



**Comhairle Contae
Dhún na nGall**
Donegal County Council

Title

**Donegal County Council Library Service
Collection Development Policy**

February 2021

Contents

1. Library Mission Statement	4
2. Policy Context	4
3. Purpose of the Policy	4
4. Objectives of the Policy	5
5. Community Profile	5
6. The Policy	6
6.1 Core Collections	6
6.1.1 Donegal Studies Collection	7
6.1.2 Irish Language Collection	7
6.1.3 Online Resources	8
6.1.4 Irish Joint Fiction Reserve	8
6.1.5 Reading Group Collection	9
7. Selection.....	9
7.1 Criteria for selecting Online Resources	9
7.2 Criteria for selecting Children’s Resources	9
7.3 Criteria for selecting non-Book Materials.....	10
7.3.1 DVDs.....	10
7.3.2 Music CDs.....	10
7.4 Criteria for selecting Newspaper and Periodicals.....	10
7.5 Criteria for selecting Material to be Digitised	11
7.6 Requests.....	11
7.7 Categories of Stock that we do not purchase.....	11
8. Acquisitions & Procurement.....	12
9. Stock Management.....	12
9.1 Stock Presentation & Reader Development	13
9.2 Stock Audits	13
9.3 Stock Rotation & Weeding.....	13
9.4 Stock Preservation	14
10. Donations.....	14
11. Disposal.....	15
12. Budget and Funding.....	15

Appendices	16
Appendix 1 Donegal County Council Libraries and Taobh Tíre Centres	17
Appendix 2 Other policies related to the Collection Development Policy	20
Appendix 3 Rare Books Policy.....	21
Appendix 4 Digitisation Action Plan	28
Appendix 5 Stock Suppliers through National Tendering Process.....	47
Appendix 6 Disposal Policy	48
Appendix 7 Donations Policy	49

1. Library Mission Statement

Donegal County Council provides a network of libraries as cultural spaces for creating opportunities to enhance community life (Appendix 1). Libraries promote pride, confidence and identity in local and national culture as well as providing economic stimulus through learning and creativity. By providing a modern library service the Council seeks to meet the needs for general education, information and recreation, to support the quest for knowledge and to meet the public's interest in reading and the arts.

2. Policy Context

This Policy was formed in line with all relevant Donegal County Council Policies and in particular *Cúltur: A strategic vision for Cultural Services 2016-2020*. With particular reference to the strategic goals of Cúltur:

1. Public Participation
2. Lifelong learning and Social Inclusion
3. Supporting the Arts & Arts organisations
4. Conserving and promoting Cultural Inheritance
5. Building relationships with stakeholders and partners
6. Sustainable high quality Cultural Services

Other Policies include:

Donegal County Council Corporate Plan 2020-2024

Our Public Libraries 2022: Inspiring, Connecting and Empowering Communities

(See Appendix 2 for a list of other relevant policies and plans.)

3. Purpose of the Policy

The Collection Development Policy sets out how Donegal Library Service intends to build its collection to provide access to a wide range of quality resources for the entire community. The policy provides guidelines on the procedures and objectives for the selection, acquisition, management, promotion and disposal of stock. The policy will ensure a consistent and balanced growth of the collection. It will consider changing and emerging needs of communities in line with technological advances and access to services.

4. Objectives of the Policy

Planning: The Collection Development Policy is an important planning document of the library service. A policy with clear and simple guidelines leads to making more consistent and informed decisions.

Selection: Provides consistency in selection and management of the collection.

Decision making: Provides a framework in which to make decisions and can be used as a tool to communicate the collection plan to outside organisations and donators etc.

Goals: In the short term it provides benefits to library users by ensuring that a variety of titles across a broad range of non-fiction subjects and fiction genres is available in a variety of formats and in sufficient quantities to meet their needs and interests. In the longer term the goal is to acquire and hold all titles published that relate to Donegal.

Use in a wider context: A written Collection Development Policy serves as a basis for wider co-operation and resource sharing through consortia e.g., Libraries Ireland consortia.

5. Community Profile

According to the 2016 census, the total population of County Donegal was 159,192 persons. Women outnumbered men slightly with 80,170 females to 79,022 males.

In 2016 Donegal's age profile was:

- Age 0-4, pre-school – 10,776 (7%)
- Age 5-12, primary school – 19,652, (12%)
- Age 13 – 18yrs – 13,797 (9%)
- Age 19 – 64yrs – 89,978 (56%)
- Age 65 plus – 24,989 (16%)

In terms of landmass, Donegal is the 4th largest county in the state, and also the 5th most rurally dispersed county. It remains predominantly rural with 73% of its total population living in rural areas, compared to the national average of 37%.

There is a significant Gaeltacht population of 23,346 or 15% of Donegal's total population. Donegal's Gaeltacht is the second largest in the state, representing 25% of the total Gaeltacht land.

The 2016 census identifies the following ethnic groups usually resident in Donegal, giving their nationality as follows:

Irish 140,754; UK 5,860; Polish 2,003; Lithuanian 345; Other EU countries 1,434; Rest of World 1,831; Not stated 2,003.

The unemployment rate in Donegal in 2016 was 18% the national rate in the rest of Ireland was 7.5%.

Co. Donegal has 11 islands, six of which have designated island status – Arranmore, Tory, Gola, Roy, Innisfree and Inishbofin with a combined population of 740.

6. The Policy

The public library is a primary resource for lifelong learning by providing a wide range of relevant and timely resources. It is the role of the library service to foster and develop reading as a basic life skill. This policy will plan for continued development of collections through a unified approach to collection development. Donegal Library Service will continue to recognise that collections must reflect the increasingly diverse needs of our communities. Collections will, as far as is practical, meet distinct demographic, linguistic and cultural requirements. The collection also supports national initiatives such as Healthy Ireland, Work Matters and Right to Read.

6.1 Core Collections

Core Collections include:

- Donegal Studies Collection
- Genealogy Collection
- Diaspora Collection
- Irish language Stock
- EDIC Collection
- Reference Collection
- Non-Book Material (CDs, DVDs, software, maps, photographs, microfilms, microfiche, newspapers, periodicals, magazines)
- Special Collections: large print, audio books, literacy material, foreign language material, Susan Stewart Collection, Irish Joint Fiction Reserve Scheme
- Online Resources Collections
- Fiction
- Non-fiction

- Reading Groups/book clubs
- Class sets

6.1.1 Donegal Studies Collection

The Donegal Studies Collection consisted of over 38,500 items in December 2020. These include local publications, audio visual material, maps and items in our local history files. All libraries hold a small collection of local interest while Central Library, Letterkenny holds the main Donegal Studies collection with lending and reference copies of all Donegal Studies material. All material in the collection is about Donegal, by Donegal authors and/or produced in Donegal.

Antiquarian items are housed in the Rare Books Collection, circa 1,200 items (Appendix 3) in Central Library. Central Library also has a large collection of digitised newspapers, with smaller collections in Bundoran, Leabharlann Phobail Na Rosann and in Moville Library.

Central Library houses a collection of Donegal townscape photographs from the Lawrence Collection and small collections of local photographs are found in some other libraries.

