



# **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, Eurobodalla Shire 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 and maintaining the collections of the South Coast Cooperative Libraries to meet community needs.

## **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 we operate, including demographic and client data and establishes criteria for each collection area.

## **3. PROVISIONS**

### **3.1. Definition of Collection Development**

Collection Development is the process of ensuring the library meets the information and recreational needs of its population, building collections in print and non book resources, in a timely and economical manner.

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 population
- 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 collections 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 three local government areas working together to provide quality library services to their communities. These Local Government

Areas are: Shoalhaven City Council, Eurobodalla Shire Council and Kiama Municipal Council.

Under the terms of the South Coast Cooperative Libraries Agreement, Shoalhaven Libraries – Nowra 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 hosted at Shoalhaven City Council. The Shoalhaven Libraries Mobile Library Service operates a standalone laptop using wireless technology.

There are nine service points, plus a Mobile Library within the Cooperative Libraries:

<b>Shoalhaven</b>	<b>Eurobodalla</b>	<b>Kiama</b>
Nowra (Central Library)	Moruya (Central Library)	Kiama (Central Library)
Ulladulla	Batemans Bay	Gerringong
Sanctuary Point	Narooma	
Milton		
Mobile Library		

Each of the three 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 Managers of Eurobodalla and 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.

### **3.3. Population Analysis of the LGA**

Figures used have been gathered using the ABS Census of Population and Housing 2011.

The communities served by the Shoalhaven, Eurobodalla and Kiama Libraries are diverse and include sea changers, baby boomers, Aboriginal & Torres Strait Islanders, small CALD populations, students and retirees. A breakdown of age groups and related community profile statistics are shown in the table below.

	Shoalhaven LGA	Eurobodalla LGA	Kiama LGA	NSW Av (Regional)
Area	4,561 sq kms	3,400 sq kms	259 sq kms	
Population	96,043	36,993	20,832	
0-4 years	5.6%	5.1%	5.0%	6.3%
5-11 years	8.2%	7.7%	8.5%	9.0%
12-17 years	8.0%	7.5%	8.4%	8.2%
18-24 years	6.8%	5.1%	7.6%	8.1%
25-34 years	8.4%	6.8%	7.9%	10.4%
35-49 years	17.7%	17.0%	18.9%	19.5%
50-59 years	14.3%	15.6%	16.1%	13.9%
60-69 years	14.6%	17.5%	13.0%	11.9%
70-84 years	13.6%	14.6%	11.5%	10.3%
85 and over	2.8%	3.2	3.1%	2.3%
Median Age	46	50	45	
Aboriginal & Torres Strait Islanders	4.7%	1.0%	1.4%	4.7%
Unemployed	8.0%	7.5%	4.0%	6.1%
Internet Connection	60%	66.9%	77.7%	68.2%
Library Membership (2013)	45.6%	56.6%	69.74%	46%
High income (\$1500+)	6.4%	5.1%	14.0%	19.2%
Low Income (\$400 or less per week)	43.7%	43.8%	35.8%	24.7%
Non English Speaking background (CALD)	3.4%	3.7%	5.0%	5.0%

### 3.4. Issues

- ageing population
- relatively large indigenous population in the Shoalhaven LGA
- lack of public transport/reliance on cars for commuting
- high unemployment in the Shoalhaven and Eurobodalla LGA
- below average income in the Shoalhaven and Eurobodalla LGA
- lower internet connectivity in the Shoalhaven LGA

### 3.5. Library Client Profile

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

- babies & preschoolers
- primary and secondary school students
- tertiary students
- those with a disability, including the frail aged and housebound
- lifelong learners
- recreational readers and information seekers
- researchers
- business people
- Aboriginal and Torres Strait Islanders
- small CALD (Culturally & Linguistically Diverse) communities

Population profiles impact on the collection development process and should be considered when 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 Managers of Eurobodalla and Kiama, takes 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 so that they are attractive and relevant to their Communities. Old, damaged and underused materials should be discarded (de-selected).

### **4.3. Selection Responsibility**

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

The selection of non-book items is primarily through standing orders with some individual selection during onsite visits from Specialist Suppliers.

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.

Community input is obtained through the suggestion for purchase scheme.

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

Community input to the collection is encouraged through the suggestion for purchase scheme. Requests are always considered and are purchased if they conform to the criteria adopted in this policy. Purchase is also dependent on availability and cost.

### **4.5. Collection Evaluation**

The collection needs to be constantly evaluated to identify subject gaps and to maintain its relevance to the community. A balanced up to date collection of materials is essential to a quality library.

