

Kildare Library Service

# Collection Development Policy

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## Contents

Introduction .....	4
Community Overview .....	4
Vision: National Public Library Strategy: The Library is the Place 2023-2027 .....	5
Vision: Kildare Library Service .....	5
Vision: Kildare County Council.....	5
Local Service, National Reach .....	6
Purpose of the Collection Development Policy .....	6
Policy Objectives .....	6
Local Studies .....	7
Acquisitions .....	7
Acquisitions Procedure .....	7
Specialist Materials.....	7
Local Studies .....	7
Archives.....	7
Local Authors.....	8
General Selection Policy .....	8
General Criteria for Selection .....	8
Criteria for Selection of Electronic Resources .....	9
Categories of Stock Not Purchased.....	9
Responsibility for selection.....	9
Methods of selection & acquisition .....	10
De-Selection/Weeding .....	10
De-selection and Local Studies .....	10
General Considerations .....	11
Donations.....	11
Local Studies Donations .....	11
Multiple Copies.....	11
Library Collections.....	7
Fiction .....	11
Non-Fiction.....	12
Picture Books.....	12
Irish Language Materials.....	12
Adult Literacy Aids .....	12
Children’s Graded Readers.....	12

Book Club Sets .....	12
Class Sets.....	12
Large Print .....	13
Audiobooks.....	13
Languages Other Than English and Irish .....	13
Magazines.....	13
Journals .....	13
Newspapers .....	13
DVDs .....	14
Reference .....	14
Local Studies Department .....	14
Special Collections: .....	14
Healthy Ireland at Your Library .....	15
Better Basics Boosting Reading .....	15
Toys, Technology and Training (TTT) .....	15
Early Learning Fun /POP? .....	15
Digital Content .....	15
Staff Development and Training.....	16
Revision of Policy.....	16

## Introduction

This policy serves as a statement of Kildare Library Service's aims and aspirations. It will provide guidance to staff in selecting and de-selecting resources for the library collection.

Kildare Library Service in accordance with the core objectives of the National Public Library Strategy, *The Library is the Place: Information, Recreation, Inspiration 2023-2027* will establish service-wide policies for collection development and acquisitions.

The Library Service endeavours to expand access to digital resources, including eBooks and other online resources which provide greater variety of options in all libraries.

## Community Overview

Kildare Library Service comprises a network of 15 library branches, local studies and archives services and a mobile library service to deliver library services to a population of 246,977 (Census 2022).

Kildare is a significant population base within the State, being the fifth most populous local authority area in Ireland. The population has doubled between 1991 and 2022. At almost 37%, Kildare is home to more than 80,000 young people (0-24 years). Over the next twenty years, County Kildare's population is projected to increase by about 18.6 percent, but will age considerably, and the number of persons aged 65+ is projected to increase substantially – from 28,010 in 2016 to 59,000 in 2040.

According to the Kildare County Council Annual Traveller Survey the number of Traveller families in the county has increased from 242 in 2016 to 379 in 2022. The number of dual Irish citizens increased from 5,239 to 8,685 while non-Irish citizens accounted for 11% of the county's population. As of February 2023, there were 1,229 Ukrainian arrivals registered as residing in County Kildare. The highest numbers in the county were residing in the Maynooth (227), Naas (207) and the Newbridge (196) LEAs.

The number of people (aged three and over) who stated that they could speak Irish in Kildare was 95,484 compared with 85,426 in 2016. Within this figure 2,699 said they spoke Irish daily while 5,857 spoke Irish weekly.

County Kildare has one of the highest levels of educational attainment among adults, in Ireland. There is a contrast between the north-east metropolitan area of Kildare – levels are considerably higher in this area than in other parts of the county. The south and west of the county, outside the main towns, record the lowest levels of educational attainment.

For the 2022/23 academic year, there were 101 primary schools in the county of which only 15 have DEIS status. There are a total of 101 mainstream primary schools in Kildare with 29,290 students enrolled in 2022/23. Of these, the 15 DEIS schools account for 4,139 of all primary students in Kildare (14.1%). There were 53,377 children aged 15 and under in Kildare in April 2022. 17,808 (33%) of these were in childcare. Kildare has the lowest rate of community based childcare facilities in the State (2021/21) - 9 of the 189 (5%) childcare services (providing ECCE programme) classed as community services.

Just over one in eight persons (12.5% or 27,778 persons) in County Kildare has a self-declared disability. This figure exceeds fifteen percent in several rural communities and small settlements, mainly in the south and west of the county.

