

# **South Dublin County Library Local Studies Collection Development Policy**

## **Consultation for this policy**

This policy is based on consultation with

- ◆ Other branch libraries
- ◆ Local History/Conservation Societies
- ◆ County Library Staff
- ◆ Local Studies mailing list contacts
- ◆ Local Studies section users
- ◆ Schools
- ◆ Children

This policy was drafted by representatives from all South Dublin branch libraries in July 2000 based on consultation with the above groups and the needs of the branch libraries.

## **Purpose of the Local Studies Collection**

To collect and make available to library users material relating to the history and development of the South Dublin County area. As well as material of a historical nature, material relating to economic, social, demographic and other aspects will need to be collected.

The Local Studies Collection at the County Library is the major Local Studies collection for South Dublin Libraries. Valuable and single copy items in stock in South Dublin Libraries should be housed with the collection.

Other branches should hold material which will answer the majority of their Local Studies queries. More specialised queries can be referred to or passed to the Local Studies librarian.

## **Types of material collected**

Books  
Periodicals  
Local Newsletters  
Local newspaper  
Pamphlets  
Photographs  
Prints  
Maps  
Microfilm  
Microfiche  
Spoken and music cassettes  
Spoken and music CDs  
Software  
etc

## **Geographic and subject areas to be collected**

- ◆ In the main material to be collected will relate to the South Dublin County administrative area.
- ◆ Material relating to neighbouring local authority areas, Fingal, Dublin Corporation, Dun Laoghaire Rathdown, Kildare and Wicklow may also be collected especially where it sheds light on aspects of South Dublin County or answers local studies queries. (e.g. Poulaphouca Reservoir Scheme)
- ◆ Material relating to Ireland where it sheds light on aspects of South Dublin history and development.
- ◆ "Types" of local studies material may also be collected where the methodology might be used in a similar study of South Dublin. (e.g. Maynooth Local Studies Series)
- ◆ A special effort to be made to collect and make available material produced by South Dublin County Council.
- ◆ Material relating to family history and genealogy.
- ◆ County Library staff and staff from other branches felt that it would be beneficial to provide access to newspapers on microfilm.
- ◆ General books on the history of Ireland which will inform studies of South Dublin history.
- ◆ Material appropriate to the special collections. (Local authors: Katharine Tynan Collection, Austin Clarke Collection, Charles Lever Collection, etc; local Publishers: Geography Publications, etc.)

## **Budget**

The budget allocated for acquisitions needs to be flexible as suitable material may or may not become available.

A definite budget needs to be allocated to the Local Studies Librarian for acquisition of stock. Prior to this the acquisitions budget has been directly controlled by the Senior Librarian with responsibility for acquisitions.

## **Accommodation**

The Local Studies Collection is currently housed in the reference area of the County Library. All material is security tagged before being made available. The most valuable material is on display in the glass case at the front of the issue desk. Archived material such as original photographs and prints are stored in the librarian's office. As the library is open plan, security and misfiling of stock are issues. These will be alleviated when the Local Studies Collection moves to a self-contained part of the planned extension to the library. (originally scheduled to start in August 2000)

The collection is organised in the main in Dewey decimal order, followed by special collections (Katharine Tynan Collection, Austin Clarke Collection, Charles Lever Collection, etc)

Appropriate equipment and furniture to be made available. (Map drawers to be purchased to house the map collection, etc)

## **Staffing**

The Local Studies Collection is managed by a librarian who also has responsibility for a number of other areas. Ideally the Local Studies librarian should only be responsible for the Local Studies Collection. This position should result from the provision of new accommodation.

When new accommodation is provided, the Local Studies Collection should be available to users during the opening hours of the County Library. This will necessitate additional staff to cover breaks, second shift, cataloguing, servicing of new stock, etc. A Local Studies team will be developed where the Local Studies librarian is assisted by other staff members, particularly by those who have an interest in Local Studies or would like to develop an interest in Local Studies.

Staff will be encouraged to undertake the Maynooth Certificate in Local Studies Course.