The emphasis on popular materials to meet local needs is important. Community and social expectations are constantly changing and information needs to be kept up to date with changing trends.

Each type of material is considered on its own merits and the audience for whom it is intended. No single standard can be applied to all items.

Involved in collection evaluation is the experience and knowledge of staff, familiarity with the community and its needs and demands, other library resources available, the existing collection and the resource budget.

Each area of the collection is examined as part of the whole collection with consideration also 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

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

De-selected items are cancelled and the record removed from the Library Management System. Items are sold to the public on a continuous basis.

#### **4.7. Selection Methodology**

Library staff are unable to read and review all items published, therefore a number of resources are used to select items for the collection:

- online databases
- library suppliers – onsite visits 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

Unsolicited items are not generally added to the collection unless they meet the selection criteria in this policy.

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

The South Coast Cooperative Libraries aim to provide resources representing all views in all fields, including political, social and religious, no matter how controversial or uncomfortable these ideas may be.

The primary objective of the Public Library is to serve as a place where free and open access to ideas and information on all subjects is available. The Library will select a range of items and make them available for the education, information and enrichment of the Community, for all ages and levels of ability and interest.

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 selection of items will not be inhibited by the possibility that inappropriate items may inadvertently come to the possession of children.

The South Coast Cooperative Libraries supports the Australian Library and Information Association's (ALIA) Statement on free access to information  
<http://alia.org.au/policies/free.access>

#### **4.9. Text Books / 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:

- monograph – hardback, trade paperback (limp)
- large print – hardback, trade paperback (limp)
- audio-book – CD (adult, youth, children); MP3; subscription based downloads; playback devices
- map (Local Studies)
- pamphlet
- DVDs – adult and children; subscription based downloads
- kit – book and audio format
- CD – music; subscription based downloads
- CDROM –primarily Local Studies and Genealogy
- photograph – Local Studies
- serials - adult, youth, junior; online subscriptions
- newspapers
- games and toys
- online resources – subscription databases



- microform – microfiche and microfilm – Genealogy
- digital formats – eBooks and ereaders
- emergent technologies as applicable

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

Books recognised as literary classics are retained even though they may contain outdated concepts. Items can also be selected that use unacceptable terms or inappropriate language.

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

Non fiction content is also assessed on:

- Reliability of content / author
- Existing subject coverage in the collection

#### **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

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

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

Items which meet school curricula demands are considered and purchased if they meet the collection development criteria. Textbooks are only purchased when the material is not available elsewhere.

As with Adult Fiction, books recognised as literary classics are retained even though they may be considered old fashioned with outdated concepts. Items can also be selected that use unacceptable terms or inappropriate language. The reliability of the author and content

plus existing subject coverage is also a consideration with selection children's non fiction items.

Series are also included in the collection. They are popular and are used as stepping stones to other resources.

#### **4.13. Young Adults Selection (13-16)**

Books and non-book materials (fiction and non fiction) chosen for young people (13-16) are assessed using the same criteria as for Adults and children. The appropriateness to the age (13-16) 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.

Standing order lists for popular Adult Fiction and Children and Youth Fiction authors are also collated to ensure receipt of best seller titles.

#### **4.15. The Collections**

The Library Collection consists of two major sections:

**Not for Loan Collection (Reference)** – nonfiction books, Local Studies, Family History/Genealogy, pamphlets, newspapers, some periodicals, online databases and other formats as available.

**Lending Collection** - adult, junior and youth fiction, adult, junior and youth non fiction collections, large print books, audio-books, in multiple formats, eBook download access; magazines, music CDs, DVDs, kits and literacy materials for adults and children. Other collection areas, in a range of formats, are added as required.

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

All 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 it is a collection standard.

#### **4.17. Stack Collection**

A number of Branches of the South Coast Cooperative Libraries have items stored away from the main circulation area and housed in a 'Stack' area. Shoalhaven Libraries - Nowra holds a large collection of stack items. Most of the items held in Stack are accessible through the online catalogue. The Collection includes:

- additional copies of series or complete sets of older series
- items still used but in poor condition (replacements are purchased when available)
- literary classics for adults and children

- Australian classics
- items of historical significance
- non-fiction items – Australian and international- considered to be of value
- valuable items
- literary award winners – fiction and non-fiction

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

#### **4.18. Future Policy Directions**

The aims of collecting must be user access and service provision e.g. a client centred approach to collection development and effective resource utilisation.

We are facing a time of huge technological change and resources and the emergent digital technologies associated with these resources will impact on our future collection development. We have included these technologies in the collection profile.

