



Comhairle Cathrach
Bhaile Átha Cliath
Dublin City Council

Report to Arts, Culture, Leisure
and Recreation SPC
23rd May 2022
Item No. 9

Dublin City Council Collections Management Policy

Introduction

The purpose of drafting this Collections Management Policy for Dublin City Council is to establish a written policy for the management, development, use, care and preservation of collections owned and managed by the Council. It is drafted to function as an overarching framework to document the processes that govern the management of the Council's collections.

The policy was developed by the Collections Working Group convened of representatives from Libraries & Archives, the Culture Company, Archaeology, Heritage, City Arts Office and the Hugh Lane Gallery.

It is designed to establish common goals and a clear sense of overall purpose to ensure collections are consistently managed. It aims to ensure that Dublin City Council fulfils its responsibilities in relation to the acquisition and disposal of collections, in line with its statutory obligations, corporate planning and annual business plans.

Dublin City Council's collections are one of the City's greatest cultural assets and a priceless resource for learning, engagement, creativity and enjoyment. They play an important role in education (formal, informal and lifelong learning) and have the potential to support the economic development of the City, through cultural and creative industries and tourism.

Through the implementation of this policy, Dublin City Council can ensure that:

- collections are made accessible to the public while ensuring they are protected, secure and cared for;
- objectives are established and adhered to that guide the strategic development of the collections; and
- collection management is conducted in a manner that conforms to the Council's commitment to excellent public service and reflects the highest ethical standards and international best practice.

Areas covered in the Policy include:

- Roles and Responsibilities
- Legal and Ethical framework
- Scope of Collections
- Development
- Acquisitions and Accessions
- Criteria for Acquisition
- Approval of Acquisitions
- Donations
- Disposal, Deaccessions and Decommissioning
- Access and Use
- Documentation
- Documentation Backlog
- Rights and Reproduction
- Loans (in and out)

This Collections Management Policy is a working document and will be reviewed every three years by Dublin City Council's Collections Working Group to ensure it remains relevant. It was prepared over several months with this final draft being written in February 2022.

Iseult Byrne, Dublin City Council's Collections Working Group

23rd May, 2022