according to use during the previous year, and value for money.

We have standing-orders lists for both adult and children's fiction, through which popular and bestselling authors' titles are automatically bought in multiple copies.

We do not purchase used items, in principle, but there are occasions when we need to acquire a title or collection of local or literary importance which may be second-hand.

We will not buy items that are offensive or pornographic or discriminatory.

When purchasing stock, we consider the following criteria:

- Popular and high-interest titles
- Reputable and popular authors
- Local and emerging authors
- Literary merit and quality of writing
- Content and subject
- Cost
- Relationship to the existing collection
- Ensuring that series are complete
- Suitability for the intended readership

- Local interest and significance - every title by a Cork author or about Cork is purchased.
- Stock gaps
- Special collections
- Irish writers
- Irish language publications
- Works by Cork World Book Fest participants.
- To support various library initiatives, including learning, business, and literacy programmes, and exhibitions.
- Foreign language titles for both Irish people learning new languages and non-Irish residents wishing to read in their own languages.
- Prizewinning titles and titles longlisted and shortlisted for prizes such as International Dublin Literary Award, and Booker prize.
- Updated versions of travel guides, technology, medical titles
- Hardback titles of adult books are preferred due to durability; although subsequent multiple copies in paperback are bought due to cost.

Criteria for special collections:

## **DVD collection**

We purchase

- World cinema, foreign-language and art-house films
- Educational material
- Documentaries
- Irish film and, in particular, films about Cork or with Cork-based production companies, directors, or actors
- Classics and films with a literary connection.

Mainstream cinema and popular TV series are also purchased if demand is high.

We purchase our DVD collection from various designated audio-visual suppliers as well as through online ordering.

## **Audiobooks and Large Print**

We purchase audiobooks in CD format, and full-text editions where possible. General fiction titles in large print and audio are purchased mainly, together with a small selection of non-fiction - this is due to the limited supply of such titles in these

formats. We use designated large print and audiobook suppliers for these collections.

## eBooks and eAudiobooks

At the time of writing, the national tender for supply of eBooks and eAudiobooks to public library patrons has been retained by Bolinda (BorrowBox). It is important to note that eBook and eAudiobook titles are subject to copyright bids by eBooks and eAudiobook publishers. If Bolinda does not win the rights, then the eBook or eAudiobook will not be available.

Bibliographic Services staff use the online portal to suggest eBook and eAudiobook titles for purchase.



Figure 3. Admiring a Rory Gallagher replica Stratocaster at City Library, Grand Parade.

## Music collection

Music CDs are available for borrowing from all our libraries. We aim to provide a broad range of categories, with an emphasis on popular, local and Irish.

## **Rory Gallagher Music Library**

Music on CD is purchased in a wide variety of music of all genres. When music is Cork related, we buy two copies, one for lending and one for the Cork Music Archive.

Our focus on book buying includes sheet music for all instruments and genres, non-fiction music related material and again two copies of Cork related material, one for the Cork Music Archive and one for lending.

We subscribe to a wide range of music magazines which are archived annually.

We welcome donations of relevant material, CDs, books, personal collections and other ephemera.

## **Cork Music Archive**

Cork City Libraries established the Cork Music Archive to give a permanent home to the wealth of music produced by Cork people. The collections held in the archive cover all forms of music – classical, choral, traditional and contemporary.

The aims of the Cork Music Archive are to:

- Collect, document, preserve and make available the musical heritage and current musical output of Cork – the city and region
- Seek out important items of musical heritage, and promote and support archival recording etc.
- Promote awareness and enjoyment of Cork's music.

## **Children and Young People**

We will ensure availability of reading material suitable for those from birth to 18 years and cater for all levels and types of reader. This includes books, audiobooks, CDs, DVDs, literacy materials and Life Skills materials. We will provide a wide range of fiction and non-fiction supporting both the leisure and learning needs of those from birth to 18 years. We will provide materials that support the needs of those learning to read and those who have literacy issues.