De-selection recommendations mentioned in discussing the collection profile should be used in conjunction with the De-selection Guidelines established for the libraries of the South Coast Cooperative.

Regular User Surveys and Focus Groups should be carried out and examined to ensure community needs are being met by the collections of the South Coast Cooperative Libraries.

#### **4.19. Appendices**

Appendices to this policy include:

Appendix one – Collection Profile

Appendix two – Supporting Links

Appendix three – Shoalhaven Libraries De-Selection Guidelines.

#### **5. REVIEW**

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

#### **6. APPLICATION OF ESD PRINCIPLES**

Natural Capital - Continued recycling of books and selling de-selected items to members of the public.

## APPENDIX ONE - COLLECTION PROFILE

Access to all holdings is available through the online library catalogue, either in the library or on the web based catalogue.

### Print Collection

<b>1. Reference</b>	
<b>Locations</b>	All Branches, except the Mobile Library
<b>Scope</b>	Factual information on a wide range of topics. Specialist subject areas at some Branches.
<b>Clientele</b>	All users
<b>Access</b>	Not for loan
<b>Formats</b>	All formats
<b>Related Collections</b>	Non fiction
<b>Selection Criteria</b>	Evaluation criteria: Purpose, Authority, Scope, Timeliness, Format (arrangement, indexing, organisation, consistency, ease of use), Cost
<b>Deselection Criteria</b>	Average life span : 5 years Outdated Internet resources/Databases assessed regularly to ensure access and relevancy
<b>Replacement Criteria (If applicable)</b>	Encyclopaedias - two /three years Yearbooks/Almanacs -annually
<b>Future Plans</b>	Maintain the currency of the collection. Continue to identify and fill subject gaps Assess the collection to include a variety of media types, including databases and Internet resources. Replacement of book format by eresources

<b>1.1. Local Studies</b>	
<b>Locations</b>	Primary collection at Nowra Library & Kiama Family History Centre Smaller collections are held at each of the Cooperative Libraries
<b>Scope</b>	Resources about the Local area and/or by Local residents.
<b>Clientele</b>	All users
<b>Access</b>	Not for loan
<b>Formats</b>	All formats
<b>Related Collections</b>	Adult non fiction
<b>Selection Criteria</b>	Resources about the Local area and/or by Local residents.
<b>Deselection Criteria</b>	Duplicate copies of Council Publications Local History materials remain in the collection regardless of condition  Preservation methods should be employed for primary source materials. Delicate/fragile materials should be copied or digitised if possible, and the original copy stored securely.
<b>Replacement Criteria</b>	

<b>Future Plans</b>	To continue to source materials about the Local area to build a comprehensive Local Studies collection To digitise fragile/rare copies, e.g. Council rate books, to preserve local history To digitise the collections To build a photographic database
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<b>1.1.1. Family History/ Genealogy</b>	
<b>Locations</b>	Primary collections held at the main libraries in each of the LGA areas Smaller collections are held at each of the Branch Libraries
<b>Scope</b>	Resources to assist family history researchers trace their ancestors
<b>Clientele</b>	All users
<b>Access</b>	Not for loan
<b>Formats</b>	All formats
<b>Related Collections</b>	Adult non fiction
<b>Selection Criteria</b>	Resources to assist family history researchers trace their ancestors
<b>Deselection Criteria</b>	Minimal weeding
<b>Replacement Criteria</b>	
<b>Future Plans</b>	To continue to build the Genealogy collection

<b>1.2. Newspapers</b>	
<b>Locations</b>	All Branches, except the Mobile Library
<b>Scope</b>	A selection of the major national, daily and weekly newspapers. All local newspapers
<b>Clientele</b>	All users
<b>Access</b>	Not for loan
<b>Formats</b>	All formats, including: Paper copy Online resources Microfilm Digital
<b>Related Collections</b>	Non Fiction / Local Studies
<b>Selection Criteria</b>	A selection of the major national, daily and weekly newspapers. All local newspapers
<b>Deselection Criteria</b>	National, daily and weekly newspapers retained for 3 months then recycled The retention of newspapers at Branch Libraries varies at each location Local newspapers bound and microfilmed
<b>Replacement Criteria</b>	
<b>Future Plans</b>	Continue to index local newspapers Greater use of online newspaper titles Evaluate titles annually to meet community expectations To digitise newspapers

