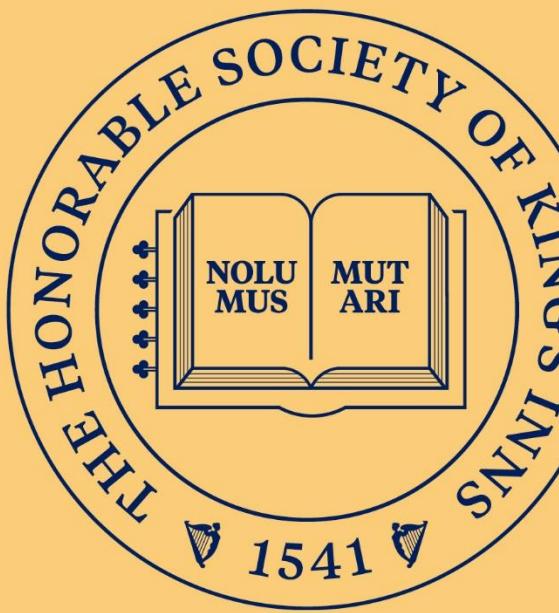


# KING'S INNS LIBRARY

## COLLECTION DEVELOPMENT POLICY

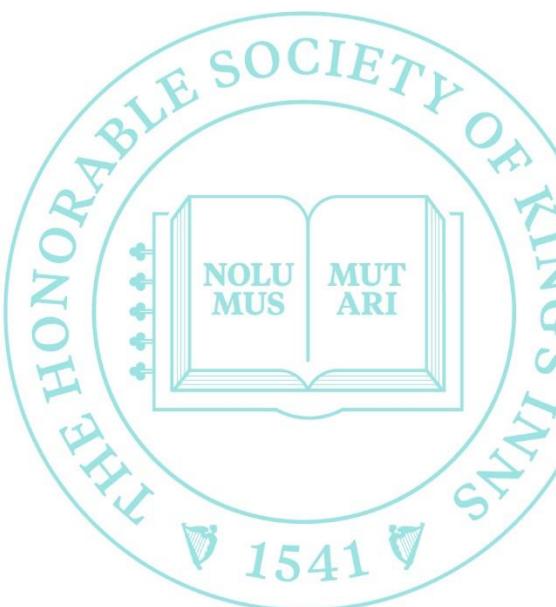
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**KINGS  
INNS**  
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# INTRODUCTION

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## **Mission of the Library:**

The primary goal of King's Inns Library is to deliver a high quality, effective and efficient information service; providing equitable access, locally and remotely, to relevant and up to date resources in the appropriate format (print or electronic) to facilitate the delivery of professional legal education by the King's Inns, and to support current teaching and learning needs.

The Library also has an important responsibility in caring for the historic/heritage collection housed there.

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## **Aims of Collection Development Policy:**

- To provide a framework for the evaluation, selection, and acquisition of material, ensuring the collection supports the educational aims of King's Inns.
- To ensure the development of the current legal collection is informed by close co-operation with the academic staff and is responsive to changes in teaching strategies.
- To provide guidance in determining priorities, having particular regard to budgetary considerations and space constraints.
- To provide a set of guidelines for dealing with donations.
- To provide a set of guidelines for dealing with the retention of materials.
- To recognise the role of the Library in caring for the printed heritage resources housed there.

# CONTEXT:

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## Focus of clients:

The primary user group of King's Inns Library are the current students. These are students registered on the Barrister-at-Law Degree course, full time and modular, the Diploma in Legal Studies and the Advanced Diploma courses. All of these student groups have differing information needs.

Benchers, and subscribing members of the Honorable Society of King's Inns have access to the Reading Room and print collection.

An additional set of users are researchers from the wider academic community, who occasionally consult material unique to King's Inns, particularly materials in the area of legal history.

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## Collection

King's Inns library collection is divided into two parts, law and non-law.

### Law print collection:

King's Inns print law collection consists of primary and secondary legislation, law reports, legal journals and legal textbooks. The emphasis is on Irish material, then material from the European Union, United Kingdom, with some supporting material from other common law jurisdictions such as Australia, New Zealand, Canada and the United States of America.

### Electronic law collection:

Over recent years King's Inns Library have expanded access to legal resources by means of an electronic collection, using online database content licensed for use by current registered students.

Online databases provide remote access to in excess of a thousand legal journals, law reports from multiple jurisdictions in addition to over 80 e-books. Subscriptions to the online legal resources has supported newly developed courses, additional course content and the shift to hybrid and blended learning.