Central Library, Letterkenny also has an extensive collection of books, journals and other material on genealogy and family history. Some Parish records are also available.

In addition to the Donegal Studies Collection the Library Service has ownership of the Cathal O'Searcaigh Collection housed in Damhlann an Ghleanna (circa 5,500 items).

6.1.2 Irish Language Collection

Donegal Library Service's Irish Language provision can be divided into five sections:

- Books about the Irish Language, Gaeltacht, people and culture
- Learning Irish – books and multi-media learning resources
- Books for teachers and parents
- Books and non-book materials in the Irish language
- Books translated from the Irish language
- Irish language books for children and young people

The library provides for:

- Native Irish Speakers.
- Coláistí, Gaelscoileanna agus Naíonraí.
- Pupils with another first language who are learning Irish at school.
- Children, Young Adults and Adults who wish to learn Irish.

Leabharlann Phobail Gaoth Dobhair, as the main library in the Gaeltacht, will have the most comprehensive Irish language collection in the county. The Library Service will strive to purchase every Irish written or Irish published children's title.

6.1.3 Online Resources

Donegal Library Service provides a range of online resources through the library website www.donegallibrary.ie including: e-books, e-audio books, e-magazines/journals, online languages, e-learning courses, online newspapers, online reference resources, online comics and online music courses. The Library Service aims to promote these services to all our current and potential library members, as a service that can be used in any location at any time.

An appreciation of ever evolving technology will enable us to remain relevant in the online resources we offer. We will continue to develop the provision of online resources ensuring currency and immediacy of access to information. The use of eBooks for leisure and recreation is increasing and the Library Service intends to develop these resources to meet the evolving needs of its members.

The Donegal Library App allows members to download, eBooks & audiobooks, as well as digital comics, online newspapers and e-magazines. An innovative approach to collection management will enable provision of state-of-the-art digital services in conjunction with more traditional formats.

Donegal Library Service aims to provide digitised content reflecting the extent and quality of our collections. The Library Service will prioritise content to be digitised to meet the needs of our researchers and communities, while aiming to preserve the most delicate and at-risk items in our collections and respecting Intellectual Property Rights (Appendix 4).

6.1.4 Irish Joint Fiction Reserve

Donegal Library Service collects short stories under the Irish Joint Fiction Reserve Scheme (IJFRS). The scheme exists to preserve and make available out of print works of Irish fiction. The IJFRS is made up of adult fiction held for lending between library authorities nationally. Each participating library is expected to hold and retain books by writers whose surnames begin with a pre-assigned letter of the alphabet. Books may then be requested for out-of-print material from the holding library. Donegal's collection is in storage in Donegal County Library Administration, Magherennan, Letterkenny.

6.1.5 Reading Group Collection

Donegal Library Service provides opportunities for members to share their reading experiences and engage in reading as a creative activity. We support book clubs through our Reading Group Collection, with the loan of sets of books of the same title (max. 15). We will strive to provide appropriate formats to meet the needs of all library members and to support our activities in promoting reader development.

7. Selection

Library staff consider all material, whether purchased or donated, in accordance with the criteria listed below. Stock selected reflects the cultural diversity of the community. Titles from literary awards such as the Man Booker, Whitbread, Dublin Literary Awards and Costa are also included. We also buy stock to support literary programmes such as Summer Stars, Wainfest and Read DL.

- Scope and accuracy
- Currency
- Value for money
- Popular interest
- Format and ease of use
- Reputation of the author and publisher
- Impartiality
- Local emphasis
- Service priorities
- Relation to the existing collection and to other materials on the subject

7.1 Criteria for selecting Online Resources

A national selection committee selects specific online resources: e-books, e-audio books, e-magazines, online languages, e-learning courses and online newspapers. The suppliers of these resources were selected in 2020 by national tender through the Local Government Management Agency (LGMA), for a four-year period. As regards content, online sources are acquired by the selection committee using the same selection criteria applied to other formats. Donegal Library Service selects additional online resources using the following criteria:

- Intellectual content.

- Reputable source.
- User-friendly interface on multiple platforms.
- 24 hours access by library members (in library & remotely).
- Usage/potential usage meets subscription or licence costs.
- Technical support and training.

7.2 Criteria for selecting Children's Resources

When selecting stock, Donegal Library Service is mindful of the need to foster a love of reading and the pursuit of knowledge; materials which encourage independent thinking; the school curriculum.

Donegal Library Service will select stock for children using the following criteria:

- Appropriate for age of audience.
- Engaging and stimulating content.
- Format.
- Accessible language.
- Enduring value as a classic.
- Illustrations appropriate to the text.
- Sensitive treatment of controversial or emotional topics.
- Value for money.

7.3 Criteria for selecting non-Book Materials

Non-Book Materials are an integral part of the library collection and add dimension to the book collection and also provide alternative methods of access to information and recreation.

Standards of quality are the same as those set for the library collection as a whole. As new formats develop, we will constantly review what we supply.

Non-Book Materials include CDs, DVDs, software, microfilms, games and maps.

7.3.1 DVDs

A wide range of modern and classic films and a selection of television series and films will be purchased. Special consideration will be given to films produced in Ireland or reflecting Irish Culture; World cinema; documentaries and educational subjects; children's resources.

7.3.2 Music CDs

An existing collection of recorded music CDs in a variety of genres is maintained and available for loan. Limited additions to this collection are purchased on occasion in response to the needs of the specific library.

7.4 Criteria for selecting Newspaper and Periodicals

Donegal Library Service endeavours to provide complete runs of newspapers and periodicals published in the county, with a comprehensive collection in Central Library, Letterkenny and localised collections in other libraries. Periodicals are selected to encompass wide subject coverage and reflect user interests.

7.5 Criteria for selecting Material to be Digitised

Donegal Library Service will select material for digitisation as outlined in the *Digitisation Action Plan (Appendix 4)*. Methods chosen for digitising, making accessible &/or storing digitised material will be reviewed annually to ensure relevance and currency.

7.6 Requests

Donegal Library Service cannot purchase all published material but will consider obtaining items requested by a library user by purchasing the title or by borrowing from another library through interlibrary loan. Normal selection criteria will apply when purchasing. Libraries Ireland now offer a national public library catalogue supported by a nationwide delivery service; this means library users have access to over 12 million items from over 330 libraries.

7.7 Categories of stock that we do not purchase

Donegal Library Service will not apply censorship when selecting stock. The Library Service strives to provide a balanced view on controversial subjects by portraying all sides of an issue, as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. All public libraries contain materials that some library users may find objectionable. Libraries may also omit from the collection materials that some patrons believe are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

The selection of material for the library collection is not an endorsement of its content. However, some stock is found to be unsuitable for public lending and will not be purchased. They include:

- Text books.
- Specialist books of academic interest.

- Unsuitable for prolonged, multiple use e.g., diaries, colouring books.
- Books with additional objects e.g., stickers.
- Insufficient value for money.

