



# Library Collection Development Guidelines

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Division/Department:	Community Services/Woollahra Libraries
Responsible Officer:	Collection Development Librarian
HPE CM Record Number:	21/171805

## 1 Policy Statement

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

## 2 Application

This document 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 is to facilitate free and equitable access to quality assured information. The Library is committed to ensuring the community has access to a current and relevant collection of library materials, with a diversity of viewpoints.

The reasons for preparing this document include:

- To 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 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 Guidelines provide a framework for the planning, management and development of its collections.

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 Resources must be constantly evaluated and out of date, superseded, irrelevant and worn items replaced on a regular basis.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

Term	Meaning
Collection Development	Collection Development refers to the process of planning, evaluating, building, maintaining, and weeding a library's collection to meet community demand.

Electronic Resources	An electronic resource is any information source that the library provides access to in an electronic format.
Inter library loan	An item borrowed from one library service by another on behalf of a customer.
Profiles	A dynamic document that identifies core collection requirements provided to library suppliers to assist in selection.
Standing Orders	Titles that are automatically ordered in prepublication in predefined quantities.
Weeding	The continuous, systematic removal of resources from a library based on selected criteria.

#### 4 Community Strategic Plan, Delivery Program and Operation Plan

This document 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

The library collection includes materials available in a variety of formats, which may include but are not limited to books, audiobooks, magazines, music and film covering a wide range of subjects and genres to cater for the diverse needs of the community.

Woollahra Libraries are committed to providing resources that reflect the Woollahra community and are relevant to their needs. Just-in-time and purchase-on-demand collection development practices are followed for most collections. Collections are shaped using collection usage statistics, emerging trends and formats, 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. Priority is given to material that is popular as well as being relevant to Woollahra lifestyles and trends.

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 tertiary education libraries. (eg Universities and TAFE). 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 Woollahra Libraries book sale subject to their condition. Items deemed not suitable for the book sale are recycled.

Suggestions for purchase requests from library customers can be submitted via the library website. 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 they can be obtained from another library through the Woollahra Libraries 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 sale, 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 Collection Management Principles - Online Library

Additional collection management principles are also considered when assessing eResource platforms, information databases and other resources

To complement the physical collection the library provides access to a variety of digital resources in different formats including eBooks, eAudiobooks, eMusic, eFilms, databases, magazines and newspapers. The library acknowledges the constant changes and developments in technology that impact these collections. New Platforms are evaluated regularly for continuous improvement in this area.

The eBook and eAudiobook collection is driven by demand and selected by Library staff. Multiple copies of popular titles are purchased depending on demand and availability. The Library is bound by licensing agreements, and digital rights management conditions and therefore availability of content and borrowing conditions may vary.

Other platforms are subscription based and content is provided by the vendor. These platforms are evaluated and reviewed annually.

The State Library of NSW provides a number of information databases through NSW.net to all public Libraries in NSW. In addition to this selection, the Library subscribes to a diverse range of digital information databases to suit the needs of the community. These are reviewed annually and new databases are evaluated for continuous improvement.

Woollahra Libraries Digital Archive provides online access through the Library website to a range of digital resources documenting the history of the local area. Providing a diverse record both historical and contemporary, that reflect the area's cultural and environmental heritage. The archive is updated regularly with a variety of materials from the Local History physical collection to make it available 24/7.

## 7 Selection Criteria

Together with the annually reviewed Profiles and Standing Order lists vendors 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

Additional Criteria are also considered when assessing eResource platforms, information databases and other resources

- Vendor Support
- Ease of use
- Range and quality of content
- Pricing models eg pay per use
- Licencing agreements, and digital rights management (eg - Is the product leased or purchased outright)
- Technology trends (new ways of accessing content influenced by marketplace) eg film streaming
  - Access options, eg single user, simultaneous use.

- Provision of bibliographic data, e.g., MARC records (linking the libraries online catalogue holdings to the platform)
- Statistical reporting.

## 8 Evaluation

Evaluating the Library collections is an important part of collection development. The Library evaluates the success of its collections by a variety of means including:

- Statistical analysis reports - including, not limited to:
  - Circulation
  - Collection turnover rates
  - Acquisition and discard rates
  - Age of collection
  - Budget allocation based on circulation
- Achieving Tasks/Projects in the Woollahra Libraries Collection Plan
- User satisfaction through surveys and informal feedback
- Comparison to State Library Benchmarks
- State Library of NSW - Public Library Branch Statistical Return

## 9 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 in 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. To maintain the collection replacement copies are purchased when popular items are worn or damaged.

## 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, bestseller items for short term loan. This collection is aimed at customers who don't want to wait in a reservation queue and consists of Magazines, Fiction and Non Fiction books. Collection use is reviewed on a monthly basis.

## Fast Flix

Fast Flix is a small collection of bestselling movies and TV series that are loaned for one week. This collection provides customers with quick access to the latest releases and is reviewed on a monthly basis.

## Large Print

The Large Print collection consists of popular releases and 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 available for use in the Library. The magazine collection contains popular titles on a wide range of topics 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. DVD's are manufactured with a specified region code, allowing playback only in the world region in which the product is distributed. The Library collects region 4 DVD's which 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.

## 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.

### eBooks and eAudiobooks

The library provides access to a wide range of popular fiction and non-fiction titles in eBook and eAudiobook format for adult, young adult and junior audiences. Multiple copies are purchased where there is significant demand.

### eFilms

The Library provides access to film streaming services of popular feature films, documentaries, concerts and performances.

### eMusic

The Library provides access to a free eMusic service comprising of a wide range of musical genres including rock, classical, jazz, world music, country, alternative, blues and many others.

### Reference

The Library provides a small non-circulating collection of ready reference resources which are updated regularly to ensure access to accurate information. These include dictionaries, directories, government publications, almanacs and legal information. The collection is reviewed annually and is complemented by the information databases accessed through the online library.

### Local History

Woollahra Libraries collects and provides access to material and information relating to the history of the Woollahra Local Government Area. Formats include newspapers, books, maps, Council records, microform and photographs. This is a non-lending collection available for use in the library only. A range of digitised resources are available 24/7 through the Woollahra Libraries Digital Archive via the Library website.

### Information Databases

The Library provides access to information databases covering a diverse range of subject areas via the Library website. These offer up-to-date and balanced information to satisfy both ready-reference and in-depth enquiries on particular subjects in an electronic format.

## **12 Budget**

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

## 13 Documentation/References

	<b>HPECM Reference</b>
Australian Library and Information Association (ALIA) Statement on free access to information	21/172389
Australian Library and Information Association (ALIA) Statement on eBooks and eLending.	21/172394

## 7 Related Policies and Procedures

	<b>HPECM Reference</b>
Library Collection Plan 2016-2021	16/28354
Library Specifications for Selection July 2021	21/152005, 21/145941
Library - Weeding Guidelines	17/140697
Corporate Procedure - Library Donations Procedure	18/108788
Library - Donations Form	18/108787
Gift Acknowledgment Form	18/128205
Inter-Library Loan Requests and Suggestions for Purchase Policy	17/205241