



## Libraries Collection Development

*To establish the principles and guidelines for the management and acquisition of library resources and to account to the public for the selection of such resources*

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# LIBRARIES COLLECTION DEVELOPMENT POLICY

## 1. Purpose

The purpose of this policy is to establish the principles and guidelines for the management and acquisition of library resources and to account to the public for the selection of such resources.

The Libraries Collection Development Policy is intended to provide practical guidelines for library staff given the responsibility of adding new resources to, and withdrawing resources from, the collection.

## 2. Scope

This policy applies to all branches and sections of Cassowary Coast Libraries.

## 3. Definitions and principles

Library materials/resources include any of the following materials, which are made available for borrowing or viewing through the Cassowary Coast Libraries:

- (a) a book or part or division of a book; or
- (b) a newspaper, magazine, journal or pamphlet; or
- (c) a map, chart or table; or
- (d) printed music; or
- (e) a film, tape, disc or other like instrument or thing designed to reproduce visual images, sound or information; or
- (f) downloadable media in audio, visual or book form.

The Heritage Collection is the collection of materials relating to the history, character and development of the Cassowary Coast Region and immediately surrounding areas.

The Heritage Collection includes the Local Studies Collections maintained in library branches and the Museum Collections maintained in Council's museums and includes documents, images, films, DVDs, CDs, videos, electronic media and artefacts.

## 4. Procedure

### 4.1 Practice of selection and criteria used

- (a) The Libraries' objective is to provide a quality collection of resources that cater for the recreational and information needs of all sectors of the community. Issues such as the expansion in knowledge based media, changing social values, technological advances and increasing awareness of cultural differences will be considered part of the selection criteria requiring library staff to be flexible, open-minded and responsible in the evaluation of library materials considered for acquisition.

- (b) The Library Service will endeavour to purchase resources that meet the broad spectrum of community needs taking account of social justice considerations and available budget resources. Priority is given to material that is popular as well as being relevant to Cassowary Coast lifestyles and trends.
- (c) Resources may not be excluded from selection based on personal taste, moral or political viewpoints, social or ideological variance.
- (d) Resources for acquisition will be selected using a variety of selection criteria and supply sources, including the development of library profiles and selection profiles, standing orders, and online ordering through allocated suppliers.
- (e) Resources will be considered for selection based on their own merit and the audience for whom it is intended.
- (f) Within the guidelines set by this policy, the knowledge and experience of library staff influences the choices of library materials, as does their familiarity with the local community, other materials available, the current collection profile and the limits of the library budget.
- (g) Due caution will be exercised when considering the purchase of “high risk” resources, those with a likelihood of being stolen.
- (h) Multiple copies of resources may be acquired when probable usage justifies it.
- (i) If the library is unable to meet specific resource needs through its own collection, the library will endeavour to meet these needs through its inter-library loan service.

#### **4.2 Collection responsibility**

- (a) The Cassowary Coast Regional Council has appointed the Manager Library Services to be responsible for the selection of library resources in accordance with this policy.
- (b) The Manager Library Services in accordance with staff structure may delegate the implementation of this policy to appropriate staff.
- (c) Every member of the community and Council staff shall have the right to suggest materials for consideration for purchase by the library service. Specific titles requested may be purchased or obtained on inter-library loan.
- (d) All resources acquired by purchase or donations are subject to the criteria outlined by the Libraries Collection Development Policy

#### **4.3 Acquisitions**

- (a) Resources will be acquired from vendors with a proven ability to supply.
- (b) Where possible library resources will be ordered through standing order plans and library profiles to ensure a regulated supply of materials.
- (c) Resources will not be purchased from unsolicited sources unless they are of vital local significance and comply with the specific collection statement.

- (d) Criteria by which vendors are chosen include but are not limited to; type and range of stock, price of stock, discount offered, reliability and speed of supply, reporting procedures of unfilled orders, ordering and invoicing procedures, LGA approved supplier.

#### **4.4 Donations**

The Library Service is pleased to accept donations of resources but reserves the right to decline or redistribute them as appropriate if they do not meet the selection criteria. Donated items that are not selected for inclusion may be sold in the library's second hand book sales or redirected to other local special collections or offered to charities or disposed of in other ways. Assessment of donations will be undertaken with acceptance based on the age of the item, relevance of content and condition of the item will need to be 'as new'. Items, once donated, are the property of the council.

