



## National Library of Ireland

### Freedom of Information Publication Scheme

#### Introduction:

The National Library of Ireland has prepared and published a **Publication Scheme** concerning information of the National Library in conformity with a **Model and Guidelines** made by the Minister for Public Expenditure and Reform under Section 8 of the Freedom of Information Act, 2014.

The Scheme comes into effect on the 14th April, 2016.

#### Purpose of Scheme:

The Scheme is designed to facilitate the provision of information to the greatest extent possible, except for information exempted under the Act and, in preparing, reviewing or revising a **Publication Scheme**; an FOI body shall have regard to the public interest in:

- (a) allowing public access to information held by the FOI body;
- (b) the publication of reasons for decisions made by the FOI body; and
- (c) publishing information of relevance or interest to the general public in relation to its activities and functions generally.

#### Scheme Format and Access:

The Scheme is web based with links from it to information as set out below which will be updated as provided for under the Act. A hard copy will be available for viewing by appointment also.

#### Publication Scheme

The FOI Publication Scheme will provide Information under the following six headings:

- A. Information about the FOI Body,**
- B. Services provided or to be provided to the Public**
- C. Decision Making process for major policy proposals**
- D. Financial Information,**
- E. Procurement,**
- F. FOI Disclosure Log and Other Information to be Published Routinely**

## National Library of Ireland

### Freedom of Information Publication Scheme

FOI-Publication Scheme	Link to NLI Website/Information
<b>Section A: Information about the National Library of Ireland</b>	<b>Organisational information, structures, locations and contacts</b>
<ul style="list-style-type: none"> <li>Establishment of Organisation</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">About Us</a></li> <li><a href="#">Our History</a></li> </ul>
<ul style="list-style-type: none"> <li>Roles, responsibilities and functions.</li> <li>Legislation</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Board and Director</a></li> <li><a href="#">Leadership Team</a></li> <li><a href="#">About Us</a></li> <li><a href="#">Collection Development Policy 2022</a></li> <li><a href="#">National Cultural Institutions Act 1997</a></li> </ul>
<ul style="list-style-type: none"> <li>Governance/ Management arrangements</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Board and Director</a></li> <li><a href="#">Board</a></li> <li><a href="#">Committees</a></li> <li><a href="#">Leadership Team</a></li> <li><a href="#">Board Code of Conduct</a></li> <li><a href="#">Code of Ethics and Business Conduct for Employees of NLI</a></li> </ul>
<ul style="list-style-type: none"> <li>Corporate Plans and Strategies</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Corporate Policies and Reports</a></li> <li><a href="#">NLI Strategy 2022-2026</a></li> </ul>
<ul style="list-style-type: none"> <li>Annual Reports</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Annual Reports and Policy Documents</a></li> </ul>
<ul style="list-style-type: none"> <li>Organisation</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">NLI Organisational Chart</a></li> <li><a href="#">Working in the National Library of Ireland</a></li> <li><a href="#">Annual Reports</a></li> </ul>
<ul style="list-style-type: none"> <li>Locations and Contact details</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Board and Director</a></li> <li><a href="#">Leadership Team</a></li> <li><a href="#">Corporate Policies and Reports</a></li> <li><a href="#">Donate</a></li> <li><a href="#">Freedom of Information</a></li> <li><a href="#">Getting Here</a></li> <li><a href="#">NLI Organisational Chart</a></li> <li><a href="#">Contact</a></li> <li><a href="#">Current Opportunities</a></li> <li><a href="#">Ombudsman</a></li> </ul>
<ul style="list-style-type: none"> <li>Customer Charters</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Customer Charter</a></li> </ul>
<ul style="list-style-type: none"> <li>Codes of Practice or Guidelines</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Board Code of Conduct</a></li> <li><a href="#">Code of Ethics and Business Conduct for Employees of NLI</a></li> <li><a href="#">Rules for Readers</a></li> </ul>