We have a list of standing orders in place that ensure titles by Irish authors and popular fiction are automatically supplied to us. This list is reviewed annually to ensure it meets the needs of each of our branch libraries.

We aim to provide access to a broad range of quality fiction for children and teenagers. We provide a balanced collection that includes both 'Classics' and modern bestsellers. For popular fiction one copy per branch will be purchased as needed. Duplicates will be avoided but in the case of some bestsellers may be required to meet demand.

Our non-fiction stock should reflect the hobbies and interests of our readers as well as supporting their curriculum and learning needs. Titles should contain up to date information that is presented in a manner that encourages critical thinking.

We aim to stock a wide selection of graphic novels and comics for children and teenagers. There is an interest in Manga style graphic novels amongst our young readers. The series in this style can run to large numbers of titles, and space and budget can constrain what it is possible to make available. Within these constraints we make all possible efforts to respond to local demand in this area.

## **Reference Library**

We aim to develop and maintain a high-quality collection of materials (both books and periodicals) on themes of

- Irish interest particularly history, sociology, archaeology, art, folklore, nature, business, consumer affairs
- Government and official publications and reports on education, welfare, legislation, consumer information
- British, European and International interest including general information, history and art
- Current and up-to-date directories, including business, medical, public administration
- Current and up-to-date dictionaries

We collect and maintain a comprehensive collection of daily and weekly national, international and regional newspapers.

We welcome donations of personal collections if deemed appropriate and suitable.

## **Local Studies**

Copies of all Cork-related material, including Cork authors, are purchased for our Local Studies collection. These are for reference only. Multiple lending copies of these titles are also purchased for the local libraries and the City Library.

Material can be in many formats, including books, journals of historical societies, newspaper collections, maps, local newsletters, prints, programmes, posters and other ephemera, and audio-visual materials

We welcome donations of locally produced and relevant material, current and historic, in all formats and seek information regarding publications by local, club, school, community associations in all formats.

We welcome donations of personal collections, if relevant such as theatre programmes, photographs, postcards.

## **Reference and local materials in local libraries**

Executives in Local Libraries maintain a quick reference section of standard reference works such as dictionaries and directories. They also may keep a local studies collection of general Cork materials as well as works local to the community they serve.

## **Gaeilge**

We commit to supporting Irish language publications by purchasing them for stock, and by highlighting Irish language writers in our festivals.

## **Other languages**

In line with language needs of new populations, we will provide a selection of fiction and non-fiction titles. These may be eBooks or eAudiobooks.

## **“S” Collection (Irish Joint Fiction Reserve Scheme)**

The Irish Joint Fiction Reserve Scheme is a co-operative project by all the public libraries in Ireland. Each library authority collects fiction by authors of a designated letter, with the ultimate objective of a national comprehensive fiction collection to preserve, and guard against titles being lost or out of print. At Cork City we collect authors whose surnames begin with S. The “S” collection is housed in the store at Blackpool Library. From *Glass Inferno* by Thomas W. Scortia to John Steinbeck’s *Sweet Thursday*, this eclectic collection of titles is drawn on nationally, every day.

## Collections in support of social inclusion

Our collections of large print books, audiobooks, eBooks and eAudiobooks can be used by the blind or partially sighted communities. Each library has a collection of literacy packs, readers with CD included for patrons of different reading abilities. Through the Department of Justice funding we purchase books for Cork Prison. Our Library Link van brings collections to housebound and nursing homes.

The book fund is also delighted to support the creation of sensory books in a bag for adults with intellectual disabilities. 1% of the book fund each year is invested in producing these books.

During the life of this policy we will address collection needs at the Kinsale Road Direct Provision centre, either by investing in a collection, or by extending the mobile service to visit.



Figure 4. Library Link van delivering to housebound patrons

## Digital collections

Cork City Libraries provide eBooks and eAudiobook collections as described previously. We subscribe to Freegal and Naxos music streaming services.

We also actively digitise Local Studies materials, such as maps, images, books and more. As many of these resources are old and rare, we are able to offer the digitised resource to the public, while preserving the original. Our digital resources are made available through our online platforms including [www.corkpastandpresent.ie](http://www.corkpastandpresent.ie).

