

# LIBRARY COLLECTION DEVELOPMENT POLICY

## POLICY ADMINISTRATION

<b>Dates</b>	Policy approved 19/10/2021 This policy is effective upon its approval. Policy is due for review October 2024
<b>Approved by</b>	Executive on 19/10/2021 (Version 2) (EXE125-21)
<b>Policy Type</b>	<input checked="" type="checkbox"/> Executive Policy <input type="checkbox"/> Council Policy
<b>Policy Owner</b>	Manager Cultural Engagement and Library Services Community and Culture Directorate
<b>Related Documents</b>	Nil
<b>References &amp; Legislation</b>	Library Act 1939 Library Regulation 2010 (NSW) <a href="#">Living Learning Libraries: Standards and Guidelines for NSW Public Libraries 7<sup>th</sup> ed.</a> <a href="#">Access to Information in NSW Public Libraries</a> <a href="#">IFLA/UNESCO Public Library Manifesto</a>
<b>Document Identifier</b>	Policy #: Pol-034.02 Doc #: D17/115645
<b>Breaches of Policy</b>	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation.
<b>Record Keeping</b>	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

## PURPOSE

The purpose of this policy is to:

- Ensure that the library's collections meet the current and future needs of its customers and the Georges River community
- Inform the community and the Council of the principles by which the library's collections are selected, maintained, developed and deselected.
- Define the responsibilities for the management of the library's collections.
- Ensure that the provision of library collections is consistent with Council's vision.

## SCOPE

This policy applies to the physical and digital library collections under the management of Library Services of Georges River Council.

## DEFINITION OF TERMS

Term	Meaning
CALD	Culturally and linguistically Diverse, usually referring to communities.
Collections	Physical and digital resources that are organized and owned by, or under licence to, the Library including books, magazines, newspapers, DVDs, toys, photographs, eBooks, microfiche, microfilm, CDs, digital technology and other objects.
Collection Development	The processes related to the development of library collections including selection and de-selection, collection analysis and management.
De-selection	The process of removing items from the library collection.
Electronic Resources	Digital items that are available online and accessed through the internet including eBooks, audiobooks, digital magazines, journals, databases, films and music.
Format	The ways in which a resource may be presented including print, digital, paperback, audiobook.
Inter-library Loan	An item borrowed from another library service on behalf of a customer.
Library Resources or Materials	See Collections.

Profile	A dynamic document that identifies core collection requirements provided to library suppliers to assist in selection.
Reference Resources	Resources containing concise information and facts that are referred to rather than read.
Vanity Press	A business, often with no selection criteria, that authors pay to publish their work.

## POLICY STATEMENT

### 1. General Policy Statement

- 1.1. Georges River Libraries develop collections that are freely available and that reflect the needs of its diverse community, promote creativity, celebrate local identity, support lifelong learning and foster social cohesion.

### 2. The Collections

- 2.1. **Fiction** A wide range of popular and literary fiction, including graphic novels with an emphasis on literary award winners and Australian authors of merit.
- 2.2. **Non-fiction** Information and factual material that will assist individuals in their life-long learning needs and recreational pursuits with an emphasis on current information.
- 2.3. **Electronic Resources** Electronic resources including eBooks, audiobooks, digital magazines, journals, databases, film and music streaming services, with a preference for resources that can be accessed anywhere via an internet connection.
- 2.4. **Children's** Picture books, first readers, fiction, non-fiction and graphic novels that inform and stimulate the joy of reading and discovery.
- 2.5. **HSC** Books, magazines, graphic novels and audio-visual material that support the New South Wales Higher School Certificate curriculum.
- 2.6. **Reference** Sources of current information including atlases, dictionaries, year books and encyclopaedias with a preference for online resources.
- 2.7. **Audio-visual** Audio Books and MP3s that provide an audio alternative to recreational reading. CDs that provide a representative sample of a range of music styles, popular artists and recordings. DVDs of popular and critically acclaimed films, television series, documentaries, plays and concerts.
- 2.8. **Magazines & Newspapers** Selected suburban, metropolitan and national newspapers in hardcopy. Local CALD newspapers and magazines in the major

community languages. Magazines of general interest. Newspapers and bulletins from political parties and religious groups will not be collected.

- 2.9. **Local Studies** Printed material, photographs, recordings, archival media, digital resources that record the unique history and contemporary experiences of the Georges River Council area and assist with historical and genealogical research.
- 2.10. **Library of Things** A range of toys, musical instruments and other useful objects to support sustainability through sharing and re-use, aid learning and assist children and older people to develop and maintain physical, cognitive and social skills.
- 2.11. **Digital Tools** A range of digital technologies and other materials to help people to create digital media and improve their media and digital literacy skills.
- 2.12. **English Learning** Material that will help people improve their English language skills to a level that constitutes practical understanding and literacy. Material that will assist people from non-English speaking backgrounds achieve certified proficiency in English language skills.
- 2.13. **Community Languages** Material to help members of the Georges River CALD communities maintain their cultural and linguistic heritage. This collection is responsive to demographic changes and demonstrated interest. The Library Council of New South Wales' Living, Learning Libraries: Standards and Guidelines for New South Wales Public Libraries will guide the provision of library services to the local CALD community.