#### **4.5 Censorship**

The primary objective of the Cassowary Coast Libraries is to facilitate free and open access to the ideas and information available on all subjects utilising all possible formats. The library will not acquire any resources that are prohibited by law. Library staff will not censor the information selected by any member of the public. Parents are solely responsible for supervising the library resources used by or borrowed by their children.

#### **4.6 Withdrawals**

Reasons for withdrawing resources from the collection may include but are not limited to; being badly damaged or soiled, no longer accurate, been superseded, no longer in demand, of no special historical or local interest. Withdrawn resources will be sold, donated to charity or otherwise disposed of.

#### **4.7 Collection Development**

##### **4.7.1 General library collection**

- (a) 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.
- (b) The following categories of material are not collected by Library Services:
- (i) R rated material
  - (ii) Textbooks
  - (iii) Work books that require written input from readers
  - (iv) Expensive or rare items inappropriate for a public library service
  - (v) Ephemeral material of little value even in the short term
  - (vi) Items of inappropriate physical dimensions, for example, extremely small, large or heavy items

- (vii) Items prohibited by law.
- (c) Textbooks prescribed for study may be included in the collection where they are of general interest or value to the community and they are the most appropriate material available. Students should generally be referred to their educational institution for access to textbooks.
- (d) No material will be rejected or removed from the Library Service 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.

#### **4.7.2 Heritage collection**

The subjects of interest for the Local History Collection relate to the history, character and development of the Cassowary Coast region and immediate surrounding areas.

Please refer to the specific policy relating to the collection of materials for the Heritage Collections.

#### **4.8 Appendices - Guiding statements**

As a member of the Australian Library and Information Association, Cassowary Coast Libraries support the policy statements of the Association – the following statements are used with permission from ALIA.

## APPENDIX 1: STATEMENT ON FREE ACCESS TO INFORMATION

### Australian Library and Information Association

#### ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

#### Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

#### Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;

7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

**Adopted: 2001**

**Amended: 2007**

## APPENDIX 2: STATEMENT ON PUBLIC LIBRARY SERVICES

### Australian Library and Information Association

#### ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

To promote and improve the services provided by all kinds of library and information agencies.

#### Principle

Freedom of access to public library and information services is essential to enable members of the Australian communities, including new residents and emerging communities to participate in all aspects of Australian life, including the democratic process;

- to actively contribute to social inclusion for all members of the Australian community; and
- to enable Australians to contribute to the economic wellbeing of their families and the nation.

#### Statement

Each member of the Australian community has an equal right to public library and information services regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment.

A public library services its community through the provision of access to knowledge, information and works of imagination through a range of resources and services. It does this through access to materials in all formats in order to meet the needs of individuals and groups for education, information and personal development through learning, including recreation and leisure.

Public libraries have an important role in the development and maintenance of a democratic society by giving individuals access to a wide and varied range of information, ideas, opinions, and skills.

The role of public libraries is essential in developing an educated society through programs that improve literacy and information literacy including lifelong learning opportunities. Public libraries contribute to economic prosperity by helping people improve their skills and life chances.

Public libraries provide the first point of access for information for the general public and for the public's access to the national and international system of library and information services.

The satisfaction of a person's information needs must be independent of an ability to pay.



Local, state/territory and Commonwealth governments have an obligation to work in partnership to provide agreed public library services to all members of the library's clientele without direct charge to the user.

The Australian Library and Information Association believes that public library services have particular responsibilities to monitor and proactively respond to the changing demographic characteristics and trends of their communities, to consult with their communities and to meet information, learning and recreational needs of an increasingly diverse society. Public library services should ensure that they have policies, guidelines, and procedures in place to respond to and meet relevant legislative requirements.

**Replaced: Public library services [interim statement 1999]**

**Adopted: 2004**

**Amended: 2009**

## APPENDIX 3: STATEMENT ON INFORMATION LITERACY FOR ALL AUSTRALIANS

### Australian Library and Information Association

#### ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

#### Principle

A thriving national and global culture, economy and democracy will best be advanced by people who are empowered in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion within a range of cultural contexts. (Alexandria Proclamation 2005).

#### Statement

Information literacy can contribute to:

- learning for life;
- the creation of new knowledge;
- acquisition of skills;
- personal, vocational, corporate and organisational empowerment;
- social inclusion;
- participative citizenship; and
- innovation and enterprise.

Therefore, as a matter of priority, and at all levels, library and information services professionals embrace a responsibility to promote and facilitate the development of the information literacy of their clients. They will support government, and the corporate community, professional, educational and trade union sectors, and all Australians.

**Adopted: 2001**

**Amended: 2003, 2006**