## **Vision: National Public Library Strategy: The Library is the Place 2023-2027**

The National Public Library Strategy, *The Library is the Place: Information, Recreation, Inspiration 2023-2027* is progressive and ambitious in continuing the development of our core services including reading, literacy and access to information. The new strategy proposes new strategic actions for reading and literacy, libraries for all users, lifelong learning, cultural heritage, the library as the centre of the community, digital inclusion, sustainability and supporting climate action.

The strategic themes of the strategy align with public policy objectives across government. This collection development policy will;

- Support expansion of the Right to Read initiative,
- Support book clubs for all library users,
- Support materials in the Irish language,
- Supplement the new national “Skills for Life” programme,
- Provide information on Sustainable Development Goals and Climate Action Plans,
- Enhance physical and digital collections, promoting access in Ireland and abroad,
- Promote of local studies collections.

*The Library is the Place: Information, Recreation, Inspiration 2023-2027* endeavours to achieve a book fund annual spend target of **€4.00** per head of population in the lifetime of this national public library strategy. A sustained annual investment is still required to ensure the quality and relevance of Irish library collections and to expand digital collections. Kildare Library Service current annual spend is **€2.24** per capita.

## **Vision: Kildare Library Service**

Kildare Library Service’s Interim Development Plan 2020-2022, **Recover, Refocus, Re-energise**, outlined six strategic aims to enable the realisation of new thinking, innovation and continued improvements to core services.

For the purpose of this collection development policy, emphasis is placed on research, monitoring, review and evaluation to provide the best model of collection development through traditional printed materials, audio-visual resources, digital resources and technologies.

## **Vision: Kildare County Council**

Kildare County Council supports the development of the library service and is committed to implementation of objectives and actions in the Library Interim Development Plan *Recover, Refocus, Re-energise*.

The County Council continues to work towards supporting lifelong learning and employment with continued investment in education and business skills development as part of its Economic Development Strategy. Kildare Library Service supports the objectives in the *Kildare County Development Plan 2023-2029*, through partnership programmes, providing library collections and programming which facilitates these objectives.

In addition, the collection development policy looks to the *Corporate Plan 2019-2024* and *Kildare Local Economic and Community Plan 2016-2021* (currently being updated) for direction in providing collections which ensure value for money in the procurement of stock through the use of best practice and compliance with national procurement policies.

## Local Service, National Reach

As part of the national shared catalogue, shared Library Management System and integrated nationwide distribution service, Kildare Library Service can provide a local service with nationwide reach. Customers have access to the library stock of 330 branch libraries across the country.

## Purpose of the Collection Development Policy

This collection development policy provides the strategic framework for all guidelines, procedures and objectives in the acquisition, management, retention and disposal of library stock held by Kildare Library Service. It provides staff members with professional guidelines.

Library stock is defined as materials, in all formats, which are provided by Kildare Library Service for public use. The collection development policy ensures that the library service provides a wide range of materials in a variety of formats to provide for the life-long educational, recreational, cultural and information needs of Kildare.

This collection development policy will be evaluated and revised every two years to ensure relevancy and to develop and adapt in response to the changing needs of Kildare citizens.

## Policy Objectives

Kildare Library Service acknowledges the ever-changing needs of our borrowers. We aim to meet those needs and to stay relevant in the formats and stock that we offer.

The objectives of this policy are:

- To develop a coordinated approach to development of the library service's collections.
- To provide a framework for the selection, acquisition, promotion and withdrawal of library materials.
- To provide access to and to develop collections which are linked to the needs and interests of all members of the community.
- To ensure effective and efficient use of available resources.
- To ensure the collection is regularly evaluated with reference to currency, quality, strengths, weaknesses and subject coverage.
- To support library programming and national initiatives.

To achieve these objectives, a number of factors must be taken into consideration:

- The existing collection.
- Flexibility to meet and satisfy new and changing community interests and needs.
- Coverage needed considering the available budget and space.
- Availability of materials nationally through the shared Library Management System.
- The need to preserve the publications of local authors and material on local history.
- The challenge of balancing the collection between traditional print-based resources and digital resources and ensuring provision of appropriate delivery modes.

## Local Studies

The objective of Local Studies Collection development is to acquire and hold all titles, new and old, published about Kildare, Kildare residents, and those from Kildare. 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 the Local Studies Collection of Irish interest are held in perpetuity. In order to preserve these titles, many are not available for loan, but are available for consultation in Local Studies:-

## County Archives

Kildare County Archives aims to collect, preserve and provide access to the county's history and development via the public and private records it holds. The service also aims to build up its holdings to ensure documentation of the development of the county in terms of historical, architectural, economic, social, industrial, and educational content.

Under Section 65 of the Local Government Act (since superseded by Section 80 of the Local Government Act, 2001), local authorities are required to provide for the management, care and conservation of their archives and records and to arrange for public access to their archives.

