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Policy Title:	<b>Collection Development</b>
Policy No:	249
Policy Subject:	Library Collection Development
Directorate:	Corporate Services
Department:	Library Operations
Responsible Officer:	Director of Corporate Services
Authorised by:	North Burnett Regional Council
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Authorities:	

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### **OBJECTIVE:**

The purpose of the North Burnett Regional Council Library Service is to provide all individuals in the community with a balanced selection of books and other materials to aid the individual in the pursuit of recreation and lifelong learning. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a collection development policy with which to meet community interests and needs.

The collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. Like all other policies, this will be reviewed and/or revised as the need arises or on a designated periodic basis.

### **RESPONSIBILITY OF SELECTION:**

The ultimate responsibility for selection of library materials rests with the library administrator who operates within the framework of policies determined by the Local Government. This responsibility may be shared with other members of the library staff; however, because the library administrator must be available to answer to the Council and the general public for actual selections made, the library has the authority to reject or select any item contrary to the recommendations of the staff.

## **COLLECTION EVALUATION & ASSESSMENT:**

The collection needs continuous evaluation to ensure that the library is fulfilling its goal to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools (circulation reports, collection turnover and fill rates) as well as patron input via community surveys, requests for titles and feedback are also useful in evaluating the collection.

## **WITHDRAWAL:**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

As a guide, items are identified for withdrawal when they are:

- Factually inaccurate or obsolete
- Worn beyond repair
- Not circulated in a three year period
- Superseded by a new edition or a better title on the topic
- Of no discernable literary or topical merit
- Irrelevant to the needs of the community served
- Available elsewhere through reciprocal borrowing or interlibrary loan

## **SCOPE OF COLLECTION:**

### **Adult Fiction**

Aims to provide readers with access to a broad selection of popular and contemporary fiction, by both Australian and international authors. Consideration is given to award winning fiction, emerging and local writers.

### **Adult Non Fiction**

Includes material across a wide range of subjects and interest levels and focuses on up-to-date information at the general interest level. Supplemented by online databases subscribed to through the State Library of Queensland and available via the website an/or the SLQ website.

### **Magazines**

Popular titles that reflect the information needs and leisure interests of the community. Selection is enhanced through the surveying of clients' preferences.

### **Electronic Resources**

Includes Online Databases – newspapers, journals, encyclopedias, Netlinks and Health and Wellness information.

**Junior Fiction**

Aims to provide readers with stories suitable for children beginning reading up to twelve years of age.

**Junior Non Fiction**

Includes information books that reflect young people's interests and information requirements.

**Picture Books**

Stories told with pictures and text, suitable for younger and older children.

**Young Adult Fiction**

Aims to provide readers with stories suitable for young people aged 13 to 25.

**Young Adult Non Fiction**

This collection places an emphasis on young people's leisure and lifestyle rather than information.

**Large Type**

This collection is comprised predominantly of fiction titles, with a smaller proportion of non-fiction. Australian content, current interests and popular authors are included.

**Audio Visual**

This material provides viewing, listening and/or instructional material to enhance the print collection. A wide range of formats is included and new emerging formats may be considered upon an assessment of their suitability.

**Local History**

Material relating to the local area is collected in various formats for use in the library. Only duplicates or second copies will be available for loans.

**Indigenous Resources**

Resources of interest and relevance to Indigenous peoples is held in all collection. All resources with specific Indigenous content is identified using Aboriginal or Torres Strait Islander spine labels to facilitate access.

**DVD**

The collection complements the adult print collection and enhances many topics with its visual content. Junior material supports early learning and recreational viewing.

**Adult Literacy**

A range of material including non-print and mixed media formats is retained to foster and improve adult literacy and numeracy skills.

**Languages Other Than English**

Material is available in a range of languages to support clients whose original language is not English, or those clients learning languages other than English or wishing to read a language other than English. This material may be on loan from other libraries and not form part of the permanent stock of the library.

### **Interlibrary Loan**

The library cannot collect comprehensively in every subject area due to a number of factors including space and budget. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilising interlibrary loan to satisfy the needs of our patrons, the North Burnett Regional Council Library Service may choose to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### **Gifts & Donations**

The library welcomes acceptable gifts and donations of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. The following criteria determines if the item is acceptable:

1. The prospective donations must fall within the scope of the Library's collection.
2. The donated items should not unnecessarily duplicate materials already held
3. The physical condition of the materials must be acceptable. The Library will only accept undamaged materials, materials free of pests and materials which have not been significantly defaced and materials that the library is in a position to process and maintain.
4. The librarian reserves the right to add donated items to the collection, offer them to other libraries, place the items up for sale, or discard them.
5. Proceeds of book sales are directed back to the general library revenue fund.
6. Donations will not be accepted if there are restrictions placed on the items use or location.
7. Donated material accepted into the collection will be reviewed on a regular basis.

### **Censorship & Intellectual Freedom**

Although materials are carefully selected, differences of opinion may arise regarding suitable materials. The North Burnett Regional Council Library Service refers issues related to censorship to the Public and Indigenous Library Service, State Library of Queensland's statement: In accordance with the State Library's *Intellectual Freedom Policy* and the affirmation of ALIA's *Statement on free access to information (2001)*, North Burnett Regional Council Library Service defends the right to provide an unbiased source of recorded knowledge and ideas for all clients.

The collection aims to be representative and balanced. The State Library does not initiate censorship of any material, although it is obliged to abide by Commonwealth and State Government law on banned and restricted publications.

North Burnett Regional Council Library Service also supports the following Australian Library and Information Association policy statements which can be visited at [www.alia.org.au](http://www.alia.org.au)