



**Leabharlanna
Libraries**

Comhairle Chontae Uíbh Fhailí
Offaly County Council

Offaly Libraries

Collection Development Statement and Guidelines

Offaly Libraries' Mission Statement

Offaly Libraries will enrich the lives of our diverse communities by providing free and equitable access to quality information, resources, education, creativity and culture

*Offaly Libraries Development Plan
2022-2023: Creating Collaborative
Communities*

Purpose of the Collection Development Statement

This Collection Development Statement has been created to guide the purchase of physical and online material, fulfilling an Action Plan Objective named in Strategic Area 4: Collections & Programmes of the *Offaly Libraries Interim Development Plan 2022-2023: Creating Collaborative Communities*.

It sets out the objectives and procedures for the purchase, management, promotion and disposal of items across the library collections. Library stock comprises all items in Offaly Libraries' collections, including books, periodicals, equipment, audio-visual materials, and electronic and online resources.

Offaly Libraries' collection as a whole serves to support the people of Offaly in their "pursuit of knowledge, culture, inspiration and recreation", as set down in the Vision Statement of the 2022-2023 Interim Development Plan. This Collection Development Statement supports Offaly's communities in maintaining access to a variety of materials in a range of formats.

The Collection Development Statement aims to encourage and support the people of Offaly in a lifelong habit of reading, learning and library use; to be responsive to patrons' interests; to monitor collections for currency, quality and use; and to make best use of Offaly Libraries' limited resources.

Offaly Libraries' Collections

Offaly Libraries' library stock is spread across its eight branches and library Headquarters. The collections include the following:

- Book material: children's, young adult, and adult, including fiction and non-fiction
- Non-book material: CDs, DVDs, computer games, energy kits, Sensory Offaly toys and equipment
- Specialised material: large print books, audio books, language sets, items in Languages Other Than English (LOTE)
- Reference material: dictionaries, online resources, CD databases
- Electronic material: eBooks, eAudiobooks, eMagazines, eNewspapers, online resources
- Periodicals and newspapers: magazines, local and national newspapers
- Local Studies material: items relating to the history and geography of County Offaly
- Offaly Libraries encourages its patrons to make use of the national Library Management System, which enables patrons to request items from any of the 31 local authority library services across the country. This expands the library stock available to library patrons.

- Non-fiction items are classified and shelved according to the Dewey Decimal Classification system, which allots a classification number based on subject. These numbers are displayed on the spine of the item and explanatory guides are available in all branches.
- Fiction stock is arranged alphabetically by author surname.

Electronic Material

Offaly Libraries is part of the national library consortium, which is managed by the LGMA, through which patrons can access a range of online collections and resources. These resources are purchased and managed centrally by the Libraries Development Unit at the LGMA, and include the following:

- eBooks and eAudiobooks through BorrowBox
- eMagazines through Libby
- eNewspapers and eMagazines through PressReader
- eClasses through Universal Class
- Online language learning through Transparent Language
- eJournals and eBooks via the Ireland Collection on JSTOR (on-site only)
- Irish Times Archive (on-site only)

Offaly Libraries also subscribes to a range of other online resources, including but not limited to:

- Local newspapers through the Irish Newspaper Archives (on-site only)
- Encyclopaedia Britannica for adults, young adults and children
- Online storytime in a range of languages through LOTE Online for Kids
- Online 3D storytime through iVox Books
- Irish and UK company information through Vision-net
- Reading and spelling support through TTRS (Touch-Type Read and Spell)
- Children's coding through Busy Code
- Music streaming through Freegal
- Children's reader guide on 'Who Next...?'
- Adult reader guide on 'Who Else Writes Like...?'
- eComics through ComicsPlus

More information and links to online resources can be found in the Digital Library on Offaly Libraries' website: <https://www.offaly.ie/eng/Services/Libraries/Digital-Library/>

Stock Selection Criteria

Acquisitions are spread throughout the year to ensure a steady supply of new material. Offaly Libraries' staff utilise their expertise and knowledge to select items for acquisition. Each item purchased by the library service is categorised under one of the following headings:

- Children's
- Young Adults
- Adult

These categories are generally used by the publishing industry as a guide for consumers and may assist libraries when assigning items to these collections.

