

# South Coast Cooperative Libraries – Collection Development Policy

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## 1. Purpose

The purpose of this Policy is to clarify for:

- i) the public
- ii) the governing bodies that make up the South Coast Cooperative Libraries (Shoalhaven City Council, Kiama Municipal Council)
- iii) the library staff

The criteria used for collection development, selection, de-selection, and collection maintenance.

The Collection Development Policy is the master plan for building, maintaining, and accessing the collections of the South Coast Cooperative Libraries to meet community needs. The Policy will be revised over time to take into account changing information needs of the community, budget constraints, space limitations, advances in technology, and the large volume of publishing

## 2. Statement

A Collection Development Policy is the framework which underpins the direction and the development of the Library Collections to assist in meeting our community needs. This policy contains information about each of the partner Libraries and the environments in which they operate.

## 3. Provisions

### 3.1 Definition of Collection Development

Collection Development is the process of ensuring a well-balanced collection that meets the information; literacy, recreational and cultural needs of its community, building diverse collections in print and non-book formats, also e-collections and resources using a consistent approach.

The objectives of this Collection Development Policy are to:

- inform the public of the library's selection parameters and the nature and scope of the collection to meet community needs
- ensure the library meets the information needs of its community
- determine the criteria for collection development and collection maintenance within the Library Service
- identify the scope, depth and utility of the collection
- prepare a guide and a basis for future collection development
- set standards for inclusion and exclusion
- aid in de-selection and the ongoing evaluation of the collection's relevance
- provide Council with an information tool for Library Service evaluation
- assist with budgetary allocations and funding priorities
- guide staff in handling collection content queries
- guide and train staff in collection development and maintenance

### 3.2 Library Overview South Coast Cooperative Libraries & Communities

The South Coast Cooperative Libraries consists of two local government areas working together to provide quality library services to their communities. These Local Government Areas are Shoalhaven City Council and Kiama Municipal Council.

Under the terms of the South Coast Cooperative Libraries Agreement, Shoalhaven Libraries takes primary responsibility for the selection, purchasing and processing of items and is also responsible for the maintenance of the database and Systems administration. The varying needs of each LGA are accounted for in the selection process.

All service points have on-line access to the Library Management System (LMS) hosted by LIBERO and managed by Shoalhaven City Council. The Shoalhaven Libraries Mobile Library Services operates on a standalone laptop using wireless technology.

There are eight service points, plus two Mobile Libraries within the Cooperative Libraries:

#### **Shoalhaven**

Nowra (Central Library)

Ulladulla

Sanctuary Point

Milton

Mobile Library North

Mobile Library South

#### **Kiama**

Kiama (Central Library)

Gerringong

Each of the two library services is managed by a Library professional, appointed by each particular Council. The Manager of Shoalhaven Libraries is also the Cooperative Library Manager and in collaboration with the Library Manager of Kiama, takes responsibility for the development and maintenance of the collections of the Cooperative.

The South Coast Cooperative Libraries Committee consists of an elected representative (Councillor) of each participating Council, Group Director or equivalent responsible for library services at each Council and the Library Managers from each Council.

Each library service employs a mix of professional librarians, paraprofessionals, full time and part time library assistants as well as casual library assistants. Volunteers are also used across the library services as necessary.

### **3.3 Library Client Profile**

Our Libraries run a number of programs and activities which cater to:

- babies & pre-schoolers
- primary and secondary school students
- tertiary students
- those with special needs, including the frail, aged and housebound
- lifelong learners
- recreational readers and information seekers
- researchers
- businesspeople and owners
- Aboriginal and Torres Strait Islanders
- small CALD (Culturally & Linguistically Diverse) communities

Population profiles impact on the collection development process and are considered when purchasing and collecting items for the libraries

## **4. Implementation**

### **4.1 Collection Responsibility**

The Manager of Shoalhaven Libraries as the Cooperative Library Manager, in collaboration with the Library Manager of Kiama, takes overall responsibility for the development of the collections of the Cooperative.

### **4.2 Collection Management**

Ongoing evaluation and management of each of the collections is the responsibility of professional staff at each of the partner libraries.

Collections must be maintained to preserve its relevance and presentation by maximising shelving and floor-space and so they remain current to their Communities. Old, damaged and underused materials should be discarded (de-selected).

### **4.3 Selection Responsibility**

The Senior Management Team at Nowra Library takes primary selection responsibility for each branch of Shoalhaven Libraries and for Kiama Library Services.