<b>1.3. Serials / Magazines</b>	
<b>Locations</b>	All Branches have a selection of titles
<b>Scope</b>	<p>Adult, young and junior magazines to support the non fiction collection in areas of general interest</p> <p>This includes but is not limited to magazines on:                      Popular interests                      Current affairs                      Australian subjects</p> <p>Reference, research, literary and Library Science serials</p> <p>Online resources</p>
<b>Clientele</b>	All users
<b>Access</b>	Reference serial collection not for loan Other serial titles for loan
<b>Formats</b>	All formats, including: Paper Online resources (subscriptions and back issues)
<b>Related Collections</b>	Non Fiction / Reference / Local Studies
<b>Selection Criteria</b>	<p>Each branch selects serial titles within their budget allocation.                      Popular mass market weeklies are not generally purchased.</p> <p>Currency and regularity                      Popular Interest / Demand                      Relevance - appropriateness to target group                      Suitability of the format                      Cost                      Focus on Australian content                      Existing subject coverage                      Reputation of the journal                      Value to the community and/or target group</p>
<b>Deselection Criteria</b>	<p>Lending copies of magazines are removed when damaged.</p> <p>The retention of serials at Branch Libraries varies at each location                      Where the subject matter does not date magazines may be kept for five years.                      Other magazines may be deselected after two years.</p> <p>Research, Literary and Library Science and other selected journals are retained and moved to stack after two years</p>
<b>Replacement Criteria</b>	Magazines are not replaced if damaged, lost or overdue
<b>Future Plans</b>	<p>To monitor the collection to ensure titles are relevant and meet community expectations</p> <p>Monitor collection closely to enable client preferences to be initiated                      Examine all research journals and use online if appropriate and within budget</p>

<b>1.4. Community Information (Shoalhaven)</b>	
<b>Locations</b>	All Shoalhaven Branches hold a print copy of the directory and sub-directories Accessible online through the Library catalogue or the Council Webpage
<b>Scope</b>	Up to date information on all community groups within the Shoalhaven Specific subject directories, eg Children, Arts, Indigenous, Services for Disability, Aged Updated continuously to maintain currency
<b>Clientele</b>	All users
<b>Access</b>	Online for up to date information Printed copies also available (for use in library or purchase)
<b>Formats</b>	Online & Print
<b>Related Collections</b>	n/a
<b>Selection Criteria</b>	Each entry assessed by the Community Services Librarian
<b>Deselection Criteria</b>	Community Groups are contacted annually for information updates
<b>Replacement Criteria</b>	n/a
<b>Future Plans</b>	To update online formats as technology becomes available To maximise site capabilities and options

<b>1.5. Literacy</b>	
<b>Locations</b>	All Branches (Varying collection sizes)
<b>Scope</b>	Any resource that meets client requirements
<b>Clientele</b>	Patrons with reading difficulties ESL Students
<b>Access</b>	For loan
<b>Formats</b>	Primarily books, but other media as appropriate
<b>Level</b>	Reading levels from beginners to fluent readers (adults and children)
<b>Related Collections</b>	Junior Readers Junior Fiction Picture books
<b>Selection Criteria</b>	Content that is suitable for adults and/or children. Beginner reading levels with clear type and white spaces. Illustrations that help with interpretation of the text. Avoid patronising materials. Simple, attractive materials suitable for children, with clear type and white spaces. Junior series that indicate reading levels
<b>Deselection Criteria</b>	Outdated/inaccurate Usage Damaged material
<b>Replacement Criteria</b>	
<b>Future Plans</b>	Continue to source suitable suppliers and resources

<b>2. Non Fiction</b>	
<b>Locations</b>	All Branches Young non fiction is not held on the Mobile
<b>Scope</b>	Non fiction resources that meet community needs
<b>Adult</b>	Resources or access to resources for: Information/lifelong learning Recreation/lifestyle Tertiary/Open learning students Most subject areas are collected up to general interest or undergraduate level
<b>Young</b>	Resources concerning recreation, lifestyle and issues that affect young people (13-16 years)
<b>Junior</b>	Resources or access to resources for information and recreation suited to children (0-12 years) Resources from recommended reading lists
<b>Clientele</b>	
<b>Adult</b>	All users
<b>Young</b>	Young people (13-16 years)
<b>Junior</b>	Children from primary to early secondary level (0-12 years).
<b>Access</b>	For loan To ensure equity of access the library reserves the right to limit the number of titles which may be borrowed in a subject area.
<b>Formats</b>	All formats
<b>Related Collections</b>	
<b>Adult/Young</b>	Adult non fiction
<b>Junior</b>	Young non fiction
<b>Selection Criteria</b>	
<b>Adult / Young</b>	Currency Popular Interest / Demand Relevance - appropriateness to collection and/or community Suitability of the format Cost Focus on Australian content Existing subject coverage Controversial subjects included, presenting both sides of an issue.
<b>Junior</b>	Preference is given to books with contents and index pages Titles are not excluded because of bias against an author or subject matter. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable reading for their child.
<b>Reasons for Non inclusion</b>	Cost, format