## Acquisitions

Materials for the library service are acquired in the following ways:

### Acquisitions Procedure

Kildare Library Service are obliged to purchase specific materials from those library suppliers who are successful in National Public Library Procurement Tenders.

### Specialist Materials

Some materials cannot be purchased through the National Public Library Procurement Tender and discretionary funds are available for these materials.

## Local Studies

Materials of local interest are purchased in a variety of ways and from a variety of suppliers. Traditional Irish and Local Material of relevance to County Kildare are purchased as outlined above. Non-traditional book material and ephemera which is often locally published or created is purchased from local suppliers, authors and local history societies, while rare and out-of-print material can be sourced from specialist suppliers and auction houses.

## County Archives

### Local Authority Records

The acquisition of public archival material is undertaken in accordance with the National Retention Policies for Local Authority Records

<https://kildarecoco.ie/media/Guidance%20for%20Implementing%20the%20Revised%20National%20Retention%20Policy%20Schedules%20for%20Local%20Authorities.pdf>

These outline the recommended retention periods for local authority records and specifies whether, on expiration of those retention periods, the records should be destroyed or transferred to a local authority archive. See Appendix I.

## Private Archives

Sub-section (3) of the latter LG Act states that: *'A local authority may acquire, by purchase, donation, bequest or loan, and undertake the care and conservation of, archival material of local interest which is in the possession of any other person or body (including another local authority).'*

Local authority archives are obliged to provide the same degree of protection and care to private archives they acquire, as are required for their own archival collections. The decision to acquire private archival material should be carried out according to the Archives Acquisition under which the archivist is selective in acquiring material by assessing the 'public value' of such material. Usually, manuscript materials warrant precedence over printed collections (printed materials are actively acquired by the Local Studies section of Kildare County Library Service).

If private archives are acquired, the depositor must sign a deposit agreement that highlights the responsibilities of both parties and serves to protect their interests. Donations to the Archives will normally involve the full transfer of ownership, including copyright, where possible. See Appendix II.

Donated material will be processed and made available to researchers as resources allow. In the case of collections that have been identified as existing in private hands, but which have not been deposited in the Archive, it may be part of negotiations with the owner(s) to obtain a duplicate of key/relevant items in the collection through the means of reprography or through microfilm.

Kildare County Archives does not acquire collections by purchase unless they constitute key documents that would have a significant bearing on the history of the county, and which might otherwise be lost to the county. Where documents are offered for sale that complement or add to a collection presently in the custody of the archive service, attempts will be made to purchase those items where resources permit.

## Local Authors

Local authors' works are purchased through those library suppliers who are successful in the National Public Library Procurement Tender where possible. In addition, the Acquisitions Librarian has some discretion to purchase directly from local authors or bookshops where this is not possible.

## General Selection Policy

Kildare Library Service aims to provide a varied and comprehensive collection of books, DVDs, games, periodicals and other resources to meet the life-long educational, recreational, cultural and information needs of Kildare citizens. Space limitations and budgetary constraints will be considered when selecting stock for purchase.

## General Criteria for Selection

Resources considered for selection must satisfy one or more of the following general criteria of qualifications:

- Suitability of format for library circulation and use – appropriate size, durable binding, legible.
- Accessible language suitable for the intended audience.
- Price and availability, balanced against probable usage.
- Literary merit.
- High standards of quality in accuracy, currency and clarity of information.
- Interest, relevance and significance to the intended audience.
- Ability to fill a gap, complement, or supplement the existing collection.
- Special local, social or historical significance.

- Titles on a subject or by an author of cultural interest.
- Award winning titles.
- Relevance to the existing collection's strengths and weaknesses.
- Attention and interest of critics, reviewers or public.
- Updating and replacing older material.

### Criteria for Selection of Electronic Resources

Kildare Library Service is provided with electronic resources under the National Tender for the Provision of On-Line Resources for Public Libraries. Choice is limited by publishing licensing agreements and digital lending rights of the tendered suppliers. Currently this includes subscriptions for:

- eBooks and eAudiobooks
- Electronic newspapers
- Electronic magazines
- Online language learning
- Online educational courses

Additionally, Kildare Library Service subscribes to a range of other subscription based electronic resources as outlines in section seven. The criteria for subscription based online resources to supplement the national offering are as follows:

- Competitively priced
- Available remotely
- Complement our existing physical collection or range of library activities
- Ease of use
- Appeal to a wide audience across a range of ages

All resources are reviewed annually for usage and scope covered. Subscriptions may be allowed to lapse and/or subscriptions to new services made available.

### Categories of Stock Not Purchased

Some books are unsuitable for public lending and will not be purchased. They include:

- Books intended for a single user e.g. workbooks, diaries, colouring books.
- Gift books.
- Books with loose leaf or ring binding unless nothing else is available on the subject.
- Books with additional objects e.g. tarot cards, rune stones, stickers.
- Books with little intrinsic value.
- Textbooks.
- Specialist books of academic interest.