### 3. Procurement

- 3.1. The procurement of library materials complies with Council's Procurement Policy and in accordance with Council's principles of transparency and sound financial management.

### 4. Responsibility

- 4.1. Collection development is the responsibility of specialist library staff with oversight by the Manager Library Services.

### 5. Selection

#### 5.1. Selection methods

5.1.1. Items will be selected using the following:

- Profiles developed and monitored by library staff and managed by authorised library suppliers
- Standing orders for authors and series

- Staff and customer recommendations
- Staff selections

## 5.2. Selection criteria

5.2.1. The following criteria will be taken into consideration when selecting resources for inclusion in the collection:

- Accuracy of information
- Authority of author/publisher/producer
- Literary/artistic merit
- Popularity or anticipated demand
- Durability
- Suitability of format
- Licencing or contract terms
- Price
- Compliance with Australian standards or legislation
- Ease of use
- Availability
- Publication date
- Items that have relevance and value to the local studies of Georges River including geographic, historical, cultural, sociological and political material.

5.2.2. Criteria that may exclude resources from selection:

- Textbooks, unless they are the only source of information on a topic
- Vanity press publications
- Resources in a language not currently collected
- Resources that contain novelty or promotional accessories
- Books that are designed to be written into

- Resources that promote hatred, vilification, or degradation of members of the community, or are overtly supportive of intolerant ideologies, persons or organisations.

## **6. Maintenance**

6.1. The collections will be continually evaluated using evidence-based methodologies to maintain a well-balanced, attractive and up to date collection. Resources will be withdrawn when:

- Information is inaccurate or out of date
- Subject is no longer of general interest
- Poor physical condition
- Superseded editions
- Low demand
- Duplicate copies in excess of demand

6.2. This criteria does not apply to Local Studies collections, which will be maintained according to their relevance to the history and culture of the Georges River area.

## **7. Access**

7.1. Where technology, systems, format and capacity allow:

- Resources are listed in the online catalogue with full subject access.
- Resources are regularly listed and updated on the Libraries Australia database.
- Items, with the exception of toys, can be transferred to the branch of their choice for collection by the customer.
- The Home Library Service makes regular deliveries of library material to people in the Georges River Local Government Area who are house-bound or residents of aged care facilities.
- The library will adapt its services to meet the changing access needs of the community.

## **8. Disposal of stock**

8.1. Deselected stock will be disposed in accordance with Council's Asset and Accounting Policy and may be:

- Sold

- Offered to other libraries or non-profit organisations
- Recycled or repurposed
- Sent to waste collection

## **9. Controversial and sensitive material**

9.1. The Library has a responsibility to provide a broad range of information and opinion and upholds the principle of intellectual freedom. Material shall not be excluded just because it is controversial. The library shall not self-censor by restricting access to material unless restriction is required by law. It is the responsibility of parents and carers to monitor the reading and viewing choices of their children. Objections to the inclusion, or exclusion, of items in the collection will be responded to in accordance with this Policy and relevant guidelines and legislation.

## **10. Items not held by the library**

10.1. Library members are encouraged to make suggestions for purchase to ensure the collections are relevant and meet the community's needs. These suggestions will be purchased if they meet the selection criteria outlined in section 4. Items that cannot be purchased or that do not fit the selection criteria will be obtained for customers via an interlibrary loan where possible.

## **11. Donations and bequests**

11.1. The Library accepts donated material and bequests under the following provisions:

- Donations will not be accepted without prior approval from the responsible librarian.
- Material must be in "as new" condition
- Material not in "as new" condition will only be accepted if it is relevant to the Local Studies collection.
- Any material donated to the Library becomes the property of Georges River Libraries.
- Conditional donations and bequests are not accepted.
- Material may be added to the collections if it meets the selection considerations outlined in the Collection Development Policy.
- Material that is not added to the collections may be discarded or offered for sale.



## RESPONSIBILITIES

Position	Responsibility
Manager Cultural Engagement and Library Services	<ul style="list-style-type: none"> <li>• Provide a point of contact about the meaning and application of this policy</li> <li>• Ensure policy is included on Council's policy register and record management system</li> </ul>
Coordinator Library Resources	<ul style="list-style-type: none"> <li>• Update the policy when necessary to ensure it is current</li> <li>• Implement communications, education and monitoring strategies</li> <li>• Investigate breaches and enforcing compliance</li> </ul>

## VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Policy Owner	Period Active
KCC	Former Kogarah Council Library Collection Development Policy discontinued	Manager Library	26/08/2013 – 6/08/2017
HCC	Former Hurstville Council Policy discontinued	Manager – Library Museum, Gallery and Entertainment	5/02/2014 – 6/08/2017
1.0	New Georges River Council Library Collection Development Policy  Approved by Council Resolution CCL206-17	Manager Library Services	4/09/2017 – 19/10/2021
2.0	Policy reclassified as 'Executive Policy' as per Council Resolution 27/09/21 (CCL061-21 / FIN043-21). Additional amendments to the policy as outlined in the report presented to the Executive 19/10/21.	Manager Cultural Engagement and Library Services	19/10/2021 - ongoing