<b>Deselection Criteria</b>	Outdated/inaccurate Usage Damaged material Older resources of value and classics considered for the stack collection
<b>Adult</b>	Average life : 8 years; 3 years for Medical, Legal & Travel guides
<b>Young / Junior</b>	Average life : 4 years
<b>Replacement Criteria</b>	Standard works and classics are replaced with new editions if available Missing or long overdue items may be replaced with similar up-to-date materials. Recognised non-fiction authors are retained or Replaced with newer editions or other titles on the same subject if available
<b>Future Plans</b>	To build the collections in line with the expressed interest and needs of the partner LGAs Target collections in each Branch towards subjects which are of interest to the Community

<b>3. Fiction</b>	
<b>Locations</b>	All Branches
<b>Scope</b>	
<b>Adult</b>	Resources include popular, contemporary and classic novels to accommodate a wide range of reading interests Award winning novels Australian authors Reader's Advisory resources to assist reader selection
<b>Young</b>	Resources include popular, contemporary and classic novels to accommodate a wide range of reading interests (13-16 years) Award winning novels Australian authors Reader's Advisory resources to assist reader selection HSC Reading list titles
<b>Junior</b>	Resources include popular, contemporary and classic novels to accommodate a wide range of reading interests (0-12 years) Award winning novels Australian authors Reader's Advisory resources to assist reader selection Recommended Reading list titles, eg Premier's Reading Challenge Junior Series Easy to Read and First Readers

<b>Clientele</b>	
<b>Adult</b>	All users / Adult patrons
<b>Young</b>	Young people (13-16) High School Students
<b>Junior</b>	Children from primary to early secondary level (0-12 years).
<b>Access</b>	For loan Popular and best seller fiction purchased in multiple copies for branches To ensure equity of access the library may restrict the loan period of titles which have a high ratio of reserves
<b>Formats</b>	
<b>Adult</b>	All formats, including Trade paperback Hardback
<b>Young / Junior</b>	All formats Paperback format is preferred
<b>Related Collections</b>	
<b>Adult</b>	Large Print Adult fiction
<b>Young</b>	Young Fiction
<b>Junior</b>	
<b>Selection Criteria</b>	Currency Popular Interest / Demand Suitability of the format Cost Recommendations by reviewers Literary merit (Award Winners) Appearance Standing orders for selected popular authors
<b>Young / Junior</b>	Criteria the same as for adult fiction Standing orders for selected popular authors and series Imaginative and original writing Titles are not excluded because of bias against an author or subject matter. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable reading for their child.
<b>Reasons for non-inclusion</b>	Format, Cost
<b>Deselection Criteria</b>	Outdated Usage Read out Damaged material Average life : 8 years
<b>Adult</b>	
<b>Young / Junior</b>	Average life : 4 years
<b>Replacement Criteria</b>	
<b>Adult</b>	Missing or long overdue items are replaced if available. Retain Australian authors, classics, titles/authors with ongoing interest, prize winners. Titles considered to be standards are replaced if available
<b>Young / Junior</b>	Recommended reading list titles are retained

<b>Future Plans</b>	To build the collections in line with the expressed interest and needs of the target groups
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<b>3.1. Large Print</b>	
<b>Locations</b>	All Branches
<b>Scope</b>	Resources include popular, contemporary and classic novels to accommodate a wide range of reading interests Award winning novels Australian authors A selection of non fiction titles The only distinction between material in this collection and the adult fiction collection is the size of the print. For this reason the collection largely mirrors the adult fiction in regard to collection development.
<b>Clientele</b>	All users Patrons with a visual impairment
<b>Access</b>	For loan
<b>Formats</b>	All formats, primarily print
<b>Related Collections</b>	Adult Fiction
<b>Selection Criteria</b>	Currency Popular Interest / Demand Suitability of the format Cost Recommendations by reviewers Literary merit (Award Winners) Appearance  Standing Orders from Specialist suppliers for a selection of large print titles
<b>Reasons for non-inclusion</b>	Cost, format
<b>Deselection Criteria</b>	Average life span : 8 years  Outdated Usage Read out Damaged material  Read out items may be transferred for use by the Home Library Service  De-selected items may be used to supplement the collections of the hospitals and aged care facilities in the community
<b>Replacement Criteria</b>	Missing or long overdue items are replaced if still in demand, and available for purchase.
<b>Future Plans</b>	To build the collection in line with the expressed interest and needs of the target group To include eresources which support those with a visual impairment