FOI-Publication Scheme	Link to NLI Website/Information
<b>Section B: Services provided to the Public</b>	<b>Details of functions and services that the organisation provides and the decision making process</b>
<ul style="list-style-type: none"> <li>• Services provided for public including Administration of an enactment</li> <li>• How such services can be accessed</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Visit</a></li> <li>• <a href="#">Getting Here</a></li> <li>• <a href="#">Opening Hours</a></li> <li>• <a href="#">Using the Collections</a></li> <li>• <a href="#">Ordering Material</a></li> <li>• <a href="#">Reader's Ticket</a></li> <li>• <a href="#">Reading Rooms</a></li> <li>• <a href="#">Accessibility</a></li> <li>• <a href="#">Homepage</a></li> <li>• <a href="#">Copying Services</a></li> <li>• <a href="#">Ask a Librarian</a></li> <li>• <a href="#">Family History</a></li> <li>• <a href="#">Commissioning Research</a></li> <li>• <a href="#">Office of the Chief Herald</a></li> <li>• <a href="#">Learn</a></li> <li>• <a href="#">For Publishers</a></li> <li>• <a href="#">For Librarians</a></li> <li>• <a href="#">Customer Charter</a></li> <li>• <a href="#">Freedom of Information</a></li> </ul>
<ul style="list-style-type: none"> <li>• How much such services cost to access, if any details of any fees.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Using the Collections</a></li> <li>• <a href="#">Copying Services</a></li> <li>• <a href="#">Copyright</a></li> <li>• <a href="#">Press and Media</a></li> <li>• <a href="#">Office of the Chief Herald</a></li> <li>• <a href="#">Freedom of Information</a></li> <li>• <a href="#">Contact</a></li> <li>• <a href="#">Reader's Ticket</a></li> <li>• <a href="#">Reading Rooms</a></li> </ul>
<ul style="list-style-type: none"> <li>• Administration of such services</li> </ul>	
<ul style="list-style-type: none"> <li>• Review or appeal rights relating to such services</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Customer Charter</a></li> <li>• <a href="#">Reader's Ticket</a></li> <li>• <a href="#">Rules for Readers</a></li> <li>• <a href="#">Ombudsman</a></li> </ul>
<ul style="list-style-type: none"> <li>• Research projects undertaken in respect of these functions/services</li> </ul>	

FOI-Publication Scheme	Link to NLI Website/Information
<b>Section C: Decision Making process for major policy proposals</b>	<b>Decision Making process and records of decisions</b>
<ul style="list-style-type: none"> <li>Major Policy proposals</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Corporate Policies and Reports</a></li> </ul>
<ul style="list-style-type: none"> <li>Background information relating to major policy proposals and decision reports</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Collection Development Policy 2022</a></li> </ul>
<ul style="list-style-type: none"> <li>Reports on the operation of public services by the FOI body</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Corporate Policies and Reports</a></li> </ul>
<ul style="list-style-type: none"> <li>Expenditure reviews , Policy assessments</li> </ul>	

FOI- Publication Scheme	Link to NLI Website/Information
<b>Section D: Financial Information</b>	<b>Financial Information relating to income and expenditure</b>
<ul style="list-style-type: none"> <li>Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Corporate Policies and Reports</a></li> </ul>
<ul style="list-style-type: none"> <li>Plans for major Capital Expenditure</li> </ul>	
<ul style="list-style-type: none"> <li>Payments or Purchases Orders for goods and services</li> <li>Prompt Payment Information</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Corporate Policies and Reports</a></li> <li><a href="#">Prompt Payment Return</a></li> </ul>
<ul style="list-style-type: none"> <li>Governance Board Member remuneration</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Board and Director</a></li> <li><a href="#">Annual Reports</a></li> <li><a href="#">Corporate Policies and Reports</a></li> </ul> <p>Note: Board members no longer get remuneration. Annual Report 2014 reflects this change.</p>
<ul style="list-style-type: none"> <li>Funding/ Sponsorship of non-public bodies</li> </ul>	

FOI-Publication Scheme	Link to NLI Website/Information
<b>Section E: Procurement Information</b>	<b>Information relating to how we procure goods and services</b>
<ul style="list-style-type: none"> <li>Procurement policies</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Corporate Policies and Reports</a></li> <li><a href="#">Board Code of Conduct</a></li> </ul>
<ul style="list-style-type: none"> <li>Current tender competitions on the eTenders website</li> </ul>	<ul style="list-style-type: none"> <li><a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a></li> </ul>
<ul style="list-style-type: none"> <li>Public contracts awarded including contract type</li> </ul>	

FOI- Publication Scheme	Link to NLI Website/Information
<b>Section F: FOI Disclosure Log and other Information to be published Routinely</b>	<b>FOI Disclosure Log and other information</b>
<ul style="list-style-type: none"> <li>• <b>FOI Disclosure Log</b> Details of FOI disclosure log : non-personal requests</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Freedom of Information</a></li> <li>• <a href="#">Ombudsman</a></li> <li>• <a href="#">Data Privacy Statement</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Reports: e.g. Annual Reports</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Corporate Policies and Reports</a></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Commercial publications and relative charges</b></li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Other Information held by the body which is sought regularly</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Corporate Policies and Reports</a></li> <li>• <a href="#">Annual Reports</a></li> <li>• <a href="#">Freedom of Information</a></li> <li>• <a href="#">Data Privacy Statement</a></li> <li>• <a href="#">Contact</a></li> </ul>

**Further Information:**

For more information on the Publication Scheme or FOI Requests please contact the FOI Officer:

National Library of Ireland, 4 Kildare St, Dublin 2, D02 A322. Telephone: 01 603 0265. Email [foi@nli.ie](mailto:foi@nli.ie)