From time to time, we are offered collections of photographs or ephemera. The City Librarian, Music Librarian or Local Studies Librarian will assess whether these items can be digitised for preservation and / or for inclusion on Cork Past and Present or the Cork Music Archive.

Criteria for digitisation include:

- Value to current collection and for people of Cork
- Cost of digitisation
- Size and storage implications of digitised collection
- Suitability for our current digital platforms

If digitised resources, such as image files or whole websites are offered, the City Librarian and Senior Executive Librarian for Collections and Digital Strategy will assess if the collections are a good fit, and if they can be accommodated and maintained going forward.

## New collections

Toys – a pilot toy library collection will take place in 2020 to support Cork Libraries' participation in Playful Paradigm.

At the time of writing, Hollyhill Library and the Rory Gallagher Music Library are adding ukuleles to stock. During the life of this document we will assess the need and costs of expanding this service.

Digital Equipment – Zoom sounds recorders and GoPro cameras will be made available to lend to local community groups for podcasting and media creation.

## **5. Acquisitions, Cataloguing and Processing**

The acquisitions process involves the ordering and processing of stock and the distribution to the various departments in the City Library and local libraries.

Stock is ordered by staff in Bibliographic Services using the websites of suppliers. Currently we do not use the Acquisitions module of the Sierra Library Management system. With the tender for a new Library Management System due in autumn 2020, electronic ordering will be assessed to see if it allows for time saving and continuity.

We purchase material in a variety of formats and languages: hardback, paperback, and large print books, graphic format, multimedia items (i.e. book and CD), audiobooks on CD, DVDs, sound recordings on CD and on vinyl, scores and sheet music, language packs on CD, newspapers and journals, maps, and electronic resources.

All stock is processed and invoiced centrally in the Bibliographic Services Department in Grand Parade. The Bibliographic Services team is led by an Executive Librarian, supported by a Librarian, Library Staff Officer, Senior Library Assistant, Library Assistant, Assistant Staff Officer and Clerical Officers.

We download records for the majority of our books, which reduces the processing time. However, these records still need to be edited to prepare them to be shelf-ready. Many audio-visual and music stock (and some books) still need to be catalogued manually.



Figure 5. A new delivery ready for processing

Cork City Council Libraries are committed to best practice in making all our records accurate, and complete to current standards – Dewey, MARC21, AACR2 or RDA and future developments in these areas. We commit to subject headings as per Library of Congress subject headings. We provide our staff with expertise to carry out this work.

Much of our stock arrives partially serviced, with barcodes and labels attached, but additional servicing is always required.

## 6. Donations policy

Donated books accepted for stock must, in general, be in good physical condition and be of value and relevance to our collections; audio-visual material must not be broken or damaged and must be in perfect working order. Pirated copies of CDs or DVDs are not accepted.

We welcome queries from the public regarding donations. A staff member will reply via email or telephone call, and will assess if the collection may be of use to Cork City Libraries. We do not accept superfluous copies of bestsellers we already have in

stock. We do not accept soiled, damaged items or old items where the information may be incorrect, such as old encyclopaedias. The Executive Librarian and/or senior member of staff in each branch library or department makes a decision on what is to be kept, bearing in mind lack of storage space and the cost involved (staff time, servicing) in processing donations. The same criteria apply to donations as to purchasing new stock.

In special circumstances staff may call to homes to assess collections, but only if the items are of special significance, such as collections from noted figures, rare items of local or national importance, or items we do not have in stock already. From time to time Cork City Libraries receive offers of bequests and special collections. The City Librarian will decide if such material is to be accepted and where the collection is to be held.

Currency of content is important and older publications may not be appropriate for the collection. However, some older items such as books on history, literature, books of Irish interest, even if not acceptable to lending departments or not in prime condition, may be of use to the Reference Department.

Branches may operate a book swap or book barrow for donations deemed superfluous to stock requirements.

We accept S-author fiction books for the Irish Joint Fiction Reserve Scheme.

