Library Collection Development Policy

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<th>Adoption Date:</th>
<th>19 March 2019 by Approval of the General Manager</th>
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<td>Last Reviewed:</td>
<td>19 March 2019</td>
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<td>Next Review Date:</td>
<td>19 March 2021</td>
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<td>Division/Department:</td>
<td>Community Services/Woollahra Libraries</td>
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<td>Responsible Officer:</td>
<td>Collection Development Librarian</td>
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<td>HPE CM Record Number:</td>
<td>18/148952</td>
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1 Policy Statement

The Library Collection Development Policy aims to provide a valued and highly used collection available 24/7 to the Woollahra community.

2 Application

This policy aims to establish the principles and guidelines for the management and acquisition of library resources relevant to the Woollahra community and to account to the public for the selection of resources.

The primary objective of the Woollahra Libraries (the Library) is to facilitate free and equitable access to quality assured information. The Library is committed ensuring the community has access to a current and relevant collection of library materials, with a diversity of viewpoints in a variety of formats including print, audio, audio visual and digital.

The reasons for preparing a Collection Development Policy include:

- Inform the community of the principles by which the Library’s collections are selected, maintained, developed and deselected.
- To keep the collection current, relevant and accessible;
- To ensure that the collection is continually monitored to meet changing community needs;
- As a management tool and for internal communication and training of staff;
- To ensure that professional objectivity informs the selection and weeding processes;
- Responsible management and allocation of collection budget for current and future priorities.

The Woollahra Libraries Collection Development Policy provides a framework for the planning, management and development of its collections. This document is a revised Collection Development Policy based on the 2009 Collection Development Policy.

Best practice collection management requires that the collection’s performance must be continually monitored to make sure it is meeting community needs. Resources must be constantly evaluated and out of date, superseded, irrelevant and worn items replaced on a regular basis. Securing the budget to ensure the collection’s success is a key factor in good collection management.

Woollahra Libraries consists of three libraries located at Double Bay, Paddington and Watsons Bay. Resources are selected taking into consideration collection profiles, statistics and budget parameters. Woollahra Libraries also offer a virtual service point through the library website of electronic resources available 24/7.
3 Definitions

<table>
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<tr>
<th>Term</th>
<th>Meaning</th>
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<tr>
<td>Collection Development</td>
<td>Collection Development refers to the process of planning, evaluating, building, maintaining, and weeding a library's collection to meet community demand.</td>
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<tr>
<td>Electronic Resources</td>
<td>An electronic resource is any information source that the library provides access to in an electronic format.</td>
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<td>Inter library loan</td>
<td>An item borrowed from one library service by another on behalf of a customer.</td>
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<td>Profiles</td>
<td>A dynamic document that identifies core collection requirements provided to library suppliers to assist in selection.</td>
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<td>Standing Orders</td>
<td>Titles that are automatically ordered in prepublication in predefined quantities.</td>
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<td>Weeding</td>
<td>The continuous, systematic removal of resources from a library based on selected criteria.</td>
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4 Community Strategic Plan, Delivery Program and Operation Plan

This Policy relates to Themes, Goals and Strategies outlined in Council’s Community Strategic Plan Woollahra 2030 and Priorities outlined in Council’s Delivery Program and Operational Plan, specifically:

Theme: Community well-being
Goals:  
1 A connected and harmonious community  
2 A supported community  
3 A creative and vibrant community

Theme: Community leadership and participation
Goals:  
11 A well-managed Council

5 Collection Management Principles – General Library Collection

The general library collection will include materials available in a variety of formats, current and future, which may include but are not limited to print, serial, audio-visual and electronic formats. While the relevance of the content of material is a primary consideration, the format can affect its suitability.

Woollahra Libraries are committed to providing resources that reflect the Woollahra community and are relevant to their needs. Collections are shaped using collection usage statistics, community demographics, community feedback from customer surveys, suggestions for purchase and general customer feedback.

Woollahra Libraries will endeavour to purchase resources that meet the broad spectrum of community needs and available budget resources. Priority is given to material that is popular as well as being relevant to Woollahra lifestyles and trends.
Woollahra Libraries will collect and provide access to material and information relating to the history of the Woollahra local government area. Formats include newspapers, books, maps, rate books, microform & photographs. This is a non-lending collection available for use in the library only. A major focus of managing the collection is the creation of digital content which ensures optimal access for library customers and facilitates resource preservation.

