



Comhairle Chontae Chill Chainnigh
Kilkenny County Council



Kilkenny County Council
Library Service

Collection Development Policy

1 Document Control

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Table of Contents

1 Document Control	2
2 Introduction	4
3 Purpose of Collection Development Policy	4
4 Objectives	4
5. Scope of the Collection	5
6. Selection Criteria.....	6
7. Local Studies and Archives	6
8. Electronic Resources	6
9. Purchasing and Acquisition Protocols	7
10. Self-published Titles	7
11. Donations	8
12. Stock Management	8
13. Repurposing of Stock	9
14. Stock Promotion and Training for Collection Development	9
15. Conclusion	10
16. Bibliography	11

2 Introduction

The Collection Development Policy sets out guidelines, procedures and objectives for the acquisition, management, promotion and disposal of library stock. Library stock is defined as materials in all formats, acquired by Kilkenny County Council Library Service including books, periodicals, audio-visual materials, electronic resources and online information.

3 Purpose of the Collection Development Policy

The policy aims to ensure we offer access to a wide range of fiction and non-fiction stock in a variety of formats to meet their needs and interests.

“Public libraries will be at the heart of reading and literacy development within the community. We will provide opportunities for everyone to develop as literate and informed individuals and raise the profile of reading for pleasure and wellbeing in English, Irish and other languages. There will be an excellent book stock available at libraries, mobile libraries, online and through our national distribution service- *The Library is the Place: Information, Recreation, Inspiration 2023-2027*

This policy is informed by:

- Kilkenny County Council Library Service Development Plan - Creating vibrant and sustainable communities 2025 - 2029
- Kilkenny Library Service Delivery Plan
- National Collection Development Policy Guidelines 2025
- National Library Development plan - *The Library is the Place 2023-2027*

“We will aim to cultivate sustainable, inclusive, engaged communities and continue to promote a love of reading, life-long learning and cultural heritage.” – *Kilkenny County Council Library Service Development Plan: Creating Vibrant and Sustainable Communities 2025-2029.*

4 Objectives

Kilkenny County Council Library Service's Collection Development Policy aim is to support its mission and community role as outlined above. Within our resources, we provide a wide range and choice of quality stock keeping in mind the four strategic programmes, reading and literacy development, learning and information and community and culture as outlined in *The Library is the Place 2023-2027.*

This will:

- Encourage a love of reading and support lifelong learning.
- Inform and challenge, aiding informed life choices, critical thinking, active citizenship and intellectual freedom.

- Assist personal development.
- Promote literacy and encourage the reluctant reader.
- Ensure the effective and efficient use of resources.
- Provide a source of inspiration and imagination for all audiences.
- Encourage economic activities and sustainable communities.
- Promote accessibility and social inclusion through materials in different formats and reflect community diversity.
- Ensure access to local, national and global cultural heritage.
- Preserve and enhance the collective memory of Kilkenny City and County.
- Ensure the collection is evaluated regularly with particular reference to relevance, quality and ability to meet changing community needs.

5 Scope of the Collection

- Book Material – e.g. adult, young adult and children's fiction and non-fiction.
- Non-book material – e.g. music and film.
- Specialist material – e.g. large print books, audiobooks, literacy material, language material, sensory collection and other specialist collections.
- Reference materials – e.g. online resources, microfilm, journals, periodicals, newspapers.
- Local studies materials – e.g. materials pertaining to the history of Kilkenny.
- Irish-language material: The library acquires Irish-language titles of general interest in a range of formats. Particular emphasis is placed on resources that support learners of Irish at all levels, including language courses and suitable general reading material.
- Electronic resources – e.g. eBooks, eAudiobooks, online learning tools, eNewspapers, eMagazines and streaming services.
- Collections to support national initiatives e.g. Healthy Ireland at your Library, Skills for Life and Right to Read book stock.

6 Selection Criteria

Kilkenny County Council Library Service is committed to meeting the needs and expectations of its users. Through the careful selection of materials by professional, experienced staff, supported by ongoing user input, we ensure the integrity of the collection and support the broad educational, cultural, recreational and informational needs of the community.

General Selection Criteria

- Professional judgement and awareness of staff
- Present and potential relevance to community needs
- Demand
- Local Author
- Long-term importance/interest, durability and stock gap
- Value for money
- Display and storage space availability
- Authority and competence of the author
- Literary merit

- Technical quality
- Relevance and clarity of information

7 Local Studies and Archives

Kilkenny Local Studies provides a reference and research service dedicated to preserving and promoting the history and heritage of Kilkenny City and County. The collection is actively developed and includes books, newspapers, journals, photographs, audiovisual material, maps, manuscripts and other Kilkenny-related resources.

The Library Service also records the experiences and reminiscences of local individuals and communities to ensure that local voices form part of the county's documented heritage.

Within available resources, the library aims to acquire:

- Material created or published in Kilkenny, or produced elsewhere with clear local relevance
- Material documenting the experiences of local citizens and communities
- Material reflecting significant historical, social or cultural aspects of life in Kilkenny

The County Archives are stored off-site but can be consulted through the Local Studies Department by advance booking. Holdings include local authority records, Grand Jury documents and a range of business, estate and personal papers.