<b>3.2. Graphic Novels</b>	
<b>Locations</b>	All Branches (Varying Collection size)
<b>Scope</b>	Material with a high image content Aimed at young adult and junior readers
<b>Clientele</b>	Young adults; Junior readers
<b>Access</b>	For loan
<b>Formats</b>	All formats Comic book graphics with fiction/non fiction storylines
<b>Related Collections</b>	Young / Junior Collections
<b>Selection Criteria</b>	Currency Popular Interest / Demand Suitability of the format / content Cost Language Quality of images Quality of the publication Titles should not be excluded because of bias against an author or subject matter. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable reading for their child.
<b>Deselection Criteria</b>	Outdated Usage Read out Damaged material
<b>Replacement Criteria</b>	
<b>Future Plans</b>	To monitor collection usage and demand

<b>3.3. Picture Books (Easies)</b>	
<b>Locations</b>	All Branches
<b>Scope</b>	Provide resources suitable for non-readers and picture story books for parents to read to babies and pre-schoolers (0-5).  Resources include popular, contemporary and classic picture books Award winning titles Australian authors Recommended Reading list titles Early reading materials Australian titles  Illustrated resources that are more suitable for older children and adults are purchased and placed in other categories.  Resources for story time
<b>Clientele</b>	Parents and children – birth to early independent reading
<b>Access</b>	For loan Story time resources are not for loan
<b>Formats</b>	All formats, including Hardback Quality paperbacks Board books.
<b>Related Collections</b>	Junior Fiction

<b>Selection Criteria</b>	<p>Three levels of picture books purchased – E1, E2, E3</p> <p>Currency Popular Interest / Demand Suitability of the format Cost Recommendations by reviewers Literary merit (Award Winners) Appearance</p> <p>Titles are not excluded because of bias against an author or subject area. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable for their child</p>
<b>Deselection Criteria</b>	<p>Average life span : 8 years</p> <p>Outdated Usage Damaged</p>
<b>Replacement Criteria</b>	<p>Missing or long overdue items are replaced if still in demand, and available Prize winners, classics and popular stories will be retained and replaced if available</p>
<b>Future Plans</b>	<p>To build the collection in line with the expressed interest and needs of the target group</p>

## Non Book Collection

<b>4. DVDS (Film)</b>	
<b>Locations</b>	All Branches
<b>Scope</b>	<p>Includes but not limited to: Feature films and television shows Music and dance Documentaries Classic films Self help Australian titles Films on school reading lists</p>
<b>Clientele</b>	<p>All users Titles are not excluded because of bias against an author or subject matter. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable for their child.</p>
<b>Access</b>	<p>For loan To ensure equity of access the library reserves the right to limit the number of titles borrowed Items with an restricted classification (eg M+) are not permitted to be borrowed by members under 18 years</p>
<b>Formats</b>	DVDs; subscription based downloads and other media as appropriate

<b>Related Collections</b>	n/a
<b>Selection Criteria</b>	Currency Popular Interest / Demand Cost Merit (Award Winners) Focus on Australian content
<b>Deselection Criteria</b>	Outdated Usage Damaged
<b>Reasons for Non Inclusion</b>	Cost Incompatible with Australian standards
<b>Replacement Criteria</b>	Popular / In Demand titles Titles considered to be standards are replaced if available
<b>Future Plans</b>	To build the collection in line with the expressed interest and needs of the Community To include all media formats for film

<b>4.1. Audio-Books</b>	
<b>Locations</b>	All Branches
<b>Scope</b>	This collection supports the fiction collections and provides members with access to fiction in an alternate format. Resources include popular, contemporary and classic novels to accommodate a wide range of reading interests Award winning novels Australian authors A selection of non fiction titles
<b>Young / Junior</b>	Resources include popular, contemporary and classic novels to accommodate a wide range of reading interests (0-16 years) Award winning novels Australian authors Recommended Reading list titles Multi media kits including text
<b>Clientele</b>	All users
<b>Young</b>	Patrons with a visual impairment Young people (13-16 years) High School Students
<b>Junior</b>	Children from babies to early secondary level (0-12 years).
<b>Access</b>	For loan
<b>Formats</b>	All formats
<b>Related Collections</b>	Fiction, Large Print