No material will be rejected or removed from the Library solely on the basis of partisan or doctrinal disapproval, or because of concern that children may access some materials intended for adult use. Parents or guardians are responsible for the suitability of materials perused or borrowed by their child.

Resources may not be excluded from selection based on personal taste, moral or political viewpoints, social or ideological variance. Resources will be considered for selection based on their own merit and the audience for whom it is intended.

Woollahra Libraries does not duplicate the materials offered by other library services. Textbooks prescribed for study may be included in the collection where they are of general interest or value to the community or if they are the most appropriate material available. Students should generally be referred to their educational institution for access to textbooks.

Donations are accepted if they are brand new, in high demand and meet the selection criteria in section 7. Woollahra Libraries reserves the right to reject donations of unsuitable materials or to dispose of donated material it does not need. Donations that are not allocated for the collection are included in the book sale subject to their condition. Items deemed not suitable for the book sale are recycled.

Borrower’s suggestions which are not held in the collection are considered for purchase. Each request is assessed for inclusion in the collection based on the selection criteria in section 7. If items are out of print or evaluated as inappropriate for purchase items can be obtained for borrowing from another library through the inter-Library loans service.

To ensure the collection is maintained resources are regularly removed from the collection as part of the Library’s weeding program. Staff refer to the Woollahra Libraries Weeding Guidelines for direction when removing items. Items that are removed are sold in library book fairs, gifted to other community organisations or recycled.

The following categories of material are not collected by the Library:

- Expensive or rare items inappropriate for a public library service;
- Ephemeral material of little value even in the short term;
- Items of inappropriate physical dimensions, or format; and
- Items prohibited by law.
6 Supplier Assisted Procurement for Selection and Processing

The Library is committed to developing a relevant collection meeting community demand. The Library's primary task is to select, maintain, and provide access to relevant and representative information resources. As best practice the Library will work in partnership with preferred vendors under the N.S.W. Local Government Procurement tender - Library Books and Resource Materials (LGP507-3).

Detailed specifications profiling the requirements of our collection are provided to suppliers to support anticipated demand and ensure timely delivery of material. The selection process is stringently monitored to ensure the specifications are being followed and interpreted correctly.

Standing order lists are also provided to suppliers. These titles are automatically ordered prepublication in predefined quantities. Standing order lists are reviewed annually by staff and are modified to suit the demands of borrowers and budget availability.

Library staff also identify specific titles or subject areas of the collection that need development and purchase accordingly, taking into account the Selection Criteria in section 7. Multiple copies of resources are acquired when demand justifies it.

Resources arrive shelf ready fully catalogued and processed by external vendors. Detailed cataloguing and processing specifications are supplied to vendors and staff monitor to maintain quality control and improve purchase to shelf timelines.

7 Selection Criteria

Together with the annually reviewed Profiles and Standing Order lists suppliers and selectors use the following criteria in choosing materials:

- Popular Interest, relevance and current demand
- Potential high use by the community (anticipated demand)
- Widely publicised and promoted
- Literary merit
- Positive reviews in media - appropriate to the content and audience
- Significance of subject matter, permanence or timeliness of subject
- Local interest
- Relationship and importance to the entire collection
- Reputation and/or significance of author, publisher.
- Suitability of subject, style and reading level for intended audience.
- Clarity, accuracy and presentation of content.
- Suitability of format
- Date of publication
- Price
8 The Collections

Woollahra Libraries are committed to developing a relevant highly used collection meeting community demand. The library aims to select, maintain, and provide access to relevant and representative information resources in a variety of formats. As best practice the Library has embraced a “Just in Time” collection philosophy concentrating on customer focused collections with emphasis on immediate access to resources. Multiple copies and new editions are purchased based on user demand and anticipated popularity.

Adult Fiction

The adult fiction collection is comprised of recreational reading material and a variety of literary styles and genres. The Library collects a wide range of popular, award winning and classic adult fiction. Titles are purchased through an adult fiction standing order list that specifies the number of copies depending on anticipated demand. These are purchased up to three months in advance of publication date. Demand driven multiple copies of popular authors are purchased. Collection staff identify and purchase new popular authors and update the standing order list on a regular basis. To maintain the collection replacement copies are purchased when popular items are worn or damaged.

Adult Non-Fiction

The Library collects a variety of adult non-fiction resources both recreational and educational in a wide range of subjects. It aims to support individuals of all ages pursuing their interests or independent lifelong learning. Selection is based on community demand and current trends. Multiple copies are purchased when demand is very high. Australian content is given preference where appropriate.