The Local Studies Department often accepts Cork material even if two copies are already in stock.

The Rory Gallagher Music Library and Cork Music Archive welcome donations of relevant material, CDs, books, personal collections and other ephemera.

The cataloguing of new stock takes precedence over donated items.

We normally do not take donations of children's stock unless it is of special merit or value.

## **7. Stock evaluation**

From time to time it is important to analyse the collection to ensure that it is fit for purpose and that it is serving its users. We will do this by

- Making use of Decision Centre, or equivalent function of new Library Management System, to identify trends and gaps.
- Making use of Library Management System reporting to identify missing items.
- Assessing book fund spending categories on an annual basis
- Making use of RFID stock management devices in stock takes and other stock management practices.
- Encouraging stock rotation
- Encouraging weeding bearing in mind the principles of our Withdrawals Policy, see next.

We recommend that Stock Evaluation Policy and Procedures are developed and put in place during the life of this policy.

## **8. Withdrawals Policy**

It is necessary on a regular basis to identify stock which has outlived its use, is no longer required, and is old or in poor physical condition.

Two people, such as the Executive Librarian and a senior member of staff in the branch or department (or a member of staff with specialist knowledge/interest in the stock being considered for withdrawal), make the decision on what to withdraw.

Even if an item hasn't been issued for a while it doesn't mean that it should automatically be withdrawn. The library is a book repository and if the item is of literary merit, it may be required at some point in the future. From time to time displays of a particular author's work are prepared, such as to celebrate a centenary or on a particular theme, and we should have such a collection at hand rather than unnecessarily purchasing new editions.

The following is considered when withdrawing stock:

- Condition of item - can it be replaced easily? If not, then item should be repaired and kept
- Is item out of print?
- Has it been well used and should a new copy be bought?
- Are there multiple copies of the item?
- Is it the last lending copy in the system?

- Currency of content: is item superfluous to the collection?
- Is it part of a series?
- Is it a valuable or rare item?

We keep:

- First editions and those with an author's signature
- Last copy in the system
- More than one copy should be retained if:
  - Irish published, or by Irish authors, or of Irish interest
  - Prizewinning novels, or novels shortlisted for awards
  - Foreign language fiction of literary merit in translation, as these can go out of print quickly.
  - Classics
  - Titles likely to be regularly requested.
  - Part of a series.
  - If Irish Joint Fiction Reserve Scheme requires a second copy.
- Romances, westerns, popular paperbacks, and large-print are generally not kept.
- After stock rotations are exhausted audiobooks are offered to institutions.
- Language packs are usually not withdrawn unless damaged.
- DVDs are usually not withdrawn unless damaged. All art-house, foreign-language films and films of Irish interest are kept as these can be difficult to source and replace.

## **Non-fiction**

We keep:

- Cork-related material - each local library keeps a core collection of Cork interest which is useful for school projects and research. Copies not required are offered to the Local Studies department.

- The last copy of all Irish-related material, history, literature, social sciences, law, biography, art, folklore is retained.
- Each location decides what core collection of non-fiction items to keep in store to meet local needs.
- Irish language material - two copies are kept.
- Special collections such as the Alf O'Brien Collection, the Eamonn Ó Carragáin Collection, etc. and material purchased for exhibitions are not withdrawn.
- All Bibliotherapy items or "Your Good Self" collections are kept.

We do not keep one copy of **all** non-fiction items, for example last copies of leisure non-fiction such as cookery, health and fitness. Neither do we keep non-current material, such as out-of-date medical books, computer books or travel guides.

## **Children's stock**

At least one copy of Irish-published or Irish author material is held in the Mayfield Library store. Each location decides what core collection of children's materials to keep, for example, classics, selected non-fiction, Irish material and so on, to suit its needs.

## **Music Collection**

Local or Irish material is offered to the Rory Gallagher Music Library or Cork Music Archive.

