



## Guidance on Books

### By the Shared Archive Committee

- **Introduction**

Religious orders and congregations may hold a large book collection either in a designated library or by individual members. The difficulty when downsizing or closing is deciding what to do with the books. The Committee discussed the various options and contacted Librarians for advice on this topic.

- **Options to consider**

There are several options to consider when dealing with a library collection.

- 1. Considerations when keeping a library collection.**

- a. What is the reason for keeping the collection?
- b. If the library is moving to a new location, is there enough space to house the books? Is it likely the collection of books will grow over time?
- c. Can a collection be weeded of books that are not relevant? A possible solution is to only keep books which relate to the order and/or were written by a member of the order.

- 2. Considerations when decommissioning a Library.**

- a. New Home.**

Due to the large space required to store books, the committee established that it is difficult to find somewhere to donate a library collection.

However, it may be possible to find a new home and an order should investigate if a library could be rehoused somewhere else. There may be a different religious order, college, university, or a local library who would want to acquire the collection. Or there could be sets of books within a library that could be of interest to a particular organisation.

- b. Selling the collection**

If the collection is of value, the library books could be sold. There are companies who will value the collections such as Kennys Bookshop who are based in Co. Galway.

<https://www.kennys.ie/>

An auctioneer could sell the library. Please see our separate note if using an Auctioneer.

<https://www.amri.ie/wp-content/uploads/2024/09/Auctioneers-Some-Suggested-Guidelines.pdf>

Or there are companies who will take book donations and sell them such as Better World Books:

<https://services.betterworldbooks.com/libraries/program-overview/>

**a. Recycling a collection.**

Should it not be possible to find a new home or sell the collection, you may decide to leave the books at the local civic amenity site for recycling.

<https://mywaste.ie/what-to-do-with-different-types-of-waste/item/books/>

- **Legal Deposit Libraries in Ireland**

It is also useful to be aware that there are several Legal Deposit Libraries in Ireland.

A 'Legal Deposit is the statutory obligation on publishers and distributors to deposit at least one copy of every publication, free of charge, in designated legal deposit libraries. Legal Deposit benefits authors, publishers, researchers and the general public'.<sup>1</sup>

This means that a copy of every work published in Ireland must be sent to each of the eight legal deposit libraries in Ireland. For example, the Library at Trinity College Dublin has been a deposit library since 1801.

Legal deposit of publications produced by Irish publishers is covered in Section 198 of the Copyright and Related Rights Act, 2000<sup>2</sup>. For further information, please consult the National Library of Ireland website at the following:

<https://www.nli.ie/legal-deposit-libraries>

Or The Library at Trinity College Dublin have a useful overview at the following link:

<https://www.tcd.ie/library/about/legal-deposit.php>

- **Further information**

Please feel free to reach out to any member of the AMRI Shared Archives group if you need further help or guidance – [info@amri.ie](mailto:info@amri.ie)

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<sup>1</sup> <https://www.tcd.ie/library/about/legal-deposit.php>

<sup>2</sup> <https://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html>