Quick Browse

This collection consists of high turnover bestsellers popular authors and subjects in fiction and non-fiction curated by staff. These items are placed in an easily accessible highly visible space in the Library and are continually reviewed.

Fast Reads

Fast Reads are a small collection of high demand, top ten bestseller items that are loaned for one week aimed at the avid readers in the community. This collection consists of Magazines, Fiction and Non Fiction. This collection is reviewed on a monthly basis.

Large Print

The Large Print collection consists of popular reading, classics supplemented by a smaller amount of popular nonfiction. This collection is aimed at members of the community who have difficulty reading standard print. There is a smaller number of titles published in this format which can impact titles selected.
Magazines and Newspapers

The Library holds selected suburban, metropolitan and national newspapers in hardcopy. Newspapers are for use only in the Library. The magazine collection contains popular titles for adults, young adults and children. This collection is reviewed annually. To complement the print magazines the Library also offers a wide range of eMagazines that can be accessed 24/7.

HSC Collection

This collection provides support to students studying for their Higher School Certificate. This collection includes study guides, past HSC questions and answers, exam workbooks, and other resources that support the New South Wales Higher School Certificate curriculum.

Talking Books

The talking books collection contains recorded books on CD. The Library collects popular adult, young adult and junior titles. Priority is given to unabridged material.

DVD Collection

The Library collects a wide range of popular DVDs for adults and children. This collection includes feature films, television series and documentaries. Multiple copies are purchased where there is demand. As DVD’s are manufactured with a specified region code, allowing playback only in the world region in which the product is distributed the Library only collects region 4 DVD’s. Region 4 includes Australia, New Zealand, Central America, Oceania and South America.

Music

The adult music collection offers a diverse range of popular music genres on compact disc. Junior music CD’s are also collected featuring a broad collection of popular CDs aimed at recreation and education.

Preschool Collection

This collection is intended for babies and toddlers. The pre-school collection is aimed at 0-4 year olds and consists of board books and basic picture books with few words and easy concepts.

Picture Books

The Library collects picture books to promote early literacy by engaging children and enhancing their reading experience. Picture books ensure children develop life-long reading habits. When selecting, the illustrations are as important as the text and both work together to tell the story.

First Readers

This collection supports children who are learning to read. These are illustrated books with widely-spaced print and basic, repetitive vocabulary to help children who are new to reading
develop and practise their skills. There are many different series of these books and most of them divide their books into reading levels. The Library aims to collect a variety of different series to accommodate a range of children’s interests.

**Junior Readers**

This collection focuses on children beginning to read simple chapter books. Short chapter books help young children make the transition from picture books to chapter books. These books are often part of a series and have simple illustrations to enhance the reading experience.

**Junior Fiction**

The Library aims to collect a wide range of high interest, popular, bestselling, award winning and classic children’s fiction. Titles are purchased through a junior fiction standing order list that specifies the number of copies depending on anticipated demand. Multiple copies are purchased where there is significant demand. This collection is aimed largely at primary school children.

**Young Adult**

The Library collects a wide range of popular, award winning and classic young adult fiction. Titles are purchased through a young adult fiction standing order list that specifies the number of copies depending on anticipated demand. Multiple copies are purchased where there is significant demand.

**9 Collection Management and Responsibility**

The Resource Management Team Leader and the Collection Development Librarian are responsible for the development and implementation of collection management guidelines.

**10 Budget**

A budget for the procurement of the Library’s collection is determined by Council annually.

**11 Documentation/References**

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<thead>
<tr>
<th align="left">Australian Library and Information Association (ALIA) Statement on free access to information</th>
<th>HPECM Reference</th>
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12 Related Policies and Procedures

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<tr>
<th>Library Collection Plan 2016-2021</th>
<th>HPECM Reference</th>
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<tr>
<td>Library Specifications for Selection July 2018</td>
<td>18/105683, 18/105762</td>
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<tr>
<td>Library - Weeding Guidelines</td>
<td>17/140697</td>
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<td>Corporate Procedure - Library Donations Procedure</td>
<td>18/108788</td>
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<td>Library - Donations Form</td>
<td>18/108787</td>
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<tr>
<td>Gift Acknowledgment Form</td>
<td>18/128205</td>
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<tr>
<td>Inter-Library Loan Requests and Suggestions for Purchase Policy</td>
<td>17/205241</td>
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This Policy will be reviewed every two years or as required in the event of legislative changes. This Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to this Policy must be by way of the approval of the General Manager.

Policy Amendments

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