Only then:

- Titles in good condition are offered to other branches
- Non-fiction items are offered to Reference or Local Studies
- Fiction authors are offered to Irish Joint Fiction Reserve Scheme countrywide
- Remaining items are recommended for disposal

## 9. Disposal of withdrawn stock

Withdrawn stock can be used for:

- Book sales
- Offered to schools and institutions. A list is maintained by the Bibliographic Services Executive Librarian
- Better World Books

Cork City Libraries are committed to zero landfill principles where possible for withdrawn stock. Green recycling of books is currently offered by one company in Ireland.

## 10. Preservation and Disaster Plan

Preservation and conservation of valuable stock is of the utmost importance. Factors to be considered in the preservation of certain types of stock include: local importance, value, intellectual content, environmental consideration, the library as a repository.



Figure 6. Ye Mayoral Booke of Thomas Pembrock 1733 Mayor of Corke

## **Preservation**

Items in poor repair can be repaired by library staff. Rare or valuable items can be sent to book repair specialists.

Valuable or rare items are kept in strong room facilities.

## **Disaster Steps**

In the event of fire or flood or stock emergency please:

- Follow Health and Safety practices to ensure staff are not in danger
- Contact the City Librarian and SEL Librarian for Collections and Digital Strategy
- Contact Systems staff to take an inventory from the Library Management System
- Assess damage. Advice will be taken from specialist library recovery companies.
- Plan for purchase, acquisition and cataloguing of replacement stock

## **11. Intellectual freedom and censorship**

Cork City Libraries aspire to hold a balanced collection available to all. We subscribe to the principles in the International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom<sup>3</sup>. We choose material with regard for the laws of the land, and as such, we will not stock items that are offensive or pornographic, or discriminatory based on the nine grounds outlined in the Equal Status Acts.

However, it is not our intention, desire, or policy to restrict the freedom of our patrons to read what they want. We will not censor on the basis of whether topics are disapproved of by certain sections of the community. We strive to have a collection that is inclusive, age appropriate, balanced and fair. Not only do we offer collections for information and cultural enjoyment, we also have a role in collecting for posterity and to enable future research.

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<sup>3</sup> <https://www.ifla.org/publications/ifla-statement-on-libraries-and-intellectual-freedom>

## **Age appropriate material**

The responsibility for ensuring that any child or young person borrows age appropriate content lies with the parent or guardian.

Our Library Management System restricts children from borrowing items intended for young adults or adults. No member under the age of 18 can borrow DVDs rated 18. Please see the table for the types of content available to the different membership categories.

Membership type	Age range	Can borrow or reserve Young Adult items	Can borrow or reserve Adult items	Can borrow DVDs rated
Child	0-11	no	no	E, G, PG
Y12	12 - 14	yes	no	E, G, PG, 12
Y12+	12 - 14	yes	yes	E, G, PG, 12
Y15	15 - 17	yes	yes	E, G, PG, 12, 15+

Parents or guardians decide which category a child or young person can borrow when registering or renewing their library membership. If a parent or guardian has any questions, a member of staff will happily talk you through the age ranges and membership categories. A parent or guardian can also change the membership category during the life of the membership.

Parents or guardians are responsible for ebooks and digital items borrowed by their children.

## **Complaints and Expressions of Concern**

Given that Cork City Libraries have a collection that exceeds 600,000 items, it is not possible or feasible that staff read, watch, or listen to every item before purchase. Our staff select material according to the criteria listed in section 4 of this policy.

If you are concerned about an item held by Cork City Libraries, you can email collections@corkcity.ie. Or you can write to Collection Review, Cork City Libraries, 57-61 Grand Parade, Cork T12 NT99. Please make sure to include the title and author, and include the year, edition number and ISBN if there is more than one edition of the title. Please outline your concern, giving page references to help us in our review.

A member of staff will contact you to acknowledge receipt of your email or letter. We may ask you for further information, and we will explain what will happen next. To ensure a fair process, reviewing the complaint is likely to take time.