### Responsibility for selection

The Senior Library Management Team and the Acquisitions Librarian have overall responsibility for the content and development of the Library Service's collection.

Designated staff coordinate and supervise the selection process, with contributions from all library staff and members of the public. The Acquisitions Librarian has primary responsibility for overseeing overall collection purchasing.

Branch library staff members play a strong role in purchasing for their branches and are the conduit through which borrower suggestions for purchase are made. Suggestions will be reviewed and are subject to regular selection criteria as outlined above.

The Local Studies Librarian and supporting staff are responsible for the selection of Local Studies materials.

### **Methods of selection & acquisition**

The provision of most categories of material is subject to a tender process. A variety of methods are used for acquisition:

- Online ordering via vendor websites.
- Orders from library suppliers' monthly lists.
- Standing orders for particular materials.
- Showroom visits to or from library suppliers.

### **De-Selection/Weeding**

The quality and scope of the collection can only be maintained through continuous professional appraisal. De-selection of library materials is an ongoing process and is the responsibility of library staff members acting with reference to the following criteria:

- Damage or poor physical condition to include mould, water damage, staining, ripped or loose pages.
- Outdated or short-lived materials.
- Lack of circulation
  - A minimum of 18 months or more for adult fiction.
  - A minimum of 24 months or more for non-fiction (Subject dependant. The final decision to be made by a senior staff member in that location).
  - A minimum of 18 months for young adult fiction.
  - A minimum of 24 months or more for children's materials.
- Assessment of educational, recreational and informational relevance.
- Replacement by newer edition and/or availability of more up-to-date subject material.
- Availability elsewhere.
- Availability of shelf-space and/or storage.
- Duplication of copies not borrowed for one year.
- Relevance to the scope of a special collection.
- High demand materials or of enduring interest will be suggested for replacement.

### **De-selection and Local Studies**

Any non-fiction, of Irish or Kildare interest, which is being considered for de-selection in the library branches, should be sent for the attention of the Local Studies Librarian who will make the final decision. Similarly, any material being considered for de-selection which is generated by Kildare born, or Kildare resident authors (fiction or non-fiction) should be sent for the attention of the Local Studies Librarian who will make the final decision.

The Local Studies Librarian reserves the right to request specific titles from Kildare library branches for inclusion in the Local Studies collection.

## General Considerations

The library has a right and duty to provide a collection which reflects the full spectrum of community viewpoints. Selections will not be made based on any anticipated approval or disapproval, but solely on the selection criteria listed, and to serve the interests of the entire community.

It is the responsibility of guardians, rather than of library staff, to guide children and teenagers in their selection, and to ensure that the materials chosen meet their requirements. This view is reflected in procedures for children and teenagers joining the library service where parents or guardians take responsibility for items borrowed or library services used by the child or teenager.

## Donations

Kildare are not in a position to accept donations. However, in some circumstances this will be overlooked for book donations where such donations are in another language.

The below criteria applies to stock that received as donations:

- Stock must be in good physical condition.
- Information must be up to date and relevant.
- Items value to an individual branch.

Offers of material are assessed on this basis. The Library Service reserves the right to decline material that does not match these criteria. The Library Service also reserves the right to decide the usage of all donated materials. This includes their location if incorporated into the Library Collection.

## Local Studies Donations

Donations to Local Studies may be accepted as deemed appropriate by the Local Studies Librarian. They are accepted on the understanding that they are offered freely and without conditions. Acceptance, classifications, shelving, access and disposal will be determined by Local Studies Librarian.

The Library Service reserves the right to dispose responsibly any such materials if they are not required, at any time. This includes the right to offer them to any other body deemed appropriate or to recycle them.

## Multiple Copies

Duplicate titles may be purchased to meet actual or anticipated demand in some areas in line with budgetary constraints. Extensive duplication is not feasible and is not considered to be the responsibility of the library service.

## Library Collections

### Fiction

Fiction is provided for all age groups in English and other languages. Fiction includes a wide range of genres, popular best sellers, classics, and award winners, in print, in talking book and ebook format. Some popular titles will be duplicated to cater for demand. Graphic novels are acquired to cater for those who prefer this format.

## **Non-Fiction**

The non-fiction collection aims to support and stimulate the life-long educational, recreational, cultural and information needs of Kildare citizens in English and other languages. Non-fiction will be considered in print, audiobooks and as ebooks. Materials relevant to children, teenagers and adults will cover a wide range of subjects, literacy levels and intellectual content. Some popular titles will be duplicated to cater for demand.