<b>Selection Criteria</b>	Abridged titles are generally not purchased  Currency Popular Interest / Demand Cost Recommendations by reviewers Literary merit (Award Winners) Appearance Quality of sound recording (professional) Standing Orders from Specialist suppliers for a selection of titles
<b>Junior</b>	Titles are not excluded because of bias against an author or subject matter. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable for their child.
<b>Reasons for Non-Inclusion</b>	Cost, Abridged version
<b>Deselection Criteria</b>	Outdated Usage Damaged
<b>Replacement Criteria</b>	Replacement media purchased if available Missing or long overdue items are replaced if still in demand, and available Titles considered to be standards are replaced if available
<b>Future Plans</b>	Continue to extend the collection and source best value to meet community expectations Source alternate media such as downloadable options

<b>4.2. Music</b>	
<b>Locations</b>	All Branches
<b>Scope</b>	Music collection, primarily on CD, including but not limited to contemporary and past composers and performers from all musical genres
<b>Youth</b>	Music popular with young people
<b>Junior</b>	Music popular with children
<b>Clientele</b>	All users
<b>Access</b>	For loan
<b>Formats</b>	All formats
<b>Level</b>	n/a
<b>Related Collections</b>	Film
<b>Selection Criteria Adult / Young</b>	Popular Interest / Demand Cost Recommendations by reviewers Merit (Award Winners) Quality of sound recording  Standing Orders from Specialist suppliers for a selection of titles

<b>Junior</b>	Titles are not excluded because of bias against a composer or performer. It is the responsibility of parents or guardians, not library staff, to make a final decision as to what is suitable for their child.
<b>Reasons for Non inclusion</b>	Cost
<b>Deselection Criteria</b>	Outdated Usage Damaged
<b>Replacement Criteria</b>	Missing or long overdue items are replaced if still in demand, and available Titles considered to be standards are replaced if available
<b>Future Plans</b>	Ensure all branches have adequate stock of music formats to satisfy local demand Explore alternate media sources



## APPENDIX TWO - SUPPORTING LINKS

Access to Information in New South Wales public libraries guidelines

[http://www.sl.nsw.gov.au/services/public\\_libraries/policies/docs/accesstoinformation2007.pdf](http://www.sl.nsw.gov.au/services/public_libraries/policies/docs/accesstoinformation2007.pdf)

**ALIA core values statement**

<http://alia.org.au/policies/core.values>

**ALIA Statement on online content regulation**

<http://alia.org.au/policies/content.regulation>

**Free Internet Access in Public Libraries Law and Policy**

[http://www.sl.nsw.gov.au/services/public\\_libraries/policies/docs/Internet\\_Guidelines\\_2011](http://www.sl.nsw.gov.au/services/public_libraries/policies/docs/Internet_Guidelines_2011)

**Libraries and information services and Indigenous peoples**

<http://alia.org.au/policies/aboriginal>

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

<http://alia.org.au/policies/disabilities>

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

[http://www.sl.nsw.gov.au/services/public\\_libraries/policies/docs/living\\_learning\\_libraries\\_2012](http://www.sl.nsw.gov.au/services/public_libraries/policies/docs/living_learning_libraries_2012)

**Statement on free access to information**

<http://alia.org.au/policies/free.access.html>

**Statement on information literacy for all Australians**

<http://alia.org.au/policies/information.literacy>

**Statement on public library services**

<http://alia.org.au/policies/public.library.services>

**UNESCO Public library manifesto**

[http://www.unesco.org/webworld/libraries/manifestos/index\\_manifestos.html](http://www.unesco.org/webworld/libraries/manifestos/index_manifestos.html)

## APPENDIX THREE - SHOALHAVEN LIBRARIES DE-SELECTION GUIDELINES

De-selection is a valuable and integral part of collection development and is used in conjunction with the Collection Development Policy. Collections must be maintained so that they are attractive and relevant to their Communities.

Old, damaged, out of date and underused materials should be discarded (de-selected).

These guidelines have been written to assist the staff of Shoalhaven Libraries in weeding (or de-selecting items in the collection).

De-Selection is essential to:

- optimize space in the library
- reflect the changing needs of the community
- maintain reliability by having up-to-date collections
- remove the illusion of a well stocked library which rebuffs bids for improved budgets for purchasing new resources in all formats
- give the library a fresh, inviting appearance where clients can find up-to-date information

The rate at which resources become unusable or obsolete varies. Information can become obsolete or irrelevant due to:

- new developments and discoveries, eg Science, Technology, Social Sciences
- changes in tastes, interests and emphases within society, eg. once popular sports people, entertainers
- predictions on the course of world politics and events for a specific time period
- design (house/fashion) trends
- hard line attitudes to groups now accepted by society

Living, Learning Libraries (2009) recommends as a baseline standard that 45% of the collection should have been purchased in the last 5 years. This excludes Local Studies and Family History collections.