Access to digitised collections is available on Kilkenny Digital Archive at <https://digital-archive.kilkenny.ie/>

8 Electronic Resources

Kilkenny County Library currently subscribes to a variety of online resources and reference services, either independently or as part of the national consortium. These resources can be accessed remotely via links on our website, www.kilkennylibrary.ie or in-branch on public PCs. These resources both complement and supplement the physical stock available across the branch network and provide a more sustainable method of providing materials, support resources and learning opportunities for all.

“Recognising the increase in usage of online services during the pandemic, we will provide all library users with access to eBooks and other digital resources to facilitate lifelong learning, on a cost-effective basis to the public sector” - ***The Library is the Place: Information, Recreation, Inspiration 2023-2027***

Our digital collection includes:

- eBooks
- eAudiobooks
- eMagazines
- eNewspapers

- eComics
- Online learning courses including language learning
- Online newspaper archives*
- Digital journals and periodicals*
- Coding licenses
- Film streaming
- Literacy licenses

* Accessible in branch only

When selecting electronic information sources, special consideration should be given to the following:

- Technical requirements to provide access to the information
- Ease of use of the product
- Availability of the information to multiple, concurrent users
- Technical support and training
- Competitively priced discounts for consortium purchase
- Equipment licensing and training requirements
- Availability remotely
- Appeal to a wide audience

9 Purchasing and Acquisition Protocols

We are legally obliged to purchase materials from those library suppliers who have been successful under the national tendering contracts.

Library staff aim to provide the widest range and choice of stock while working within allocated resources. The purchase of stock is done in consultation with branch managers and linked to individual branch needs, budgetary resources and the stock collection policy.

The library service will do its utmost to ensure the per capita book fund target of €4 is reached as per recommendation in *The Library is the Place: Information, Recreation, Inspiration 2023-2027*.

10 Self-Published Titles

Kilkenny County Council Library Service may purchase and take donations of self-published titles by local authors if there is a compelling reason to do so (valuable local content, high local interest, etc.) These works must adhere to the general guidelines laid out in this collection development policy. Donated books must have been published within the past three years and in unused, new condition. The library is more likely to add a self-published book to the collection if it has been reviewed in established sources.

11 Donations

Kilkenny County Library Service welcome donations of material subject to our guidelines below:

Donated materials will be evaluated by professional librarians according to the criteria in our collection development policy.

Donated items will be the subject of the same retention standards as any other material and may be withdrawn over the course of time.

Criteria:

- Currency – subject matter of relevance, no newer edition available.
- Fiction titles should have been published within the previous 2 years.
- Condition – items for donation must be in pristine condition.
- Suitability – We consider some books to be unsuitable for a public lending context and will not accept donations of such material including the following:
 - ✓ 2nd or 3rd level textbooks
 - ✓ Books intended for a single user e.g. workbooks, diaries
 - ✓ Books with spiral binding
 - ✓ Gift books – with little intrinsic information
 - ✓ Books of high academic or specialist interest unless relevant to public library
 - ✓ Books with additional objects e.g. stickers, cards
 - ✓ We reserve the right to place items donated in any branch library of our choice. We also reserve the right to dispose of any unwanted donated items as and when we see fit.
- Exceptions – exceptions to the above criteria may apply if the items are of local, Kilkenny or Irish interest. Condition and currency may not be relevant if the items offered are ones which are not already in stock.

12 Stock Management

Kilkenny County Council allocates a budget annually for the purchase of library books, audio, film, music, newspapers and special collections. Kilkenny County Council library Service are committed to green procurement practices and sustainable measures.

Maximum use is now also made of the national Library Management System (LMS) when ordering stock for borrowers. This enhances the service we provide for our users.

Retention and Repurposing of Stock

Ideally a last copy of each lending title should be retained. However, with limited space this is not possible.

Withdrawal of stock

Stock withdrawal is an essential element of collection development that ensures library materials are relevant and accessible.

Criteria used for withdrawal:

- Age, condition and relevance
- Staff members' professional judgement
- Number of loans and availability through LMS

13 Repurposing of Stock

Kilkenny Library Service is committed to ensuring that the end-of-life management of library materials supports our climate action commitments. Items are therefore handled in the most environmentally responsible manner available, with an emphasis on reuse, reduced waste, and sustainable disposal practices. Items may be managed in the following ways:

- Send to store where criteria for retention and potential future utility exists.
- Re-home: Donate to local institutions, literacy initiatives where materials can continue to support learning and community use or can be used for recycling projects
- Re-home through Better World Books
- Recycle
- Minimal use of plastic for book covering

Material held in the store will also in turn be reassessed periodically for possible withdrawal.

14 Stock Promotion and Training for Collection Development

Stock promotion is essential to encourage use of the library service and its collections.

This is achieved by:

- Ongoing promotion and displays across our library network.
- Promotion on library website and social media.
- Staff recommendations.
- Local publications and media coverage.
- Staff training.
- Through the three strategic objectives outlined in

The Library is the Place: Information, Recreation, Inspiration 2023-2027 – people, spaces and connections.

Staff training:

Authority for the selection and acquisition of materials rests with the County Librarian who delegates responsibility to designated staff members. In order to facilitate staff training and professional development, where practicable, all staff are involved in the purchasing of stock and are offered stock collection training.

15 Conclusion

These guidelines will aid Kilkenny County Library 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 periodically evaluated and revised as necessary to provide guidance for implementing future changes in the collection.

Bibliography

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