Technical, legal and medical works will be evaluated in terms of appropriate cost, suitability and content for intended users. This also applies to professional texts. Textbooks and curriculum related materials will only be provided where the materials also serve the general public or where they provide information not otherwise available. The responsibility for the provision of textbooks and research materials for students lies with the educational institution at which they are enrolled, but the public library will provide materials which supplement and enrich the reference and recreational needs of students of all ages.

## **Picture Books**

The collection includes board books, stories without words, stories to be read to children, ABC and concept books and books dealing with sensitive issues. The emphasis is on quality illustration and text with an appropriate relationship between text and illustration to tell the story.

## **Irish Language Materials**

The library purchases Irish language fiction and non-fiction titles of general interest and in a variety of formats including language learning packs. Emphasis is placed on resources to assist learners of Irish at all levels, both in the form of courses and general pleasure reading material.

## **Adult Literacy Aids**

The adult literacy materials support adult learners in developing literacy skills and learning English. These materials are purchased with reference to the National Adult Literacy Agency (NALA) and Education and Training Boards of Ireland (ETBI).

## **Children's Graded Readers**

This collection is aimed at beginner readers and provides a transition for the newly independent reader from picture books to children's fiction. All types of stories are included, as well as some non-fiction content, with the emphasis on short books with large, clear type and illustrations which enhance the story. Books with more challenging vocabulary, which provide the beginner reader with a sense of achievement and encourage them to proceed to longer and more substantial stories, are also included.

## **Book Club Sets**

The library service purchases a variety of book club titles each year to be borrowed by library and local book clubs. The book club sets consist of 12 individual copies of the same title. We do not carry more than one set of a title. These titles are not available for lending to other counties.

## **Class Sets**

Kildare Library Service provides sets of 35 books for class sets to Kildare based primary and secondary schools. These titles are not available for lending to other counties.

## Large Print

Large print books are provided for customers who prefer materials with a larger typeface. The collection consists of both fiction and non-fiction. Market availability of large print limits the collection to the English language.

## Audiobooks

Audiobooks in CD format and MP3 player format are provided for customers who may prefer listening to books. Both fiction and non-fiction titles are purchased. Priority is given to unabridged materials. Market availability of audiobooks limits the collection to the English language and to some Irish language.

## Languages Other Than English and Irish

These collections provide materials to address the needs of customers from a non-English speaking background, and those customers learning a new language. The number of language collections maintained, and the quantity of materials held is subject to two factors:

- The availability of material, both locally and overseas.
- Population movements in County Kildare.

## Magazines

Magazines are provided for children, teenagers and adults. The subscription list is reviewed annually, when consideration is given to the general criteria for selection, but also specific considerations such as:

- Frequency of publication
- Consistency of publication
- Reliability of delivery
- Availability through electronic resources

The period for which copies of a title will be kept is dependent on physical condition, frequency of publication, subject content and space. The library also subscribes to a range of magazine titles online via the database subscriptions.

## Journals

A small number of literary journals are subscribed to by the library service in addition to Local Studies journals as selected by the Local Studies Librarian.

## Newspapers

A variety of newspapers are kept for reading within the library. A representation of national and local newspapers is provided. Papers are kept for a period of up to one month and then discarded. The library's national online subscription covers many newspapers, including local and national dailies as well as a vast array of international newspapers.

The Leinster Leader, The Liffey Champion and The Kildare Nationalist are bound and become a permanent part of the Local Studies collection. The Local Studies Department offers free access to subscription databases such as the Irish Newspaper Archive & the British Newspaper Archive. The Local Studies Librarian also arranges continued free open access to the Kildare Observer newspaper.

## DVDs

The aim of the DVD collection is to support information, educational, cultural and recreational needs for people of all ages. Where possible the library service seeks to acquire DVDs that provide subtitles to assist people with hearing impairment or people learning a language. Some music titles are also collected, including concerts. Multiple copies may be purchased for high demand material. The collection is limited by budgetary parameters and availability. Animated films for children are also acquired.

## Reference

Material in the reference collection is high quality in content, format and expression and can be in various formats. The physical collection is updated regularly to provide the most current and /or best reference works available. It should be noted that many standard reference works are no longer published in hard copy. Online resources are a significant part of the Reference collection. Kildare Library Service subscribes to Encyclopaedia Britannica.

## Local Studies

The Local Studies Department forms an integral part of the Kildare Library Service. It is a focal point for local history research in County Kildare for historians and enthusiasts alike. The collection includes important primary resources as well as an extensive collection of secondary source material dedicated to the history of Co. Kildare. While efforts are made to gather all current material being published, older, out-of-date material, is likewise sought to add to the collection. Some of the material is published on the Library website as online resources and research aids, while the Department maintains a web-blog to publish material from the collection and thereby highlight the value of the collection: <http://www.kildare.ie/ehistory/>

In addition to digitised historic newspapers (see Newspapers above), the Local Studies Department offers access to Find My Past. Digital content, including e-books/digitised images/audio-visual material is being added to the Local Studies Department's collections.