Staff training will be provided for all new staff and all County Library staff will be trained in new developments.

When possible, training will be made available to staff from other branch libraries.

## **Particular areas of the Collection to be developed**

The policy group decided that a collection of maps, photographs and prints needed to be developed as a matter of priority.

Thoms Directories

Dublin Historical Record

Appropriate periodicals to be taken and back issues to be purchased.

## **Acquisition of material**

Material for the collection to be obtained by purchase, reallocation, donation, copying, etc.

Material for purchase/acquisition is sourced from the following:

Antiquarian catalogues with material of Irish interest.

Other branch library holdings when out of print or valuable

Books Ireland

Newspapers

Local Contacts

Donations

Hunting

Publishers' Catalogues

Specialised dealers (e.g. Neptune Gallery for maps)

## **Accessing the Collection**

Primary access to the collection should be via the library catalogue.

Pressure on cataloguing department means that individual photographs and maps cannot be catalogued in detail. On a temporary basis these will be listed and arranged locally.

When a Local Studies librarian has sole responsibility for the collection, cataloguing of Local Studies material should be devolved to the Local Studies Librarian. This will probably involve re-cataloguing and re-classification of material already in the collection, especially to include appropriate keywords as added entries.

## **Promotion**

The Local Studies Collection is promoted to users by:

- ◆ Open access to Local Studies material in the library
- ◆ Mail shots to those on the Local Studies mailing list
- ◆ Mail shots to those on the Adult mailing list
- ◆ Letters to schools
- ◆ Posters and handouts in the library
- ◆ Posters and handouts in other libraries
- ◆ High profile launches of collections and exhibitions
- ◆ Publicity in the press especially in the Tallaght Echo, South West Express and the Southside People.
- ◆ Articles in the press dealing with local studies activities especially in the Tallaght Echo, South West Express and the Southside People.
- ◆ Promotion by Tallaght Community Radio and Anna Life Radio.
- ◆ Exhibitions, competitions and special events.
- ◆ At some stage it is hoped to produce a Heritage Map of South Dublin County. (some preliminary work has been carried out)
- ◆ Publishing material of local interest. (1798 booklet, South County Scrapbook)
- ◆ Sales of material of Local Studies interest (Tymon Park booklet, Corkagh Park booklet, When Adam was a Boy, etc)
- ◆ Support appropriate activities by providing a venue (e.g. meetings, lectures, etc)

## **Conservation and preservation**

Material in need of conservation binding to be rebound

Periodicals and the Tallaght Echo to be bound annually

Maps to be encapsulated before being made available to users.

Working laser copies of photographs to be made available to users. Originals to be archived in archival quality pockets.

## **Review of this policy**

This policy is to be reviewed on an annual basis.

(note: no review meeting took place during the summer of 2001 due to staff shortages and the absence of key staff members. This was not a major setback as sufficient work has been planned based on this policy to provide direction for a number of years)

## **Benefits of developing a policy**

Determines the work to be undertaken and assists in drawing up a program of work.

Allows work to be prioritised.

This policy with stated objectives has attracted a definite commitment to funding acquisitions. In 2001 the amount budgeted for was £7,000 (€8,890). In 2002 the amount allocated is €20,000.

The view of the Local Studies Collection has moved from being a local history collection to a local studies collection.

Support for the collection has been forthcoming from other branches. The Local Studies Collection is no longer viewed as a County Library Resource but as a South Dublin Libraries resource

Raise the profile of the Local Studies Collection.

Provide a framework for the development of the Local Studies Collection when it becomes a separate entity.

### **Co-operation with other County Council Departments**

Good working relations to be fostered and developed with other Council Departments. The Local Studies Collection should be their prime resource for material of Local Studies interest.

### **Some work to do**

Guide to local studies collection

Index to collection via catalogue?

Bibliography of periodical articles

Guide to Genealogical resources

Guide to major research collections

Links to Websites of interest to be provided on public access PCs

Update Local Studies index

For the future Reprographic Service