Every person has the right to question library resources and your concerns will be taken seriously. We promise to deal with you respectfully and confidentially. We expect complaints or expressions of concern to respect library staff as set out in the Cork City Council Code of Conduct.<sup>4</sup>

## 12. Reader Development

Reader Development offers us the chance to share our expertise and love of reading, while promoting our collections to our patrons. We do this in many ways:

- Recommended reading lists in printed form and online
- New stock displays
- Themed stock displays
- LoveReadingCork website for new books and booklists
- New books highlighted on Facebook and Twitter
- Regular book reviews and recommended reading lists in our library blog
- Supporting book clubs
- Events and Exhibitions, for example One City One Book, Cork World Book Fest, History is to Blame, Children's Book Festival, Lifelong Learning Festival, Word Refugee Day, Your Good Self and more.

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<sup>4</sup> <https://www.corkcity.ie/en/council-services/public-info/customer-care/code-of-conduct.html>



Figure 7. Catherine Kirwan, author of **Darkest Truth** reads at the launch of One City One Book 2019, with Lord Mayor Cllr. John Sheehan and Lady Mayoress Aedamar Sheehan

Through the life of this policy, we would like to:

- Develop #lovereading templates for posters and display and other merchandise
- Provide book club sets to support our book clubs
- Develop a Cork City Libraries Facebook book club

## **13. Objectives**

In implementing this Collections Development Policy we intend

### **Strategic**

1. To ensure that a wide variety of materials in all formats is available in all our departments and local libraries
2. To endeavour to meet national target of €4.00 per capita as per national policy
3. To achieve equal per capita book fund allocation in all libraries in our network
4. To develop new collections depending on need
5. To support objectives of New City, New Library Service – Cork City Council Library Development Plan 2020 - 2024
6. To commit to green recycling and zero landfill policy of withdrawn library stock

### **Collections**

7. To continue to develop fiction and non-fiction collections in all formats including large print, audiobooks, CDs, DVDs and online resources
8. To continue to develop Irish language and literature collections with an emphasis on expanding stock of non-academic and audio-visual material
9. To continue to develop foreign language collections in all formats
10. To support our various initiatives like the Cork World Book Fest, Lifelong Learning Festival, History is to Blame, Seachtain na Gaeilge, Bealtaine Festival, Your Good Self, Healthy Ireland, and Irish language creative writing.
11. To continue to develop collections that achieve real access and inclusion
12. To continue to develop collections which will meet the needs of children and young people
13. To continue to develop collections which will meet the needs of adults for lifelong learning, research, and information of all kinds

14. To continue to develop Local Studies collections on the history, culture, places, people and events of Cork in all formats
15. To continue to develop the collections of the Rory Gallagher Music Library and the Cork Music Archive as a key resource for the city's musical and cultural life
16. To continue to develop our local music collections in all genres and in all relevant formats

## **Bibliographic Services**

17. To retain and maintain our detailed cataloguing records, and indexes for our Local Studies collections and our Music collections
18. To keep the search for suitable Bibliographic Services Accommodation high on the agenda
19. To make a business case for a second van to assist deliveries
20. To source and roll out up-to-date training in cataloguing
21. To evaluate our selection, donations and withdrawal policies and revise if required
22. To write Stock Evaluation best practice procedures and put these in place during the life of this policy
23. To list and describe Library Management System disaster steps, including procedures for a total stock take
24. To make best use of Library Management System reporting to support collection evaluation and promotion, and to support case for increased book fund
25. To make best use of RFID stock management devices through training and developing in-house manuals
26. To continue to develop #lovereading brand online
27. To develop #lovereading templates for posters, lists, displays and other materials

## References

Cork City Council Code of Conduct <https://www.corkcity.ie/en/council-services/public-info/customer-care/code-of-conduct.html>

Cork City Libraries, *New City, New Library Service - Cork City Council Libraries Development Plan 2020 – 2024* (Cork, 2020)

Department of Rural and Community Development, *Our Public Libraries 2022: Inspiring, Connecting and Empowering Communities* (Dublin, 2018)

International Federation of Library Associations and Institutions, Statement on Libraries and Intellectual Freedom (The Hague, 1999)