## County Archives

Kildare County Archive holds the records of local government, along with private papers and manuscript material relating to County Kildare. Please note that some collections, or parts of collections are not available to researchers as they have not yet been catalogued or require conservation.

The collections in Kildare County Archives include:

- Public records (i.e. records of each local authority body in the county) in all media formats.
- Private collections (papers of individuals and organisations revealing the growth and development of the county) in all media formats, including:
  - Estate papers.
  - Business records.
  - Solicitors' collections.
  - Primary school records.
  - Records of clubs and societies.

## Special Collections:

Kildare Library Service commits to supporting and developing specialist collections to complement quality cultural and educational programming delivered throughout the whole of County Kildare.

Specialist collections support delivery of literacy, numeracy, reading development, business, employment and health in partnership with national and local stakeholders.

### Healthy Ireland at Your Library

Healthy Ireland, the Government-led initiative, is the national strategy to improve health and wellbeing, placing a focus on prevention, individual awareness and keeping people healthy for longer. A comprehensive collection of books on health and wellbeing is available in all public libraries selected by health care professionals.

### Better Basics Boosting Reading

Better Basics Boosting Reading is a reading enhancement programme designed to support and advance reading skills amongst primary school age pupils who require some additional assistance to improve their reading but are not in receipt of mainstream learning supports. This collection is not available for general lending.

### Toys, Technology and Training (TTT)

The collection is designed to offer support to children and adults with learning difficulties, disabilities or more significant needs. Based in Athy, Leixlip and Naas Libraries this specialised collection of toys, software and assistive technology can be accessed free of charge in branches throughout the county and can be borrowed or utilised by joining up at any Kildare library. Items in the catalogue can be requested or renewed online and collected by the borrower at their nearest branch library. Membership is free to any individual who lives, works or goes to school in County Kildare. The collection is chosen by Kildare Library Service staff in partnership with therapists working in the community.

### Early Learning Fun

The Early Learning Fun collection is a selection of titles, grouped together under the four themes of the pre-school curriculum, Aistear. They are available exclusively for loan to Kildare based Early Learning Centres and to Junior and Senior Infant teachers in Kildare based Primary Schools. Each set comprises books supporting the four themes. They can be borrowed for a period of 6 weeks. [This collection is currently under review.](#)

### Digital Content

Additional online resources both complement and supplement the physical stock available across the branch network. This method of service delivery ensures an extension to current library opening hours and exploits social media and mobile technology to deliver services where and when it is most convenient for our customers. Kildare Library Service currently subscribes to a variety of online resources and reference materials either independently or as part of the national consortium. These resources can be accessed remotely via links on our website, [www.kildarecoco.ie/Library/OnlineServices/](http://www.kildarecoco.ie/Library/OnlineServices/) or in the branch on public access PCs.

National Digital Consortia:

- BorrowBox – e-audio books and e-books.
- PressReader – newspaper database.
- Libby – online magazines.
- Transparent Languages – online learning for up to 80 languages.
- Universal Class – online learning for 100s of courses.

Kildare Library Services own subscriptions:

- Encyclopaedia Britannica – junior, standard and advanced versions.
- Vision-net – Irish and UK company information.\*\*
- Irish Newspaper Archive & Radical Newspaper Archive available in the full-time branch libraries.\*\*
- British Newspaper Archive & Find My Past available in the full-time branch libraries.\*\*
- Free open access to the digitised Journals of the County Kildare Archaeological Society and the Kildare Observer newspaper is arranged by the Local Studies Librarian. \*\*

**\*\* access in branch only.**

## Staff Development and Training

Kildare Library Service is committed to providing current and appropriate training to library staff at all levels in the research, development and purchasing of collections and other areas of stock management such as de-selection.

The Local Studies Librarian is available to provide training to library staff in local history research and resources, including the holdings of the Local Studies Department.

## Revision of Policy

These guidelines will support Kildare Library Service staff to apply professional awareness and judgement in the selection, acquisition, preservation, housing and subsequent deselection of library material in various formats.

The Collection Development Policy will be evaluated every two years and revised as necessary to provide guidance for implementing future changes in the collection.

## Appendix I

The records of the Council consist of recorded information, regardless of format, created or received by Council officers and employees in the course of performing official functions on behalf of the Council, and held as evidence of its organisation, functions, policies, decisions, procedures, operations, and internal or external transactions.