The selection of non-book items is primarily through standing orders , online catalogues and book supplier database selection.

All Branch Library Managers have input into the selection process by identifying subject gaps, and specific titles. Staff who have expertise in a subject area, also assess resources for selection as required.

A small percentage of items are selected at the local Branch level.

#### **4.4 Suggestions from the Public**

Community input to the collection is encouraged through suggestions for purchase. Requests are always considered and are purchased if they conform to the criteria adopted in this policy.

Inter Library Loans are also available for customers where the suggestion for purchase will not be met.

#### **4.5 Collection Management and Evaluation**

The management and evaluation of the collection is an ongoing activity, the purpose of which is to maintain the quality of the collection. Involved in collection evaluation is the experience and knowledge of staff, familiarity with the community, other library resources available, the existing collection and the resource budget. The libraries collections are evaluated using a variety of methods and are examined as part of the whole collection with consideration given to the specific and unique needs of each branch and their demographic characteristics.

When evaluating collection areas, the following factors are considered:

- clientele/usage
- scope of the collection
- selection criteria
- de-selection requirements
- format
- future plans
- availability elsewhere
- cost
- diversity

#### **4.6 De-Selected Items**

Items no longer considered relevant to the collection are removed from the Library Management System. Items are sold to the public, donated to relevant community groups or disposed of in an environmentally sustainable manner.

#### **4.7 Selection Methodology**

A number of resources are used to select items for the collection:

- online databases
- library suppliers and online ordering.
- local retailers - bookshop visits
- standing orders - large print, non-book items, popular authors (children's & adult) and some reference material
- catalogues, promotional materials and pre-publication advice (hard copy and online)
- bibliographies
- professional library & publishing journals
- customer requests, suggestions, recommendations
- best seller lists
- media reviews / coverage
- usage and satisfaction surveys

- evaluation of donations
- social media/websites
- suggestions from the public

Unsolicited items will be considered and added to the collection if they meet the selection criteria in this policy.

#### **4.8 Censorship / Controversial Material**

Our Libraries respect the rights of individuals to pursue their own interests, and to explore any and all ideas. The role of censor lies with the appropriate State and Federal bodies. The Library will ensure that items prohibited by law are not purchased for the Library collection. Parents and guardians are responsible for the suitability of library items or information accessed by their children.

The South Coast Cooperative Libraries supports the Australian Library and Information Association's (ALIA) Statement on free access to information

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

#### **4.9 Textbooks / Educational Materials**

The South Coast Cooperative Libraries support individuals of all ages pursuing independent learning, from pre-schoolers to retirees.

School libraries remain the primary source of curricula material in the community, with the public library collection acting as a supplementary source for homework help. Resources to assist high school students in relevant study areas are also purchased.

Academic curriculum textbooks are generally not purchased but may be considered if they satisfy a wider interest. Open learning and individual research is also supported.

#### **4.10 Formats**

Resources are collected in whatever format is suitable for the target audience. Some titles are collected in a number of formats to satisfy community expectations.

Formats collected include but are not limited to:

- Audio-book – CD (adult, youth, children); MP3; playback devices
- DVDs – adult and children
- Dyslexia Friendly
- Emergent technologies as applicable
- Games (selected branches)
- Home Education
- Images
- Large print – hardback, trade paperback
- Maps (Local Studies)
- Microform – microfiche and microfilm – Genealogy
- Monograph – hardback, trade paperback
- Music CD's

- Newspapers - physical and online subscriptions
- Online resources and subscription databases
- Oral Histories
- serials - adult, youth, junior; online subscriptions
- Various Digital formats – (eBooks, eAudiobooks, eMagazines)

#### **4.11 Adult Selection (Fiction and Non-Fiction)**

Resources (book and non-book) relevant to the adult collection are selected based on the following criteria:

- Currency
- Popular interest / demand
- Relevance – appropriateness to Library and/or community
- Suitability of the format
- Cost
- Australian content particularly material of local interest
- Locally written published works

Non-fiction content is also assessed on:

- Reliability of content / author
- Existing subject coverage in the collection
- Current trends
- Locally written published works

#### **4.12 Children's Selection (0-12 years) (Fiction and Non-Fiction)**

Books and non-book materials chosen for children (0-12) are selected based on the following criteria:

- Currency
- Popular Interest / Demand
- Relevance - appropriateness to the age (0-12)
- Suitability of the format
- Cost
- Australian content particularly of local interest

The selection criteria used for children's resources also includes an assessment of:

- appropriateness of language and themes for the target group (simplicity does not necessarily equate to inferior quality)
- integrity
- extension of the child's experiences

. The reliability of the author and content plus existing subject coverage is also a consideration with selection of children's non-fiction items.