For the past number of decades it has been King's Inns policy to concentrate on building the law collection and priority will continue to be given to this aim.

### Non-law collection:

The non-law collection primarily consists of an historical collection of print material, including titles acquired under the Copyright Acts, 1801-1836. King's Inns Library has a responsibility to look after the unique resources that form part of their historical collection. Of particular relevance are rare and early printed volumes, including the incunabula, the pamphlet collection, the historical map collection, the Parliamentary Papers and the Appeals to the House of Lords.

The non-law collection is only developed by way of acquisition of material which informs or assists in the interpretation of certain parts of the historical collection or material unique to King's Inns or to the institution and members of King's Inns.

### **Archives:**

King's Inns Archive collection, which includes materials relating to the King's Inns institutional history - the business, administrative and educational records, including the minute books of the society - together with a certain number of deposited manuscript items is covered by the Archives Policy.

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### **Conservation:**

A significant proportion of the historical collection is in poor condition. King's Inns Library aims to conserve the materials in the collection subject to available resources and the challenging physical and environmental conditions - fluctuations in temperature, humidity and the presence of pests. The conservation team provide guidance and support and endeavour to prevent further deterioration of the collection.

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### **Finance:**

An annual budget, including the library budget, is prepared and approved by Standing Committee and the Council of King's Inns and annual audited accounts are presented at the AGM. King's Inns Library receives no external funding.

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### **Location of collection:**

The print law collection is housed, for the main part, in the Library Building on Henrietta Street. Material in the Reading Room is accessible to all users; however some current legal materials are stored in the closed access areas of the Annexes and basement Bookstores. Some duplicate legal materials and non-current items are stored in No. 11 Henrietta Street.

The non-law collection is housed in the Reading Room, Gallery, Annexes and basement Bookstores.

Certain items, from both law and non-law collection, identified as valuable or with intrinsic value to King's Inns, are stored in the Strong Room. An even smaller number of items are held in the Small Safe.

# SELECTION & ACQUISITION:

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## Priorities

The Librarian shall strategically and proactively work with the Dean and academic staff to ascertain what materials are needed to support the delivery of professional legal education by King's Inns, having regard to

- course curriculum,
- learning outcomes,
- student needs,
- current teaching practices,
- planned changes in the development of the delivery of the courses, for example changes in resourcing had to be made as a result of a move to hybrid and online course delivery.

Materials selected should be up to date and relevant. Regard should be had to

- accuracy and authoritativeness of content, reputation of author and publisher,
- depth of existing collection in the area
- price
- expected level of use.

The choice of format to be acquired will be influenced by need to deliver information as efficiently and equitably as possible.

A range of suppliers will be used to ensure the best possible financial arrangements and high quality customer service.

Print texts will be purchased based on cost and budget constraints, staff recommendations, student numbers and actual demand for a title. Multiple copies of a title shall only be purchased where online copies are not available or are cost inefficient. Maximum circulation of print textbooks will be ensured through application of appropriate borrowing regulations.

As a provider of professional legal education, King's Inns will maintain the print collection of primary Irish legislation. The print collection of secondary legislation will be reviewed annually during preparation of the budget, consideration will be given to the fact that the official version remains the printed version as published by Government Publications.

In addition to the criteria set out above, electronic resources will be assessed having regard to:

- reliability,
- accessibility,
- ease of use,
- functionality,
- searching capability,
- delivery of material including format,
- training,
- licensing and contract conditions,
- duplication of existing material,
- continued relevance,
- cost and usage,
- technical requirements,
- integration,
- infrastructure,
- currency and comprehensiveness,
- archival data,
- the availability of technical support
- the availability of usage statistics.

Electronic resources subscribed to must be accessible to all students remotely, currently this is enabled through the Virtual Learning Environment, Moodle.

The Library Committee will be consulted about print materials relating to legal history and matters of significance to the Honorable Society of King's Inns, including publications by and about alumni, and occasional materials purchased for the non-legal collection.

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## **Limitations:**

The selection of materials is subject to a number of considerations, not least space constraints and budgetary restrictions.

As the Library continues to reach the maximum storage capacity, it will be necessary to continuously review the retention of all current materials as well as alternative storage arrangements.

The continuous inflation in the cost of print journals must be balanced against their availability in electronic format. Annual review of subscriptions, both print and electronic, will be carried out to assess their continued relevance to current teaching and their value for money.