8. Acquisitions & Procurement

Acquisition of stock by Donegal Library Service will be achieved by:

- National tendering. Through an open tendering process, booksellers are selected to provide books nationally (Appendix 5). Stock is purchased through these designated sources. Large print books and audio books are not included in this procedure. Suppliers for these types of material are selected based on value for money and availability of stock.
- Online services. The library provides a range of e-books and e-audio books as well as other online resources such as access to online newspapers, e-magazines and online courses through the library website. Most online service suppliers have been selected by national tender. The resources themselves are selected by a national selection committee.
- Interlibrary loan. Through the national library management system stock can be searched and requested from any public library in the Republic of Ireland.
- Joint funding. The library service can work with other agencies and organisations both inside and outside Donegal County Council to add to our collection. Such co-operation is developed where possible.

Library Stock will be purchased in a range of formats and these will change and adapt according to need and availability. The acquisitions module of the Library Management System may be utilised in the future.

9. Stock Management

Donegal Library Service's principal objective is to meet the needs of our community and maximise use of stock. Stock will be purchased and managed as a countywide resource and will be managed to optimise use throughout its lifetime. Each library will provide a balanced collection, reflecting the reading tastes, the information needs and the multicultural nature of the community they serve. All circulating stock has been RFID tagged to enable borrowing and returns at self-service kiosks. This also gives the potential to implement stock management practices using RFID stock management devices.

9.1 Stock Presentation & Reader Development

In promoting our stock, we aim to:

- Provide a clean, safe and welcoming environment.
- Ensure accurate stock arrangement with well-placed bilingual signage.
- Make best use of available space by means of attractive face-on displays which are refreshed regularly.
- The condition of well used items (i.e., borrowed more than 40 times) is assessed and appropriate action taken.
- Stock promotions will take account of format and the intended audience.
- Promote stock through ongoing reader development programmes of class visits, library tours, author visits etc.
- Promote stock through outreach by giving talks and presentations to groups and organisations.
- Promote stock through our social media platforms.
- Additional copies will be purchased in response to demand for new and popular materials to reduce waiting times.
- Provide ongoing reader development training for frontline staff, to ensure they have the confidence and knowledge to promote books and reading in an appropriate way to users and potential user.
- Provide opportunities for readers to enhance their reading experience by organising book clubs in the library or online and supporting external book clubs across the county.
- Share tips to promote reading development.
- Share recommended reading lists.

9.2 Stock Audits

Donegal Library Service aims to undertake regular full and partial stock audits, so that stock can be managed as effectively as possible. The Library Management System is used to carry out the audits.

9.3 Stock Rotation & Weeding

Stock usage levels, including online resources, will be measured to ensure that stock is well used and provides value for money. The Library Management System will be used to identify stock which needs to be rotated. Staff also continually monitor the physical condition of stock using CREW (Continuous Review, Evaluation and Weeding). This method allows staff to remove out of date, unused, worn or damaged items. When an item is identified as not being fit for purpose it is removed and dealt with in line with the Disposal Policy (Appendix

6). Withdrawing material frees up space for new materials and helps to maintain the overall quality of the collection.

9.4 Stock Preservation

The Library Service will comply with recognised professional preservation and conservation standards for all collections. General collections will be reviewed and reused on an ongoing basis to avoid unnecessary duplications and overcrowding on shelves. The Donegal Studies and Rare Book Collections will be preserved for future generations. Members of the public must sign a *Rules for Readers* agreement before access is granted to the Rare Books Collection. (Appendix 3). Both these collections will be checked on a regular basis for any signs of damage. Any items identified will be restored by a book binding professional.

10. Donations

Donations will be accepted if they meet the needs of the service and on the understanding that they become the property of the Library Service. Donated items will be subject to standard selection criteria and will be distributed to other libraries as required. Donated items will be disposed of in the same manner as other library materials (Appendix 7).

11. Disposal

Donegal Library Service staff review stock on a regular basis, using reports produced by the Library Management System, and determine if the stock is in good condition and remains relevant to the library's collections. Outdated and/or items in poor physical condition are withdrawn according to standard guidelines and replacement copies purchased, if demand requires. Donegal Library Service offers withdrawn stock in good condition for sale, or as donations to local educational institutions or organisations in support of literacy goals. Withdrawn stock in poor condition is sent for recycling (Appendix 6).

12. Budget and Funding

Donegal County Council allocates a budget annually for the purchase of library stock. Allocation is dependent on the overall economic environment and financial situation of the Council. The Council budget, including the budget for library stock, is adopted by the County Councillors and is available for public consultation. The national public library Strategy 'Our Public Libraries 2022' has set a target spend of €4.00 per head of population in the lifetime

of the strategy. Based on the 2016 population figure for Donegal, Donegal County Council would need to allocate a budget of €636,768 to meet this target.

The Library Service will continue to investigate and exploit all opportunities to attract external funding from suitable sources to extend the range of resources required to support service development.

Review Date: February 2022

Appendices

Appendix 1

Donegal County Council Libraries and Taobh Tíre Centres



Headquarters

Donegal County Library, Rosemount Lane, Letterkenny

Letterkenny Municipal District

- Central Library, Oliver Plunkett Road, Letterkenny
- Milford Community Library, Public Service Centre, Main Street, Milford

Inishowen Municipal District

- Bunrana Community Library, St Mary's Road, Bunrana
- Carndonagh Community Library, Public Service Centre, Malin Road, Carndonagh
- Moville Community Library, The Square, Moville

Glenties Municipal District

- Leabharlann Phobail Ghaoth Dobhair, Aislann Ghaoth Dobhair
Páirc Ghnó Ghaoth Dobhair, Doirí Beaga
- Leabharlann Phobail na Rosann, Ionad Teampaill Chróine
An Chlochán Liath

Donegal Municipal District

- Donegal Town Branch Library VEC Offices, Mountcharles Road
Donegal Town
- Bundoran Community Library, Station Road, Bundoran
- Ballyshannon Community Library Abbey View Office Block
Main Street, Ballyshannon

Stranorlar Municipal District

- Twin Towns Community Library The Base Enterprise Centre
Railway Road, Stranorlar
- Lifford Community Library, The Old Courthouse, The Diamond
Lifford
- Raphoe Branch Library, The Diamond, Raphoe

Taobh Tíre Centres

- Aislann Chill Chartha/ Kilcar, Údarás Building, Kilcar
- An tSean Bheairic/ Falcarragh, Main Street, Falcarragh
- Áras Sheáin Bháin/ Fintown, Baile Na Finne
- Comharchumann Forbartha & Fostaíochta Arainn Mhór/ Arranmore Island Ionad an Chrois Bhealaigh, Arainn Mhór
- Comharchumann Toraí/ Tory Island
- Mevagh Family Resource Centre, Downings
- St Johnston & Carrigans Family Resource Centre, St Johnston
- The Forge Family Resource Centre, Main Street, Pettigo

Appendix 2

Other policies related to the Collection Development Policy

- Donegal Age Friendly Alliance. *Donegal Age Friendly Strategy 2019- 2021*. Donegal 2019.
- Dept of Environment, Community and Local Government. *Right to Read Campaign. Supporting literacy in the Local Authority*. Dublin, 2014.
- Donegal Local Economic & Community Plan 2016-2022.

Appendix 3 Rare Books Policy

Definition of a rare book in a Local Studies collection

- Scarcity of copies
- Significance of the content – demand
- Age; place and date of publication; limited editions
- Condition of the book
- Monetary value
- Physical characteristics; binding, illustrations; maps; plates
- Books with special provenance; autographs, association with historical figures

Rare books need a secure environment, supervised use, non-circulating status, conservation and rare book cataloguing.