Records can be in any physical form or medium, including paper or electronic. In this context, and in line with the Council's commitment to openness, transparency and accountability, Kildare County Archives takes into account the statutory record management and retention requirements in the following legislation:

### Local Government Acts, 1994 and 2001

The Local Government Act, 2001 Section 80 of the Local Government Act, 2001 safeguards the protection of records and archives of local authorities and supersedes the earlier 1994 Act (Section 65) with very little alterations.

The Act states that: *'It shall be a function of a local authority, subject to the provisions of this section, to make arrangements for the proper management, custody, care and conservation of local records and local archives and for inspection by the public of local archives'*.

Local records, under the Act, available for public inspection once they are 30 years old, are defined as including: *'books, maps, plans, drawings, papers, files, photographs, films, microfilms and other micrographic records, sound recordings, pictorial records, magnetic tapes, magnetic discs, optical or video discs, other machine-readable records, other documentary or processed material made or received, and held in the course of its business or as successor to any other body by a local authority and includes copies of any such records duly made'*.

### The General Data Protection Regulation and Data Protection Act 2018

The Data Protection Act 2018 incorporating the General Data Protection Regulation has strengthened individuals' control over their own personal data and the purposes for which that data may be used. The regulation emphasises transparency, security and accountability by data controllers and processors. A RMS ensures that records containing personal information, in all formats, are identified and retained in line with the principles of the GDPR which outlines the collection, processing, retention, use, disclosure and ultimate destruction of personal data.

### Freedom of Information Act 2014

Access to information is increasingly viewed as a basic right of citizenship, and this is reflected in a wide body of legislation providing for public access to information that is held by public bodies. The FOI Act 2014 gives every person the right to access records held by public bodies, and the right to have official information relating to them amended where it is incomplete, incorrect, or misleading.

The Information Commissioner in his Freedom of Information Act – Compliance by Public Bodies Report 2001 recommended that a proper records management system be in place to facilitate the operation of the FOI Act, 1997. 'Each public body should devise and publish a records management policy covering the creation, maintenance and destruction of records. The objectives of the policy should be to ensure that the activities and decisions of the public bodies are adequately recorded. Each public body should allocate responsibility at senior management level for ensuring that development and improvement of records management is accorded the appropriate priority'.

Section 2 of the Freedom of Information Act 2014 defines a record as:

- (a) a book or other written or printed material in any form (including in any electronic device or in machine readable form),
- (b) a map, plan or drawing,
- (c) a disc, tape or other mechanical or electronic device in which data other than visual images are embodied so as to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the disc, tape or other device,
- (d) a film, disc, tape or other mechanical or electronic device in which visual images are embodied so as to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the film, disc, tape or other device, and
- (e) a copy or part of anything which falls within paragraph (a), (b), (c) or (d)

### **Planning and Development Act, 2000**

The Planning and Development Act, 2000 Section 38 (5) deals with the availability of documents relation to planning applications and is one of the few legislative provisions in place which specifically refer to the retention of records. Subsection 5 of the Act relates to the retention of planning applications. 'At the end of the period for the availability of documents referred to in subsection (2), a planning authority shall retain at least one original copy of each of those documents in a local archive in accordance with Section 65 of the Local Government Act, 1994'.

Other relevant legislation and regulations:

Electronic Commerce Act, 2000

Prompt Payment of Accounts Act, 1997

Organisation of Working Time Act, 1997

Employment Equality Act, 1998 & Equality Act, 2004

Protection of Employees (Fixed Term Work) Act, 2003

## Appendix II

### Deposit Agreement

**THIS DEPOSIT AGREEMENT** (the “Agreement”) is made on the XX day of XXXX 2023 (the “Effective Date”)

BETWEEN:

Kildare County Archives, having its registered office c/o Kildare Library Service, Riverbank, Main Street, Newbridge, Co. Kildare (“The Archive”);

AND

XXXXX whose address is XXXXXX (“The Depositor”).

whereas: -

1. The Depositor is entitled absolutely to all of the items listed in the Schedule hereto attached.
2. In so far as same still persist, the Depositor is entitled to and the owner of all copyrights existing in all of the items contained in the said Schedule whether same were original works by the Depositor or not.
3. The Depositor is desirous that all of the items contained in the said Schedule would be properly kept and maintained and has requested the Archive to accept them.
4. The Archive has indicated to the Depositor its willingness to accept an assignment of all the items in the said Schedule and to keep and maintain same to the best of its ability.

Now this Agreement herewith in pursuance of said Agreement and in consideration of same the Depositor hereby transfers to the Archive full ownership in all of the items set forth in the Schedules hereto excepting all rights of copyright which exist or may exist in all or any of these items to the intent that the Archive shall become the absolute owner of the said items but not absolutely entitled to the copyright of any existing in all such items.

