
LIBRARY COLLECTION DEVELOPMENT

APPROVALS

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CATEGORY	Community
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POLICY OWNER	Manager Community Hubs
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OBJECTIVE

This policy establishes guidelines for the development, selection and management of library resources in a range of formats that meet the recreational, informational and cultural needs of Isaac Region communities. It provides the framework under which Council staff, select, purchase, and maintain optimal library collections within budgetary constraints. It demonstrates due process and accountability for all decisions made in the selection, acquisition, management and deselection of library collections. This policy has been developed with reference to the Queensland Public Library Standards and Guidelines: Library Collection Standards.

SCOPE

This policy applies to all IRC staff, volunteers, contractors and suppliers involved in the development, acquisition, maintenance and de-selection of library materials for the collection.

DEFINITIONS

TERM / ACRONYM	MEANING
Electronic Resources	Resources which are stored and accessed in an online form, including the internet, electronic data bases and CD.
Format	The physical form(s) of library resources including, DVD, CD's, digital and print.
Inter-library Loan	An item borrowed from one library service by another on behalf of a customer.
IRC	Isaac Regional Council.
Library resources/materials	Any book and non-book material including but not limited to, books, CD's, DVD's, audio books, maps, magazines, newspapers, electronic data bases.
Library Purchasing Team	Comprises the Manager Community Hubs, Library Circulation and Standards Leader, Children's Programs Officer and the Digital Programs Officer.
LOTE	Language other than English.

POLICY STATEMENT

Council is committed to maintaining a best practice framework to support the acquisition, maintenance and deselection of the physical and digital resources within its library collection, in accordance with State Library of Queensland Library Collections Standards and Guidelines. The intent of Council's library collecting development is to enable the following outcomes:

- Providing a balanced range of resources including popular, bestselling and enduring works;
- Promoting opportunities for lifelong learning, creativity and innovation;

- Supporting and reflecting the changing needs and interests of our local communities
- Empowering community participation and connection to local and global online communities;
- Developing and promoting local art and history collections; and
- Adhering to the principle of freedom of access to information.

GUIDING PRINCIPLES

Council receives an annual Public Library Resource Grant from the Queensland State Government. The grant allocation is based on population demographics and varies each financial year. The grant is used exclusively for the purchase of library collection materials that represent the widest possible coverage of subjects, formats and genres to cater for the diverse needs of the whole community, while adapting to emerging trends and formats.

Annual Library Purchasing Plan

The operational application of the objectives of the Library Collection Development Policy are reflected in the Annual Library Purchasing Plan, prepared by the Library Purchasing Team, which guides library material purchases and collection development each financial year.

The Annual Library Purchasing Plan details:

- The percentage of individual collections (eg Adult Fiction, Adult Non-fiction, Picture Books) held against total collection;
- The percentage of annual borrowings of the lending collection;
- The percentage (total) of the Queensland State Government Public Library Resource Grant to be allocated to each collection;
- The budget allocated to each collection (for that financial year); and
- The method of purchase chosen for each collection (standing orders or selection).

Collection classifications

The following collection classifications form the basis of collection development

- Adult Fiction
- Adult Non-Fiction
- Large Print
- Young Adult Fiction
- Young Adult Non-Fiction
- Junior Fiction
- Junior Non-Fiction

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- Early Literacy
 - Literacy
 - Picture and Board Books
 - LOTE
 - Audio Books
 - E-audio Books
 - E-books
 - E-magazines
 - DVDs
 - Online databases

Selection of library materials

The following criteria will be applied to all items considered for inclusion in any of the library collections:

- Quality of information.
- Relevance to interests and needs of the community.
- Currency of information and/or date of publication.
- Diversity of viewpoint.
- Popular demand – both existing and anticipated.
- Australian author or content.
- Recreational value.
- Cultural significance.
- Adherence to legal and copyright or digital rights management requirements affecting use or access by public library users.
- Support of library programs, all forms of literacy and initiatives.
- Price, availability and the library resources budget.

An item need not meet all the above criteria to be selected for inclusion in the collection. Reasons for non-inclusion include:

- Materials not suitable for collection;
- Items of a highly technical nature or specialist nature, or those items fulfilling one of technical interest;
- Expensive or not good value for money; and/or

- Materials classified by the Office of Film and Literature Classification as R18 rated.

Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the Selection Criteria.

Inter-Library Loans

Interlibrary loans are used to obtain from other libraries those materials that are beyond the scope of the local collection and that are requested by library members. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. All customer requests and recommendation are assessed against the selection criteria – when considered for purchasing.

In return for utilising interlibrary loan to satisfy the needs of our patrons, the Library agrees to lend its materials to other libraries through the Libraries Australia Document Delivery (LADD) service, and to have its current holdings listed in a tool that is accessible by other libraries throughout the state. The Library also follows the Australian Interlibrary Resource Sharing Code December 2019 and requests and loans items nationally using the scale of fees and charges set out in the Code.