There is no clear-cut definition of a rare book and different libraries and booksellers employ different criteria. For the purpose of this policy a rare book is a book that should be preserved for both its age and intrinsic value, particularly to County Donegal and Ireland's history and heritage.

The Donegal Library Services Rare Books Collection is currently housed in Central Library, Letterkenny. The collection has been developed for twenty-five years and is currently comprised of 1,200 items.

The collection is stored in closed stacks with light resistant glass doors. Most of these items have been acquired through purchase from antiquarian booksellers and collectors.

Scope of the Collection

The Rare Books Collection includes both Donegal Studies and Irish Studies materials.

Format

The Rare Books Collection is comprised of books, maps, pamphlets and prints. It also includes a handwritten letter by William Allingham.

Funding

Donegal County Council provides funding annually towards its public library stock collection and a percentage of the overall book fund is allocated to the Donegal Studies Collection. The agreed national target spends on book funds, identified in *Our Public Libraries 2022*¹, is €4.00 per head of population.

Selection Criteria

The Donegal Studies Staff Officer, based in Central Library, is responsible for purchasing all Donegal Studies items including antiquarian materials.

Rare books are selected based on their age, scarcity, significance of content, condition and monetary value. These books are sometimes recommended by antiquarian professionals based on significance of content relating to the history and heritage of County Donegal.

A valuation with associated recommendations was carried out by a specialist company in August 2019.

Cataloguing

All the items in the Rare Books Collection are catalogued, indexed and are searchable on the Library Management System. All items have a unique accession number attached to acid free card to avoid unwanted wear and tear. Other items such as maps and small booklets are placed in protective plastic folders/seals and accession numbers are attached on the outside of these folders. All books have been covered and the relevant Dewey Decimal Classification system numbers have been attached to these covers thereby preventing damage to the object.

Storage

Physical care of the books and items in the Rare Books Collection is of paramount importance. Environmental factors that damage books are

- Temperature
- Humidity
- Radiation in the form of Light
- Biological infestation
- Ventilation
- Pollution²

¹ Our Public Libraries 2022: Inspiring, Connecting and Empowering Communities, Government of Ireland, 2018

² Henderson, Jane Preservation Advisory Centre: Environment; The British Library, 2013

Stable conditions are vital for the preservation of rare books and materials. *Guide for the storage and exhibition of archival materials*³ recommends the following parameters for storage of mixed library and archival collections:

- 13°C to 20°C
- 35% RH to 60% RH

It is preferable to have as little constant light in the Rare Books Collection as possible, both to reduce direct damage through fading and to minimise the heat introduced by light energy. The collection is stored in closed stacks with light resistant glass doors and light coming in through existing windows is minimised by the installation of light resistant blinds. LED lighting has been installed and is timed to switch off when not in use.

In order to measure the levels of RH and temperature, appropriate equipment is in place.

Biological infestation by insects, rodents and microorganisms can all damage collections, but insect damage is the most common. Pest Management programmes are designed to prevent pests from accessing storage areas by continuous monitoring and undertaking appropriate measures if necessary. This control programme is provided by FM Cleaning. All new acquisitions are examined for infestation on arrival and quarantined if necessary.⁴

Sticky blunder traps are used as a basic monitoring device for insects such as silverfish, booklice, ground beetles and other crawling insects.

Good housekeeping is essential in preventing pest attacks. These include the following:

- Check collection monthly for signs of pests
- Use pest traps
- Keep the books and area dust free
- Avoid keeping the collection in damp and humid areas.
- Observe a quarantine strategy for incoming books. Place all incoming material away from the Rare Books Collection for a minimum of one week thereby ensuring that the newly acquired item is not infected.

³ British Standards Institute, *Guide for the storage and exhibition of archival materials*; BSI: London, 2012

⁴ Pinniger, David *Preservation Advisory Centre: Pests*; The British Library, 2012

Ventilation and Pollution

As the Rare Book Collection is housed in closed, glass fronted cabinets, it is essential that the doors are opened on a weekly basis allowing adequate ventilation.

Pollution presents another hazard for Rare Book Collections and can enter the storage area from both external and internal sources. The collection is protected from external pollutants by keeping the windows in the area closed at all times. The use of archival board boxes for more delicate objects in the Collection also provides further protection.⁵

Shelving

The Rare Books Collection is currently housed in Central Library, Letterkenny. The collection is stored in wall mounted closed stacks with light resistant glass doors. The cabinets are wood with tailor-made height adjustable wooden shelves.

Average sized books are shelved upright according to Dewey Decimal Classification and larger format books and damaged materials are stored flat.

Collection Usage

It is vital to ensure that the Rare Books collection is preserved for future generations. Much of the damage sustained by fragile books and documents results from poor handling techniques. Damage is often cumulative and not apparently obvious.

Staff must be adequately trained in safe handling procedures and have the ability to convey these guidelines to the library user. Rules for library users will be available and new users will be asked to sign that they agree to abide by these rules.

Photocopying of items from the Rare Books Collection is strictly prohibited as copying can cause severe damage to fragile items. Flash photography is also harmful, but non-flash photography may be allowed at the discretion of library staff.

Rules for Readers attached at end of document.

⁵ Walker, Alice, Preservation Advisory Centre: Basic Preservation, The British Library, 2013

Access

The Rare Books Collection is a non-circulating collection; however, members of the public may request items. The collection has been catalogued and indexed and is fully searchable on the Library Management System, thus allowing easier access and retrieval of material.

Three titles have already been digitized and are available at the following links:

<http://www.donegallibrary.ie/onlineresources/ebooks/>

and

<http://www.askaboutireland.ie/reading-room/digital-book-collection/digital-books-by-county/donegal/>

Allingham, Hugh *Ballyshannon: It's History and Antiquities*

Magtochair *Inishowen*

McParlan, James *Statistical Survey of Donegal*

The Digitisation Action Plan contains a priority list of titles suitable for digitization.

Conservation

The Rare Books Collection will be checked once monthly for any signs of damage. Any items identified will be restored and repaired by book binding professionals.

Recommendations

- Staff training on good handling practice should be provided on an ongoing basis.
- Staff should be encouraged to attend training on preservation and conservation practices.
- When cataloguing items in the Rare Books Collection the library stamp, accession number, RFID tags or labels must not be attached to the book. A loose sheet of acid free paper with the barcodes, tags and library stamps will be inserted. No adhesive of any type will be used.

Promotion of the Policy

The Local Studies committee work on various promotional programmes and the Rare Books Policy will be included. Library staff will be familiar with the Policy and promote it to members of the public accessing the collection.

This policy will be reviewed in January 2022

Donegal County Library Rare Books Collection

Rules for Readers

Rare Books should always be stored in Central Library Letterkenny, unless Central Library already has a copy. Rare Books are for reference only and are available in the research library on the first floor of Central Library. No more than one title will be given for reference at any one time. Photocopying of Rare Books material is not allowed as the material may be fragile and photocopying may cause damage to the binding or paper. Please ask staff for permission if you would like to take photographs as non-flash photography is permitted subject to copyright conditions.