It is hereby further agreed between the parties that should The Archive at any time decide that any of the items, having considered same carefully on examination are of no archival interest to the Archive, that it may return them to the Depositor or transfer them to a more suitable institution following communication with the Depositor.

It is hereby agreed between the parties that the deposit herein is subject to the deposit agreement conditions all of which are attached hereto.

In Witness hereof the Depositor's representative has signed their name and the Archive's representative has signed their name to be affixed the day and year first herein written.

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

For and on behalf of Kildare County Archives

Witnessed: \_\_\_\_\_

Witnessed: \_\_\_\_\_

## Deposit Agreement Conditions

### 1. Donation

- 1.1 Depositors must ensure that they have the right to give or deposit documents.
- 1.2 Ownership of documents given to Kildare County Archives, Kildare Library Service, passes from the Depositor to the Archive.
- 1.3 Where appropriate the Depositor will arrange for the assignment of copyright to the Archive.

### 2. Preservation and Conservation

- 2.1 The Archive will keep each collection under the same conditions of security as the official records of the Archive.
- 2.2 The Archive will ensure that the collection is stored under the same environmental conditions as the official records of the Archives, endeavouring to comply with PD 5454:2012 Guide for the storage and exhibition of archival materials, BS 4971:2017 Conservation and care of archive and library collections and *Standards for the Development of Archives Services in Ireland*.
- 2.3 The Archivist will list and arrange the collection and a copy of the list will be supplied to the Depositor. In the case of particularly large collections, it may be some time before an inventory can be prepared. The records will be listed, as resources allow, by qualified archivists or people working under professional supervision. A copy of the list will be sent to the depositor free of charge. Copyright in all catalogues and finding aids will remain with the archive service. Catalogue reference numbers may be applied in pencil to the surface of individual records for identification and security purposes.
- 2.4 Documents requiring repair or binding will be treated in accordance with the Conservation List drawn up by the Archivist subject to the availability of resources.
- 2.4 The Archive reserves the right to make copies of deposited documents, and to produce these for readers in order to protect the originals. The copies will be made only if the method of copying does not offer any change to the preservation of the document and following the permission of the Depositor. These copies will be the property of the Archive.
- 2.5 In accordance with current copyright legislation the Archive may copy records for preservation or security purposes in microform or digital form.
- 2.6 The Archive will take all reasonable precautions compatible with the provision of public access to preserve the records from damage, loss or theft and additions or fraudulent amendments but

shall not otherwise be liable beyond this to the depositor for any damage to or loss or theft of them during the deposit period.

### **3. Access**

3.1 Subject to any restrictions agreed between the Depositor and the archives service and to any statutory or common law provisions, the records shall be made available for public access. By specific agreement between the depositor and the archives service restrictions should be placed on public access to specified individual records.

3.2 Documents are produced for study only in a Reading Area as designated by Kildare County Archives.

3.3 Access is permitted to readers who have read the Rules and Guidelines for handling records, and have filled out an Archives Request Form, which includes an undertaking to comply with these rules.

3.4 No access to collections can be provided until the collections have been listed. The Depositor, or a person nominated by them, may have access to their own collection prior to listing. Within five years of the deposit of the collection any reasonable request access to material would be granted to the Depositor on the understanding that digitised copies would be made where only one original copy of an item requested exists.

3.5 Catalogue reference numbers may be applied in pencil to the surface of individual records for identification and security purposes.

3.6 Once a list has been prepared, but subject to any privacy or conservation restrictions, the collection will be accessible to users. Publication of the records can only occur with the agreement of the copyright owner.

3.7 The Depositor may, in consultation with the Archivist, prohibit access to certain records for a period of time.

### **4. Reproduction and Display**

4.1 The Archive will have discretion to supply copies of records to users, unless prohibited by the Depositor, for private study only, and in conformity with current copyright law.

4.2 The archives service has the right to publish deposited records in whole or in part in its own publications without seeking the prior permission of the depositor but with due acknowledgement to the Depositor.

- 4.3 The responsibility for granting consent to members of the public to publish records from the collection will be transferred to the Archive service but with due acknowledgement to the Depositor.
- 4.4 The Archivist will have discretion to authorise temporary removal of records from the Archive for up to one year for exhibition, conservation work or other valid reasons.
- 4.5 The Archive may release records or copies of them to other appropriate institutions, but only when assured that they will be properly and securely cared for and /or that appropriate insurance or indemnity has been arranged against loss or damage.

### **Deposit Agreement Schedule**

Schedule of XXXX deposited by XXXXXX with Kildare County Archives, Kildare Library Service.

**Collection Reference No.:** KCC/KCA/XXXXXXX