

Wicklow County Council Library Service

Local Studies Collection Development Policy 2021 – 2026

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1. Introduction

Wicklow County Council Local Studies service collects, preserves and make available for reference material relating to the social, physical, economic and political aspects of both modern and historic County Wicklow.

This Collection Development Policy contains a set of criteria that must be satisfied when historical materials are added to the library's collection.

It is a tool to assist the local studies librarian in deciding which records to actively collect, which records to accept if offered for donation, and which records to decline.

The policy defines the geographical focus of the collection, defines the formats to be collected and outlines items that will not be accepted.

Wicklow Library Service is committed to developing and growing the Local Study Collection to support the research needs of its community in so far as resources and budgets permit.

2. Mission Statement

'To collect, preserve and make available material relating to all aspects of the current and historical development of County Wicklow in a bid to promote and support research and encourage greater public engagement with the County's history and culture'.

This Collection Development Policy supports the aims.

3. Scope and criteria for the Local Studies Collection

Currently, the Local Study collection includes the main collection housed in Wicklow Library and smaller collections in local branches. This comprises over 8,000 items.

It is a diverse collection made of up a variety of formats covering a diverse range of topics. Together, they document the past activities of individuals, organizations and businesses in County Wicklow, as well as, providing material relating to the topography, geography, local flora and fauna of the county.

Much of the collection is unique and irreplaceable. It includes rare and out of print material and fragile items that cannot survive repeated handling.

3.1 Formats collected

The collection houses materials in a variety of formats including, but not limited to:

- Books
- Serials including local newspapers, directories and journals.
- Ephemera including pamphlets, programmes, catalogues and brochures.
- Electronic resources including CD-ROMs, spoken and music CDs and DVDs.
- Visual materials include photographs, prints, maps, microfilm and microfiche.

The collection is made up of both primary and secondary material.

The Local Studies Collection does not collect three dimensional artefacts.

3.2 Selection Criteria

When selecting material for the Local Studies Collection, either for purchase or offered for donation, consideration should be given to the following:

- Primarily material to be collected will relate to County Wicklow, including that which was created or published locally or created or published outside the locality but with local relevance.
- Material relating to neighbouring counties including County Dublin, Wexford, Kildare and Carlow where it sheds light on aspects of County Wicklow or answers local studies queries.
- Material relating to Ireland, where it sheds light on aspects of County Wicklow history and development.

- Material which documents the experience of local citizens.
- Material which is of a rarity and significance that it is considered of local importance.
- Material which meets subject of interest criteria:
 - o Related to places, personalities, individuals, groups, organisations, events, activities, experiences or themes of significant local relevance
 - o Documents significant aspects of the history, social or cultural life of the local community.
 - o Enhances the collection.
- Reference tools such as guides to research, guides to sources, bibliographies and indexes, biographical and topographical dictionaries, as well as guide books, government publications and directories.
- A special effort to be made to collect and make available material produced by Wicklow County Council.
- Material relating to family history and genealogy.
- General books on Irish history which will inform studies of County Wicklow history.
- Material appropriate to the special collections (i.e. Local Authors, Local Publishers, Antiquarian, Rare Book etc).
- Novels set in the locality which may provide useful background information and atmosphere.

Selection should also meet the following general criteria:

- Professional awareness and judgement
- Reputation, authority and competence of author and/or publisher
- Literary merit
- Accuracy, clarity of information and/or presentation
- Published reviews, trade literature and attention of critics
- Value for money
- Suitability and durability for library use
- Adding value to specialist collections appropriate to the Local Studies collection

4. Collection acquisition

County Wicklow Library Service currently acquires material by:

- Purchase
- Donation

4.1 Acquisition by Purchase

Wicklow County Council Library Service allocates a budget annually for the purchase of Local Study books, audio and visual materials, journals / periodicals / newspapers etc. Allocation is dependent on the overall Library budget.

Various sources of information are used when making selections including ongoing serial subscriptions, reviews in newspapers, trade magazines, online reviews, author suggestions and rare book catalogues amongst others. The Local Studies Librarian welcomes borrower requests or purchase suggestions.

Purchasing of Local Studies material is made according to the Selection Criteria outlined above.

4.2 Acquisition by Donation or Gift

Wicklow Library Local Studies accepts donations of Irish material and local studies material pertaining to County Wicklow, especially items that are not already in the collection.

Such criteria as apply to acquisition by selection and purchase will also apply to donations/gifts of materials. Offers of material will be reviewed on that basis.

Wicklow Library Service reserves the right to decline donations/gifts and reserves the right to determine the disposal of all donations and gifts received, including the sale of material to the benefit of the Library and in the interests of library users. Other conditions which apply include:

- Donors must have a clear title to the material offered.
- Except in exceptional circumstances, material will not be accepted with conditions attached.
- That, where relevant, copyright and any other rights vested in the material are assigned to Wicklow Library Service at the time of acquisition.

- Wickow Library Service reserves the right to dispose of duplicate materials or other materials acquired as part of a collection which do not accord with collection development criteria.
- The library will not accept donations of material of no evident Irish or Local Studies interest.
- On receipt of donation, a letter of agreement will be issued to the donor outlining Wicklow Library policy above. This process document will outline the terms of future use.

5. Preservation and Conservation of collection

- Local Studies material must be stored in archival boxes, envelopes and pockets.
- Digital copies of photographs and postcards to be made available to users, rather than the original items.
- Digital copies of all rare material to be made available to users where practical.

6. Discarding Materials

Wicklow County Council Library Service reserves the right to dispose of materials inappropriate to our collections. Options include returning materials to donors, selling items, and offering collections to other institutions (when feasible).

7. Conclusion

The Local Study Collection is not static. Through ongoing collection and development, it is continually evolving and expanding to capture and reflect the diverse social, cultural, economic and political activities and achievements of the County and its communities. As such, the Policy will be periodically evaluated and revised as necessary to provide guidance for implementing future changes to the collection.

Sources

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