Procurement of library materials

The procurement of library materials is managed in accordance with Council's Procurement Policy. Suppliers are selected following formal tendering processes undertaken in line with State and Local Government policy and identified during the evaluation process as best fulfilling tender specifications.

Collection materials are purchased through:

- Standing orders:

Annual agreement/contracts with suppliers, containing pre-set parameters as prescribed in the Annual Library Purchasing Plan. These can include;

- automatic supply of authors.
- titles automatically ordered prepublication in predefined quantities; and
- identified genres.

- Profiling:

The use of supplier provided profiling services.

- Specifications are continuously monitored by library staff to optimise the alignment with library needs and adherence to annual budget.

- Staff selection through:

- online ordering from supplier websites; and
- library supplier visits.

- Subscriptions to electronic databases and other e-services.

Culling: De-Selection Criteria

Culling is an on-going process that ensures the Library's collection maintains its effectiveness, quality, currency and integrity. Collection items are identified and culled from the collection when they:

- are dirty and /or damaged beyond repair;
- factually inaccurate or obsolete;
- have not been borrowed/circulated for three years;
- have been superseded by a new edition or a better title on the topic;
- are no longer relevant to the needs of the community; or
- are duplicate copies that are no longer required.

Collection items that are culled are only replaced if the items are a literary classic, a popular title or subject or are part of a series.

Culled collection items are dispersed or rehomed in the following ways:

- sold in the libraries and at local book sales or community events, with all profits being returned to Council;
- donated to schools located in the Isaac region;
- donated to other Australian libraries in need (e.g. after a natural disaster);
- donated to institutions such as rest homes and hospitals; or
- recycled or otherwise disposed of.

Donated Materials

Isaac Region libraries accept donations of books and other materials. An Isaac Regional Library Service Gift/Donation Agreement must be completed and submitted by the donor with each donation (multiple items can be listed on the form).

The Library Circulation and Standards Leader makes all decisions as to the acceptance and use of donated materials using the same selection criteria that are applied to purchased materials.

Donated materials not added to the collection are sold in a book sale, donated to another institution or organisation or, if unsuitable for sale or donation, sent to be recycled. All profits from the sale of donated items are returned to Council.

Anonymously donated materials will be assessed by the Library Circulation and Standards Leader who will complete an Isaac Regional Library Service Gift/Donation Agreement for any items to be accepted into the collection.

The Isaac Region libraries accept monetary gifts/donations intended to assist with the purchase of library materials only when the donor's intentions for the gifts/donations and Council's Collection Development Policy are congruent.

Damaged/Lost/Stolen Items

Library members are responsible for the borrowed items. Any item damaged, lost or stolen while on loan is the responsibility of the library member. Library members will be issued with an invoice for the replacement value of any borrowed library items not returned or returned in dirty or damaged condition.

Collection Evaluation and Assessment

The library service conducts an annual stocktake to ascertain the financial value of the library collection, the number of items in the collection and identify any stock losses from the previous 12 months. Information gathered is used by the Library Purchasing Team to evaluate the library collection to ensure it meets the following requirements:

- Maintaining a ratio of between 0.85 and 1.5 loanable resources per capita;
- Adequate resources are available in each branch library;
- Adequate resources are available in each of the sub-collections;
- Regular stock exchanges occur between branch libraries to ensure fresh content is available;
- New resources are equitably distributed between branch libraries;
- The annual discard (culling) rate is at a ratio of 1:1;
- 50 per cent of the collection is less than five years old; or
- There is an appropriate turnover of loanable resources (total loans divided by total number of collection items). Ideally this should be five loans per item.

Because the library collection is constantly changing with new materials being added and older materials withdrawn, library staff continuously monitor the content, quality and performance of the collection to ensure it meets the needs of the community and complies with the Queensland Public Library Standards and Guidelines, Library Collections Standard (July 2020)

As part of the monitoring process the Library Circulation and Standards Leader will produce a monthly Library Circulation Report which details:

- Usage statistics
- Collection turnover rates
- Patron requests
- Interlibrary Loans Report

This information is used to understand, manage and continuously improve the library collection.

LEGISLATION AND RELATED GUIDELINES

- *Libraries Act 1988*
- Queensland Public Library Standards and Guidelines - 1 July 2020

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- Standard for Collections
 - Guideline for Collections
 - Service Level Agreement for Public Library Service Provisions between Library Board of Queensland and the Isaac Regional Council
 - Australian Interlibrary Resource Sharing Code December 2019 and Best Practice Guidelines 2019
 - Australian Public Library Alliance / Australian Library and Information Association Standards and Guidelines for Australian Public Libraries - December 2020

REFERENCES

ID	NAME
PECS-POL-121	Original Materials Collection Policy
PECS-POL-457	Library Service Donations/Gift Agreement
CORP-POL-122	Procurement Policy