Key Steps for Users

Please do:

1. Complete a research docket obtained from library staff
2. Use the table reserved for Donegal Studies
3. Wear the latex gloves provided
4. Use pencil only for note taking as marking of books is strictly prohibited
5. Return items to the research desk when finished
6. Report any accidental damage to library staff

Please do not:

1. Use anything to hold the pages down as this causes damage to the spine and pages may come loose
2. Write or rest on top of the books
3. Fold over corners of pages
4. Use flash photography
5. Eat or drink

Signed: _____ Date: _____

Name in Block Capitals: _____

Staff Signature: _____

Appendix 4 Digitisation Action Plan

Introduction

This plan envisages the development of a structure to maximise digital access to our specialist archives and local studies collections. Digitisation is the term used to describe the process where information, images and/or sound are converted from hard copy (analogue) to computerized (digital format). Through digitisation and preservation, we are creating a valuable and lasting resource for academics and the public alike. We aim to build on our achievements to date through digitisation, such as for www.askaboutireland.ie, by extending our digitisation programme (see appendix 1 for lists of items currently digitised).

Context

National Strategies

This plan reflects the 'Digital First' element of the *Public Service ICT Strategy* with "Digitisation of key transactional services and the increased use of ICT to deliver improved efficiency within Public Bodies and provide new digital services to citizens, businesses and public servants" (5).

Our digitisation plan also underpins programmes such as 'Programme 4: The Virtual Library: Access to Information and Knowledge' outlined in *Opportunities for All, the strategy for public libraries 2013-2017* in aiming to exploit "new and emerging technologies for management, service delivery and creative learning and communications for the economic and social benefit of users and communities" (39).

We will implement the recommendations outlined in *Our Cultural Heritage: A Strategy for Action for Public Libraries 2003* (52).

Under the Heritage Council Strategic Plan (2012-2016), The Heritage Council aims to "Improve the management and curation, accessibility and use of heritage data, particularly through new digital technology" (Strategy 3).

Local Strategies

Cultúr: A strategic vision for Cultural Services 2016-2020 also contains a number of objectives which provide for conservation including digitisation of our collections.

The preparation of a Digitisation Strategy will contribute to the achievement of Action 5. 15 in the County Donegal Heritage Plan: “Establish a digitisation strategy (with priorities) for conserving archival materials and providing on-line access to key documents”.

Our Vision

We aim to facilitate innovative approaches to research which meet requirements for interacting with information.

Our Mission

We aim to provide digitised content reflecting the extent and quality of our collections. We will prioritise content to be digitised to meet the needs of our researchers and communities, while aiming to preserve the most delicate and at-risk items in our collections.

- **Core values**
- Reflecting user needs
- Preserving and valuing our collections
- Making our collections accessible
- Respecting Intellectual Property Rights

- **Goals of digitisation**
- To extend the life of our assets.
- To create an alternative.
- To preserve our original collections in a second format, reducing the need for access to original material, thus reducing long term wear and tear and damage.
- To make collections more accessible via web and other formats to all our users and potential users.
- To meet users’ expectations by using up to date technologies.
- To increase the profile of Donegal County Council’s Cultural Services.
- To develop the skills of those involved in digitising our collections.
- To create an archive for the future.
- To create a repository for newly acquired digital content.

Management of Digitisation Projects

Project plan

Before beginning the project, the following should be considered:

- a. The reasons for the project
- b. The target audience
- c. The expected benefits
- d. The personnel to work on the project
- e. The tasks to be carried out
- f. The results to be expected
- g. Project timescales and management procedures (meetings, reviews etc.)
- h. All projected costs

Life Cycle of a Digitisation Project

1. *Selection of material to be digitised* - not all collections held in the library or archive will be digitised and it is cost effective to prioritise a certain percentage of collections in line with international policies on digitisation (see appendices 2&3)
2. *Intellectual property and copyright* – copyright regulations must be observed and related procedures followed before items can be digitized. Refer to most up to date legislation relating to copyright and intellectual property e.g., Copyright and Related Rights Act 2000. See Irish Statute ref: S.I. No. 337/2011 – European Communities (Electronic Communications Networks and Services) (Universal Service and Users' Rights) Regulations 2011.
3. *Establishment of digitisation environment, technical considerations and the digitisation process* – consider the purpose of digitisation e.g., preservation, accessibility or both; consider also storage implications and select appropriate methods of digitising (see appendix 4).
4. *Preservation of master material* – all items due to be digitised must be handled with care; with particular care given to items that are fragile (see appendix 5)
5. *Metadata* – Cultural Services staff reviewed various templates and agreed a template for a minimum standard of data required for digitised content to ensure accessibility (see appendix 6)
6. *Preparation for online publication* – if publishing online use most up to date method of updating content management system and use keywords prepared for Metadata.

Review of Plan

The digitisation plan will be reviewed after first year &/or to take account of the local Digital Strategy (whichever comes first) and every three years thereafter.

Measures of success will include:

- Numbers of items digitised;
- How easy the items are to find on our catalogues/online;
- Demand for the digitised items;
- Funding made available to sustain the service;
- Application of best practice;

Maintenance of Digitised item

Methods chosen for digitising, making accessible &/or storing digitised material will be reviewed annually to ensure that they are still relevant and take account of the most up to date practices. Hardware and software used to digitise materials can face obsolescence. Regular checks of both hardware and software must be made and upgraded where necessary.

Appendix 1 - Cultural Services material currently digitised
Libraries – list of items currently digitised – February 2021

Library	Storage Type	Description Type	Year
Central	Microfilm	Derry Journal	1772-73, 1825, 1835-2009
		Donegal Democrat	1919-2009
		Derry People and Donegal News	1903-1921, 1921-31, 1932-41, 1943-1971, 1971- 2010
		Donegal People’s Press	1984-2002
		Ballyshannon Herald	1831, 1835-36, 1851-1883
		Donegal Vindicator	1906-1911, 1921-1956
		Inniu	1943-1984
		Irish Times	1969-2011
		Schools Folklore	
		1901 Census Returns for Co. Donegal	1901
		1911 Census Returns for Co. Donegal	1911
		Tithe Applotments for Co. Donegal	
		Miss Johnston’s Diary	1846
		Estate Rentals Hamilton Estate	1818-49
		Leitrim Estate Rentals Manorvaughan and Dutton	1836
		Congested Districts Board Baseline Report for Donegal	1891
		The Northern Cottage and Other Poems – George Dugall	
		Mountcharles Church of Ireland Parish Records	
		Inver Church of Ireland Parish Records	
		Killybegs Church of Ireland Parish Records	
		Killaghtee Church of Ireland Parish Records	
		Ballyshannon Poor Law Union Minutes	1840-1922
		Ballyshannon Poor Law Union Admissions and Discharge Register	1914-1918