The following benchmarks can be used to assess stock for de-selection:

- outdated material (8 years +)
- outdated concepts
- older or outdated editions of the same title or subject (law, health, travel)
- damaged stock
- stock which has either not been loaned or loaned very little
- read out, ie location stamp shows that transferred to all Branches in the Shoalhaven
- duplicate copy no longer in demand

Items to be retained can be considered for the Stack collection or items returned from Branches can replace existing copies, dependent on the condition.

Standard works and classics should not be discarded based on usage. They are basic to a public library collection, even if rarely loaned.

### Disposal of De-Selected Items

De-Selected items are cancelled and the record deleted from the Library Management System.

Shoalhaven Libraries sell de-selected stock to the public on a continuous basis. Damaged items are recycled. Large print is distributed to local nursing homes and other aged care facilities as required.

## De-Selection Guidelines for Library Classification Areas

Genre	Examples	De-Selection Guidelines	Comments
<b>Reference</b>			Average life : 5 years  Considered for Reference Stack or another Branch if appropriate
	Bibliographies and encyclopaedias		Average life : 3 years Some topics may be relevant for up to 15 years, eg Art encyclopaedias)
	Almanacs / Yearbooks	Superseded editions	Now mostly available online
	University / TAFE handbooks/calendars	Superseded editions	Now mostly available online
	Job Search handbooks	Superseded editions	Now mostly available online
<b>Adult Non-Fiction</b>		Outdated / inaccurate / damaged Memoirs and essays Subjects no longer popular Unused volumes of sets Multiple copies Superseded editions	
	Australian material	Careful evaluation required	
	Self published books	Unless local value	

## Guidelines for Specific Non Fiction Classes

Non Fiction Class	Examples	De-Selection Guidelines	Comments
<b>Computer Science (001-006)</b>		Maximum of 5 years	
	Awareness of new programs	Older materials	
		Superseded editions	Not sent on to Branches
<b>Religion and Philosophy (100-200)</b>	Retain systems of philosophy		Check usage of this subject area
		Superseded editions of Historical and explanatory texts	

		Discard older : Theology Commentaries on the Bible Sectarian literature, Sermons Conduct of life	
		Older Self help psychology and guides to living	
<b>Social Sciences (300s)</b>			Average life : 5 years
	Law	2 years	Guidelines from LIAC
	Basic materials on customs and folklore		Retained – high usage
	Economics, investments, taxation	Need regular review	
	Historical works on economics, political science, education, transportation	Retained if high usage	Evaluate
	World politics and events for a specific time period which has passed	1900's 20 <sup>th</sup> Century	
<b>Language (400's)</b>		Superseded editions Damaged material	Check usage
<b>Pure Sciences (500s)</b>		Average 5-8 years	Retain classical works in this field
	Books with absolute information or theories	Outdated	
	Textbooks	Superseded works 5 years	
	HSC texts	2-3 years	Monitor curriculum changes
	Botany and natural history		Evaluate
	Astronomy	Dates rapidly	
<b>Applied Science (600s)</b>			
	Technology	5-8 years	
	Medical information	3 years unless personal journey	
	Inventions, radio, television	5 years	
	Business	5-10 years	Retain classical texts
	Business materials written for a specific time period which	1990's 20 <sup>th</sup> century	

	has passed		
	Cookbooks, gardening, craft	Superseded editions Outdated Damaged	
<b>Arts, Music, Hobbies (700s)</b>			Retain Australian content
	Fine Arts	Consider de-selection carefully	Retain classics
	Music, engravings, fine illustrated books		Retain
	Interior design	Superseded editions Outdated concepts	
	Coffee table books	Superseded editions Outdated concepts	
<b>Literature (800s)</b>			Retain unless superseded edition
	Literary history		
	Australiana – poets, dramatists and writers		2 copies often kept
	Collected works		
	Academic reading lists		
	Poets and dramatists	No longer regarded in literary history No longer read	
	Minor Novelists	Low readership	

<b>History (900s)</b>			
	Historical works	Summaries; not authoritative	
	Travel	10 years	Retain classics
	Travel Guides	2-4 years	
	Literary Histories		Retain
	Local Studies Regional History		<b>Do Not Deselect</b>
	Contemporary writings of war	Damaged Superseded editions or subject matter	Retain classics
<b>Geography (900s)</b>		5 years Needs to be up to date to be relevant Superseded edition	Retain classics
<b>Biographies (B/AAA-B/ZZZ)</b>		Superseded editions Person no longer significant Self published authors – low readership	Retain Australian biographies