Borrowing restrictions are in place to support the role of parents and guardians in supervising their children's selections. Staff consider publisher's catalogues, relevant journals, and reviews; and use the following general criteria to inform their selections:

- Particular Offaly interest, such as items on Offaly-related history or geography, or works by authors connected to Offaly
- Relevance to the expressed and anticipated interests and needs of Offaly's communities
- Gaps in the existing collection
- Award shortlists and winners, level of publicity and critical review
- Insight into the human condition and social realities
- Date of publication
- Accurate, current content
- A range of formats, including Large Print and audiobooks
- A range of reading levels
- A range of age levels
- Suitability for library use
- Irish language items and LOTE items
- Representation of diverse perspectives
- Expected longevity of demand
- Cost and availability, having regard to the library's resource budget

The breadth and depth of Offaly Libraries' collections aim to be representative and inclusive of our diverse communities and to support an informed public. Inclusion of materials among the library stock does not constitute agreement with or approval of the viewpoints expressed and items and resources added to Offaly Libraries' collections are assessed as a whole, not by individual passages or scenes. We support the IFLA Statement on Libraries and Intellectual Freedom that intellectual freedom is a core responsibility for libraries. Responsibility for the reading, listening or viewing of library stock by children and young adults remains with their parents or guardians.

Offaly Libraries does not purchase textbooks, specialist technical works, one-use items like workbooks, or curriculum material.

Patrons are welcome to make suggestions for inclusion in the library collection, and this can be communicated to staff in any branch library. Staff select items for purchase as per the Stock Selection Criteria set out above. Queries relating to library stock may be communicated by emailing LibraryHQ@offalycoco.ie or writing to the Acquisitions Librarian, Offaly Libraries, O'Connor Square, Tullamore, Co. Offaly, R35 X226.

Promotion of Library Collections

Offaly Libraries promotes its library stock and services through a variety of means, including

- Book displays
- Clear wayfinding
- In-house and online promotion
- Information and content via the Offaly Libraries website
- Offaly Libraries Blog: <https://offalylibrariesblog.wordpress.com/>
- Attractive and well-presented library stock

- Well-laid out buildings
- Right To Read programme: Spring Into Storytime, Summer Stars, Children’s Book Festival, Family Time At Your Library
- Programming in branches and online
- Supporting Book Clubs through Book Club Sets
- Supporting teachers and schools through Class Sets

Deselection of Library Stock

Library stock is monitored to ensure it is in good condition and relevant to our collections. The development of the library’s collections requires the continuous replacement and evaluation of library stock to maintain up-to-date, relevant, inviting and useable items. Deselection is carried out carefully to avoid removing important or locally relevant items. Replacements can be requested for in-demand items that are in poor condition

Withdrawn items in good condition are made available to local educational institutions, hospitals, and community groups, and items in poor condition are sent for recycling.

Items are withdrawn from stock if they are:

- In poor condition
- Outdated, i.e. if the information is no longer correct or has been superseded
- Duplicate copies that have low circulation
- Not in demand

Donations

Offaly Libraries does not generally accept donations. Exceptions to this include items of particular local interest, and LOTE items. Items accepted as donations are treated as property of Offaly Libraries and can be distributed and withdrawn subject to the same procedures as all library stock. There may be more suitable beneficiaries of items offered for donation, such as charitable organisations or community groups.

The donation of whole collections will be considered, although such material may be better offered to Offaly Archives. If Offaly Libraries accepts a collection, the library service may not be in a position to agree to all of the donor’s conditions, such as keeping the collection together.

Review

The Collection Development Statement will be reviewed and revised as necessary to reflect current library needs and objectives, ensuring that the library stock serves the people of Offaly in their pursuit of knowledge, culture, inspiration and recreation.

Informing Documents

Offaly Libraries’ [Interim Development Plan 2022-2023: Creating Collaborative Communities](#) (2022)

Offaly Libraries’ [Customer Code of Conduct](#) (2022)

[Our Public Libraries 2022: Inspiring, Connecting and Empowering Communities](#) (2018)

[IFLA Statement on Libraries and Intellectual Freedom](#) (1999)

[IFLA-UNESCO Public Library Manifesto](#) (2022)

Equal Status Acts 2000-2018