The physical conditions, including the fact that only a very small proportion of the collection is housed in an appropriate temperature and humidity controlled environment, will mean that a significant proportion of the collection will continue to deteriorate in condition over time.

# COLLECTION MANAGEMENT:

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## Collection Management

The collection of the King's Inns is enhanced through:

- Collaborative arrangements with the Bar of Ireland and Law Society libraries through the LLC agreement.
- Liaison with other library services including the Judges Library, with whom informal co-operative arrangements have been put in place.
- An inter library loan service with the British Library. Access is provided to material not contained in the Library's print or electronic collection; this service is available to registered students at a fee.
- Judicious use of the borrowing regulations, ensuring the maximum access to limited copies of print items.
- Replacement of damaged, lost or missing material from the current legal textbook collection identified during the annual stock check.
- Binding of legal serials on an annual basis.
- Repair of damaged or worn out high use items that have not been superseded by a later edition.
- Retrospective cataloguing of the non-legal material contained in the Guard Catalogue Books.

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## Retention Policy:

Due to the prohibitive cost of continued subscriptions and space constraints it will be necessary to review the retention and continued subscription to certain material, both print and electronic. Additional costs incurred by retention will have to be approved in the annual budget. Storage space is at a premium and use must be balanced with the overall strategic aims of King's Inns.

Kings Inns Library will retain:

- One copy of every title (legal monographs), including superseded editions
- Where a title has been donated or signed by the author, these are the volumes that will be retained.
- Any item with evidence of particular association with the Honorable Society of the King's Inns
- One copy of all complete runs of serials of legal interest.

Items for removal will include:

- Material which has no permanent legal research value e.g. annual indices, cumulative supplements
- Additional copies of superseded editions of legal textbooks
- Material in poor condition and beyond repair
- Material which poses a risk of contamination to other material

Items to be considered for review will be identified by the Librarian, liaising with Dean and academic staff. Account will be taken of the availability in other Irish libraries of the material under review.

Items to be reviewed for retention or removal may include:

- Items not relevant to the current teaching needs,
- items available in both print and electronic formats,
- Duplicate copies
- Isolated issues, and short or incomplete runs of serials with no relevance to current teaching practices or the interpretation of the legal or historical collection.

Individual exceptions to this policy may be made with the approval of the Library Committee.

Where material is removed it will be offered to other libraries or organisations before the option of recycling or discarding is considered.

All efforts will be made to conserve materials unique to King's Inns and ensure their retention for the future.

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## Donations Policy:

King's Inns Library welcomes the donation of books, journals and other material of relevance to its users. Donations which would support current teaching and complement the existing legal collection are particularly welcome. Historically the library has benefited from donations which have contributed to the development of the collection.

Due to cost and space restraints it will not be possible to accept all donated material.

Donated material will be assessed according to the criteria governing the selection of new material:

### (a) Conditions of Acceptance

- King's Inns Library aims to discuss donations with all potential donors in the first instance.
- Donated material may only be delivered to the Library following discussion and agreement with the Librarian / Library Committee and subject to the availability of appropriate storage space.
- It is a condition of acceptance that King's Inns Library reserves the right to retain or dispose of any donated material.
- The location of donated material will be decided by King's Inns Library.
- Donated items will be catalogued, processed, integrated into the existing collection and made available to users in the same way as all other Library acquisitions.

### (b) Acceptance Guidelines

Material donated to King's Inns Library should:

- Be relevant to the actual or potential needs of its users.
- Be in acceptable physical condition or King's Inns may ask that the cost of any conservation work required be borne by the donor.
- Be current (i.e. have recent publication date), unless the material is of historical value or of special interest to King's Inns.
- Not duplicate material already available in the collection. The only exception to this would be where additional copies of an item would meet a current demand.

### (c) Material not accepted will include:

- Old editions of textbooks.
- Journals available electronically via King's Inns subscription resources (however in the case of rare or unique material exceptions may be made)
- Short / incomplete journal runs (however in the case of rare or unique material exceptions may be made)

King's Inns Library welcomes donations from members of the Honorable Society of Kings Inns of legal or historical publications authored or edited by them.

King's Inns Library will aim to insert a bookplate into all book donations acknowledging the donor.

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### **Review:**

This policy should be reviewed every year and submitted to the Library Committee for approval at least every three years. This is to ensure it continues to take account of developments in legal education and the changing needs and priorities of the King's Inns community.

Renate Ní Uigín  
Librarian, King's Inns Library  
April 2024

Approved by King's Inns Library Committee, 2 May 2024