Johnson, Peggy, *Fundamentals of collection development and management*, 4<sup>th</sup> ed (London, 2018)

National Archives, *Writing a Collections Development Policy and Plan* (Richmond, United Kingdom, 2018)

## Appendix 1 - Number of items by location

All appendix data taken 4 February 2020

<b>618, 766</b> 	<b>144,000</b> 	<b>45,061</b> 	<b>16,339</b> 
Total Stock	City Library Lending Departments*	City Library Reference	City Library Local Studies
<b>31,744</b> 	<b>61,075</b> 	<b>57,782</b> 	<b>11,309</b> 
Ballincollig Library	Bishopstown Library	Blackpool Library	Blarney Library
<b>58,008</b> 	<b>2,500</b> 	<b>50,408</b> 	<b>24,530</b> 
Douglas Library**	Douglas Pop-up Library	Frank O'Connor Library, Mayfield	Glanmire Library
<b>53,662</b> 	<b>58,431</b> 	<b>1,512</b> 	<b>2,455</b>  Storage or Not Indicated
Hollyhill Library	Tory Top Library	Library Link	

\*includes Adult Lending, Children's and Teens' Library and Rory Gallagher Music Library

\*\*includes 38,539 items lost in Douglas Shopping Centre fire

## Appendix 2 - Collections by format

<b>508,782</b>  Books	<b>45,382</b>  Music recordings	<b>21,903</b>  DVDs
<b>22,545</b>  Graded Readers	<b>5,224</b>  Graphic Novels	<b>11,540</b>  Spoken word, Audiobooks
<b>745</b>  Language sets	<b>595</b>  Mixed media, books with CD	<b>32,395</b>  eBooks
<b>25,281</b>  eAudiobooks	<b>2,000,000+</b>  Naxos music tracks	<b>15,000,000+</b>  Freegal music tracks

## Appendix 3 - Collections by content

<b>103,462</b>  Adult Fiction	<b>131,151</b>  Child Fiction	<b>18,434</b>  Young Adult Fiction
<b>130,959</b>  Adult Non-fiction	<b>56,524</b>  Child Non-fiction	<b>2,106</b>  Young Adult Non-fiction
<b>13,384</b>  Large Print	<b>4,285</b>  Gaeilge	<b>5,224</b>  Graphic Novel
<b>71,672</b>  Reference / Library Use Only	<b>21,667</b>  DVDs	<b>43,061</b>  Music CD
<b>8,995</b>  Audiobook	<b>4,257</b>  Printed Music	<b>343</b> <b>a b c</b> Literacy Material
<b>9</b>  Home Energy Toolkit	<b>12</b>  Musical Instruments	<b>3,221</b>  Other / Not Indicated

## Appendix 4 - Special Collections - Highlights

<p><b>16,339</b></p>  <p>Local Studies, books on Cork</p>	<p><b>3,023</b></p>  <p>Cork Music Archive</p>	<p><b>32</b></p>  <p>Growing Imaginations Sensory Books in a Bag</p>	<p><b>337</b></p>  <p>Maps of Cork 1545 – 1964 online at Cork Past and Present</p>
<p><b>1,512</b></p>  <p>Library Link Housebound</p>	<p><b>6,116</b></p>  <p>"S" Collection</p>	<p><b>833</b></p>  <p>Michael O'Leary Photographs</p>	<p><b>14</b></p>  <p>Original Library Publications</p>
<p><b>58</b></p>  <p>Rory Gallagher Collection</p>	<p><b>811</b></p>  <p>Burning of Cork Collection</p>	<p><b>1083</b></p>  <p>Childcare Collection</p>	<p><b>1726</b></p>  <p>Alf O'Brien Bequest</p>
<p><b>44</b></p>  <p>Bishopstown Library Hearing Impaired Resource Collection</p>	<p><b>32</b></p>  <p>Tom Barry Collection</p>	<p><b>311</b></p>  <p>Fleischmann scores and manuscripts online</p>	<p><b>2764</b></p>  <p>Bibliotherapy / Your Good Self / healthy Ireland / Life Skills</p>