Series are also included in the collection. They are popular and are used as steppingstones to other resources. Children's series titles are continually reviewed to keep up with community expectations.

#### **4.13 Young Adults Selection (13-20)**

Books and non-book materials (fiction and non-fiction) chosen for young adults are assessed using the same criteria as for Adults and Children. The appropriateness to the age is taken into account at point of selection.

#### **4.14 Multiple Copies**

Because of the geographic distribution of the branches of the South Coast Cooperative and the heavy usage of some resources, duplicate copies of items in heavy demand are purchased in each collection area.

#### **4.15 The Collections**

The Library Collection consists of two major sections:

**Not for Loan Collection**– non-fiction books, Local Studies, Family History/Genealogy, newspapers, some periodicals, online databases, and other formats as available.

**Lending Collection** - adult, junior and youth fiction, adult, junior and youth non-fiction, large print books, audiobooks in multiple formats, e-audiobooks and e-Book download access; magazines, downloadable magazines, music CDs, DVDs, Home Education Collection and Dyslexia Friendly Collection plus other collection areas, in a range of formats, are added as required.

#### **4.16 Gifts/Donations**

South Coast Cooperative Libraries accept donations of items on the understanding that these will only be included in the collection if they meet the selection criteria applied to the collection areas outlined in this policy.

Donated items must be in good condition. Generally donated stock published more than 3 years previously is not accepted unless they meet the selection criteria for that specific area.

All donations become the property of the South Coast Cooperative Library with the library reserving the right to dispose of donated material if it is not required for inclusion in the collection.

#### **4.17 Self-published works - book and non-book**

Self-publishing is a growth area, and the South Coast Cooperative Libraries actively supports writers in the community. The library will consider the acquisition of self-published works where the item adds value to the library collection, is published in a suitable format, is professionally edited, has appeal to readers and generally meets the library's selection criteria as outlined in this policy. Duplicate copies of titles by local authors may be purchased for other branches and/or Local Heritage collections if the title contains local content and is of high local interest.

#### **4.18 Stack Collection**

Kiama Library maintains a stack collection accessible through the online catalogue. The Collection includes:

- Classic Fiction
- Books that are out of print which have a local or Australian significance

The Stack collection is continually evaluated, using the Collection evaluation criteria to ensure the stock continues to meet the needs of the community.

#### **4.19 Future Policy Directions**

The aims of collecting must be user access and service provision, evolving customer needs and trends, and current library trends e.g., a customer centred approach to collection development and effective resource utilisation.

We are facing a time of continuous technological change and e-resources and associated emergent digital technologies associated with these resources will impact on future collection development. These technologies are increasingly significant within the collection profile and this trend is sure to continue.

#### **4.20 Appendices**

Appendices to this policy include:

Appendix one– Supporting Links

## **5. Review**

To be reviewed within one year of the election of a new Council.

## Appendix One- Supporting Links

**Access to Information in New South Wales public libraries guidelines**

<https://www.sl.nsw.gov.au/sites/default/files/accesstoinformation2007.pdf>

**ALIA core values statement**

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-core-values-statement>

**ALIA Statement on online content regulation**

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation>

**Internet Policy Guidelines for NSW Public Libraries**

[https://www.sl.nsw.gov.au/sites/default/files/internet\\_guidelines\\_2011.pdf](https://www.sl.nsw.gov.au/sites/default/files/internet_guidelines_2011.pdf)

**Libraries and information services and Indigenous peoples**

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/libraries-and-information-services-and-indigenous-peoples>

**Library and information services for people with a disability**

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/library-and-information-services-people-disability>

**Living Learning Libraries: standards and guidelines for NSW public libraries**

**Statement on free access to**

[https://www.sl.nsw.gov.au/sites/default/files/pol\\_living\\_learning\\_libraries\\_v\\_7.3\\_2020.pdf](https://www.sl.nsw.gov.au/sites/default/files/pol_living_learning_libraries_v_7.3_2020.pdf)

**Statement on free access to information**

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

**Statement on information literacy for all Australians**

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians>

**Statement on public library services**

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-public-library-services>

**UNESCO Public library manifesto**

<https://www.ifla.org/publications/iflaunesco-public-library-manifesto-1994>