		Ballyshannon Poor Law Union Indoor Relief Register	1906-1915
	Microfiche	Slater's Directory of Ireland	1846, 1856, 1870
		Slater's Directory of Ireland	1881 - 1894
		Pigot's Directory of Ireland	1820, 1821, 1822, 1824
		Griffith's Valuation of Ireland	
		R.I.C Index	
		Townland Maps	
		National Library of Ireland Newspaper Index	1985
		Irish University Review Index	
		The Derry Journal Index	
		Census of Ireland 1911: Statistical	1911
	CD ROM	Grenham's Irish Surnames	
		Comparison of Two Western Townlands 1841 – 1911: Greeve, Co. Mayo and Letterfad, Co. Donegal by Liam Burke (Thesis)	1841 - 1911
		Donegal Heritage Life & Lore Collection	
		Lieutenant William Stewart of Cumberland County, Pennsylvania	
		County Donegal Book of Honour, Paddy Harte	
		Travel Four Centuries Back in Time: Introducing the Ulster Plantation	
		Conversation with the Islanders from Inniskerragh	
		The Scotch-Irish	
		The Flight of the Earls in Music and Song	
		The Flight of the Earls in Story and Song	

		The Irish Genealogist Vols 1-8	1937-1993
		Soldiers Died in the Great War	1914 - 1918
		McDevitt Family History	
		Londonderry Sentinel: Index of Deaths 1829-69 & Marriage List 1829-69	
		The University of the People: The Thomas Davis Lectures 2002	
		My Green Heartbeat	
		Irish America: The Historical Travel Guide Vol 1&2	
		An Paidrin: As Gaeltacht Dhun na nGall	
		"Fuaimanna Fiachra" Music and Song from Scoil Naomh Fiachra, Illistrin	
		The Belfast and Province of Ulster Division (3rd Ed. 1856)	
		Report of the Tribunal of Inquiry [Morris Tribunal].	
	Video	Old Letterkenny Reunion: Variety Concert 9th August 2000	
		Sally Blake Video Collection	
		Tragedy and Triumph	
Bundoran	Microfilm	Rough Minute Book	1840-1844
		Admission & Discharge?	1914-1918
		Indoor Relief Register	1906-1915
		Donegal Poor Law Union	(12/09/1914 – 01/07/1915
			01/02/1919 – 08/02/1919)
			03/07/1915 – 24/06/1916
			01/07/1916 – 16/06/1917
	CD ROM	Irish Statute Book	1922-2001
		Counties in time.	
		Farming since the famine.	

		Index of Irish wills	1484-1858
		The 1831 Tithe defaulters.	1831
		Grenham's Irish surnames.	
		The Ivy Leaf-The Parnells Remembered	
		Illustrated Handbook of Scenery & Antiquities of South Donegal	1972
		Teil Eann an Eisg	
		Access Donegal- Donegal network of people with disabilities in Ireland.	
		Pettigo a border village at the heart of County Donegal. [And Book]	
		Report of the Tribunal of Inquiry [Morris Tribunal].	
	DVD	An Sagart Mor.	
		Tragedy and triumph. Derryveagh Evictions	
		All Ireland football final 1992 Donegal v Dublin.	1992
		Donegal: its people and places.	
		Irish Railways from Baltimore to Belfast, a journey the 1950s part 1	
		Irish Railways the 1940s & 1950s	
		Irish Railways the 1960s from steam to diesel	
		Irish Railways Vol.1 1950s-1970s	
		Irish Railways Volume 4 Twilight of Steam in Ulster.	
		Irish Railways Volume 9 On Tracks Broad & Narrow.	
		Glenveagh heart of Donegal.	
	Scanned Docs	Annals of Four Masters vi - vii	
Na Rosa	Micro Film	Donegal Democrat	1919- 1953
			1954-1972

			1973-1980
		Tithe Applotments	
		1901 Census	
	Memory Stick	Archaeology	
		Arts	
		Authors	
		(The) cope	
		Disasters	
		Donegal islands	
		Donegal people	
		Dungloe	
		Education	
		Environment	
		F.O.T. E	
		Genealogy	
		Heritage	
		Music	
		1916	
		Politicians	
		Peadar o'Donnell	
		Social history	
		Sport, W.W 1&2	
Moville	Scanned on external hard drive	RIC Records of Moville and Surrounding District late 1800 - mid 1900	
		Garda Records of Moville and surrounding District 1900s	
		Life and Death of Isaac Butt Exhibition	
		History of Moville in photographs	

Archives – list of items currently Digitised - February 2021

- Some private collections: Gweedore Hotel, Fanad Nursing Assoc, Lifford Turnkey Gaol report, Rockhill House, Joseph Murray collection, West Donegal thesis (pdfs).
- Donegal Grand Jury collection; Co Council minutes of meetings; Donegal Board of Guardian collection (on www.findmypast.ie), Rural District Council minutes from 1915 – 1925, Ballyshannon Town Commissioners minutes; Urban District Council minutes, 1915 – 1925.
- 2 Inishowen Agricultural Society minute books. (tiffs and jpegs)
- 100s of photographs from various collections.

Microfilmed:

Board of Guardians, all 7 boards of guardians in Donegal, Grand Jury assizes and minutes, County Council minutes (negative microfilms for preservation; positive microfilms for access).

VEC Minutes of meetings (we hold positive microfilms of VEC minutes).

Appendix 2 – Prioritising material for digitisation

Prioritising for the Library Service

1. At risk material
2. Most popular material
3. Out of print material
4. Cultural/ historical significance of collection
5. Research value – collections of academic interest
6. Uniqueness and monetary value of collection
7. Technological advancement of access to resources e.g., outdated microfilm
8. Copyright status of items e.g., out of copyright
9. Geographic balance
10. Any stipulated conditions from owners pertaining to its loan or deposit

Prioritising for the Archive Service

1. Archives most in demand by researchers
2. Cultural/historic/academic (intrinsic) significance
3. Conservation needs of the collection
4. Vital Records e.g., records vital to the organisation such as minutes, manager's orders, financial documents
5. Current projects e.g., decade of commemorations, diaspora
6. Expense, cost of digitisation
7. Loan/deposit conditions
8. Geographical balance
9. Any privacy issues

Prioritising for the Museum Service

1. Items most in demand by researchers/the public
2. Conservation needs of the collection

3. Cultural/historic/intrinsic significance
4. Current projects e.g., Decade of Centenaries
5. Cost of digitisation
6. Loan/deposit conditions
7. Geographical balance

Appendix 3 – Digitisation priorities**Library materials*****Digitisation weightings for Library Service*****Priority Criteria: 3 = highest priority, 2 = lowest priority**

No	Priority	Value
1	At risk material	3
2	Most popular material	3
3	Out of print material	3
4	Cultural/historical significance of collection	3
5	Research value – collections of academic interest	3
6	Uniqueness and monetary value of collection	3
7	Technological advancement of access to resources e.g., outdated microfilm	2
8	Copyright status of item e.g., out of copyright	2
9	Geographic balance	1
10	Any stipulated conditions of owners pertaining to its loan or deposit	1

Library priority list for digitisation

Priority rating	Title	Priority Criteria & Weightings										Total Values
		1	2	3	4	5	6	7	8	9	10	
1	Statistical Survey of the County of Donegal	3	3	3	3	3	3	0	3	3	0	24
2	A Copy of the Register of Deeds in Co. Donegal (Freeholders)	3	3	3	3	3	3	0	3	3	0	24
3	Grand Jury Maps	3	3	3	3	3	3	0	2	3	0	23
4	Songs and Tales of St Columba and His Age	3	2	3	3	3	3	0	3	1	0	21
5	The Gartan Festival	3	2	3	3	3	3	0	3	1	0	21
6	Life and Prophecies of St Columba	3	2	3	3	3	3	0	3	1	0	21
7	The Life of St. Columba, founder of Hy	3	2	3	3	3	3	0	3	1	0	21
8	Amra Choluim Chille	3	2	3	3	3	3	0	3	1	0	21
9	Columba: A Drama	3	2	3	3	3	3	0	3	1	0	21
10	Andrew Knox Bishop of Raphoe	3	2	3	3	3	3	0	3	1	0	21
11	A Generation of Montgomery's	3	2	3	3	3	3	0	3	1	0	21
12	The Harvey families of Inishowen Co Donegal and Maen Co Cornwall	3	2	3	3	3	3	0	3	1	0	21
13	The Family History of Hart of Donegal	3	2	3	3	3	3	0	3	1	0	21
14	Love a La Mode: A Farce (Macklin)	3	2	3	3	3	3	0	3	1	0	21
15	The Man of the World: A Comedy (Macklin)	3	2	3	3	3	3	0	3	1	0	21

Archives for Digitisation

Digitisation weightings for Archives Service

Priority Criteria: value of 3 = highest priority, 1 = lowest priority

No	Priority	Value given
1	Archives most in demand by researchers: e.g., family history (as no 1 Library)	3
2	Cultural/Historical/Academic (intrinsic) significance (as no 4 and 6 Library).	3
3	Conservation needs and preservation condition of collection (similar to at risk material, no 2 Library).	3
4	Vital record (e.g., records vital to organisations such as minutes, manager's orders, financial documents).	3
5	Current projects –e.g., Decade of Commemorations; Diaspora).	2
6	Expense, cost of digitisation (i.e., point awarded if a smaller collection, or if already microfilmed- is digitisation would be less costly).	1
7	Loan/deposit conditions (as no 10 Library)	1
8	Geographical balance (e.g., municipal districts covered).	1
9	Privacy/sensitivity issues (point awarded if there are none)	1

Archive's priority list for digitisation - Private Collections

Ref No	Title	Priority Criteria & Weightings									Total values
		1	2	3	4	5	6	7	8	9	
P/88	Groves of Castlegrove	3	3	3	-	2	-	-	1	1	13
P/48	Nursing Associations	3	3	3	-	-	1	-	1	1	12
P/2	Murray Stewart papers	3	3	3	-	-	1	-	1	1	12
Rail/25	Railway prints	3	3	3	-	-	1	-	1	1	12
P/10	Patrick MacGill Papers	-	3	3	-	2	1	-	1	1	11
P/39	Lord Leitrim (needs listing first)	3	3	3	-	-	-	-	1	1	11
P/173	Inishowen Agricultural Soc (rest of minutes)	3	3	3	-	-	-	-	1		10
P/11	Daniel Doherty Papers	-	3	3	-	2	-	-	1	-	9
P/17	Fr Patrick Gallagher Papers	-	3	3	-	2	-	-	1	1	10
P/90	James Keown letters	-	3	3	-	2	-	-	1	1	10
P/1	Cathal O Searcaigh Papers	-	3	3	-	-	-	-	1	1	8
P/89	Convoy House Papers	-	3	3	-	-	-	-	1	1	8
P/91	Stewarts of Ards Papers	-	3	3	-	-	-	-	1	1	8
Varies	Recent very small collection	3	3	-	-	-	1	-	1		8

Archive's priority list for Digitisation - Public Collections

Ref No	Title	Priority Criteria & Weightings									Total values
		1	2	3	4	5	6	7	8	9	
BH/6	Registers of Interments	3	3	3	3	2	1	-	1	1	17
VAL/1	Valuation Registers (if not digitised by Val. Office Archive.)	3	3	3	3	2	1	-	1	1	17*
UDC/TC	Urban Council minutes (1899 - 1915)	3	3	3	3	2	-	-	1	1	16
RDC	Rural District Council minutes (1899 – 1915)	3	3	3	3	2	-	-	1	1	16
CC/14	Electoral Registers	3	3	3	3	2	-	-	1	-	15
CDCA	Co Committee of Agriculture minutes	3	3	3	-	2	-	-	1	1	13
CC/2	Manager's Orders	-	3	3	3	2	-	-	1	-	12
CC/6	Legal deeds	-	3	3	3	2	-	-	1	1	13
CC/11	Labourers' Cottages	-	3	3	3	-	-	-	1	1	11
CC/7	Motor Tax registers		3	3	3	-	-	-	1	1	11
BH	<i>Board of Health minutes*</i>	3	3	3	3	2	-	-	1	1	16

*Board of Health minutes may need digitisation but will not be uploaded onto website for privacy reasons.

Museum collection for Digitisation***Digitisation weightings for Museums***

Priority Criteria: 3 = highest priority, 2 = lowest priority

No	Priority	Value given
1	Items most in demand by researchers/the public	3
2	Conservation needs of the collection	3
3	Cultural/historic/intrinsic significance	3
4	Current projects e.g., Decade of Centenaries	3
5	Cost of digitisation	2
6	Loan/deposit conditions	2
7	Geographical balance	1
	TOTAL	17

Museum priority list for Digitisation

Title	Area/District	No's given	Total value
Postcards	All areas	1, 2, 3, 4, 5, 7	15
Original photographs	All areas	1, 2, 3, 4, 5, 6, 7,	17
Posters/leaflets etc	All areas	2,3,5,7	9
Other archives	All areas	2,3,4,5,7	12

Appendix 4 – The digitisation environment: technical and practical considerations**Recommended Methodology**

- When selecting a collection for scanning, consider the following:
 - Is it being scanned purely for preservation/archival purposes only?
 - Is it being scanned for availability to the general public via the website?
- If it is being scanned purely for storage purpose, then within the current process the following is required:
 - A full informative index should be used e.g., Title
 - a backup copy should also be received from the Company.
 - Content scanned should have also have meaningful metadata for future reference e.g., published date, author, other keywords

Actions required to present digital content on website

- **Context:** Knowing the context for the collection (where it came from, time context, and perhaps some political, social and economic context of the source). E.g., what website does the digitised content appear on.
- **Size of Files:** Pdf format is fine for displaying on the web; however, consideration should be given to the size of the pdf. The pdf file should be optimised for usage on the web. This will reduce the size of the file, reduce the storage space required and most importantly reduce the download speed of the file. It may compromise slightly the appearance of the file e.g.; colour may be faded. If possible, pdf files should be no more than about 20mbs in size.
- **Naming/Indexing of Files:** The pdf file has to be given a meaningful name for access by the general public.
- **Having a complete inventory of the collection**, in particular:
 - a list of all the file names and any “structure” (e.g., a record of any directory or folder structure and the file’s position in that structure);
- **Meaningful Structure or Index:** A structure would have to be designed showing how the files will be presented on the web e.g., an index, a dropdown list, a search box etc. NB: You cannot search the content of an image

- **Uploading Files and Linking:** All files would have to be uploaded to a server or into the cloud. A link would then have to be created from the web page to the actual file.
- **Cloud Storage:** There is a significant cost implication when considering cloud storage. A policy on cloud storage of cultural service materials may be needed.

Process:

- **Prioritising the workload** – decisions need to be made on how and why we will prioritise materials. Both access and preservation need of the original source materials will need to be assessed when prioritising collections.
- **Prepping the records** –we will need to consider conservation needs of collections which are being digitised.
- **Technicalities** – decisions need to be made regarding resolution for the ‘master’ file, bit-depth, file compression, what equipment will be needed.
- **Time-frames** –workflows will depend on the size of the collection and the number of staff allocated to the digitisation project.
- **Metadata** – decisions need to be made on requirements, generating a unique identifier etc
- **Quality assurance checks** - need to be made
- **Storage of digital images** – long-term and ongoing costs involved
- **Plan for the image files** – decisions need to be made on the placement of image files on the website, e.g., an online gallery, in a searchable database, on a social media site such as Flickr.

Checklist

A high-resolution master file in .tiff format must be first created. This is currently the recommended format for long term preservation and future manipulation. A low resolution jpeg is suitable for web access among other options. Level of clarity must be taken into consideration.

Storage

Media – decisions need to be made on where to store images, e.g., on a hard drive, CD/DVD; USB stick/memory card? Consideration must be given to the fact that currently there is no perfect medium – each has a limited lifespan.

Back-ups – any of the above media could malfunction – it is important to ensure digitised items are backed up and regularly assessed. Back-ups need to be regularly checked and may need updating or upgrading to newer systems.

Recognised Guidelines

Metadata

Metadata is essential to the ongoing use and management of digital content.

It is the structured data about data: the who, what, where and when. Metadata plays a vital part in any digitisation programme.

There are two types of metadata:

1. the technical aspects, and
2. the descriptive information.

Metadata brings context to the digital files and helps makes them 'discoverable' when searching online

- Caption
- Digital ID
- Date
- Size
- Original Number

Nb! Minimal metadata can be used as an index e.g., Caption, but it is highly recommended that extra metadata is added for identification purposes.

Threats surrounding Digital Records

- media (removable) decay/obsolescence;
- hardware obsolescence;
- software/data format obsolescence;
- online storage disaster/decay;
- incomplete/inadequate capture.

Technical Information for inclusion in brief

From the stewardship perspective, one of the critical capabilities to develop is the ability for data to be extracted at the end of life of a proposed system

This collection is being scanned for two purposes:

- Long term preservation
- Optimized and made available via our website

Long Term Storage:

- A full informative index should be used e.g., Title, Chapter headings etc.
- A high-resolution master file in .tiff format must be created, which is currently the recommended format for long term preservation and future manipulation.
- The scanned copy will be received from the Company on a storage device e.g., external hard drive.
- Content scanned should also have meaningful metadata for future reference e.g., published date, author, other keywords

Optimized and made available via our website:

- Dpi of 120 is sufficient for reading
- PDF must be optimized to PDF-A
- Watermark must be of very light gradient
- If the writing from the page underneath is visible, then a blank page must be inserted between every page to be scanned
- It should be noted that OCR may not be possible if original documents are handwritten.
- A document of 126mb would typically be broken into fragments of 25mb in size to ensure download speeds are high.

Appendix 5 –Standards for metadata – Cultural Services

Cultural Services staff in Donegal County Council reached agreement that the information below would be the minimum standard for collections/items selected for digitisation.

Title	Name by which the dataset is known
Alternative/sub title	Alternative name describing the dataset purpose/content
Reference Number	Library/archive/museum/heritage reference
Author	If available
Summary Description	Brief narrative summary of the content of the resource(s)
Keywords	Key words e.g., how to find item using a Google search (may be some duplication with the above)
Physical Description	e.g., photograph, brochure, book
Date & Date Type	Dates/Covering Dates
Online Resource	Relevant website pertaining to dataset
Provenance	Party responsible for collation of information
Supplier	For example, if item/s were donated
Country	Country of the physical address. IE represents Ireland
County	Name of county, if relevant

Note: In some instances, it may be possible to tie the digitized material directly to their catalogue records if they are already on a data/content management system.

Appendix 5 Stock Suppliers through National Tendering Process

Valid from January 2021

Lot 1: Adult Fiction

John Treacy
International Education Services
Weston Industrial Estate
Salmon Leap
Leixlip
Co. Kildare
Email: info@iesltd.ie

Lot 2: Adult Non-Fiction

Frank O'Mahony
O'Mahony's Bookseller Ltd
Limerick
Email: frank.omahony@omahonys.ie

Lot 3: Junior Fiction & Non-Fiction

John Treacy
International Education Services
Weston Industrial Estate
Salmon Leap
Leixlip
Co. Kildare
Email: info@iesltd.ie

Lot 4: Irish Published Books and Lot 5: Trade Paperbacks

Kevin Hanna
Irish Library Suppliers
Tel: 01 4967398
Email: hannas@iol.ie

Lot 6: DVDs, Music CDs and Console Computer games

James Kavanagh
JK Multimedia Ltd
Tel: 059 9727066
Email: james@jkmultimedia.ie

Appendix 6 Disposal Policy

Donegal Library Service reviews stock on a regular basis to ensure that it is in good physical condition and that it continues to be relevant to our collection. The withdrawal of outdated items helps to free up space for new titles. Damaged stock and items that have been borrowed in excess of 40 times are replaced, if deemed to be still in demand.

Selection criteria for disposal:

- In poor physical condition
- Out of date
- Duplicate copies not borrowed for one year
- Titles superseded by newer editions
- Lack of demand
- Borrowed in excess of 40 times

Disposal may involve the sale or donation of material; Materials unsuitable for retention, sale or donation will be recycled.

Appendix 7 Donations Policy

The Library Service accepts donations of items of interest to the public or of special interest categories. In the case of large donations, the library may request a listing of the items from which titles will be evaluated and selected in the first instance. Suitable fiction may be considered however Irish history, Irish language and other languages, local history and antiquarian books are particularly welcome. As donated items have a cost to the library in terms of processing and storage therefore general selection criteria apply. In particular:

- Items must be in pristine condition
- Non-book items must be in an accessible and up-to-date format
- Information (Non-fiction) items must be up to date and relevant
- Abridged books are accepted if specifically published for literacy students
- When a donation is accepted, it cannot be returned to the donor

Offers of donations are assessed on this basis, and the library reserves the right to decline material that does not match these criteria. Once accepted, donations become part of library stock, are available to the public and are treated as such.

If a donation is accepted and then deemed inappropriate for the collection, the Library Service reserves the right to decide how to dispose of the item. Donations are not normally accepted if subject to any restrictions. If an item relates to a specific geographic area in Donegal, it may be kept in that area, provided copies are available in Central Library, the main centre for research in the county. Donations may be distributed among several branch libraries. This decision rests with senior library staff.

Thank you for donating items to Donegal County Council Library Service.

Your generosity is much appreciated.

Before signing below, please read through our Donations Policy and be aware of its contents.

(Please tick box) I have read the Donations Policy and agree to donate items to Donegal County Council Library Service.

Donor Signature: _____ *Date:* _____

Staff Signature: _____ *Date:* _____