



Library - Collection Development Policy

Policy Statement

The purpose of the Collection Development Policy is to assist with the management and acquisition of library resources and to account to the public for the selection of such resources. This document includes information about the environment in which the library operates both currently and into the foreseeable future.

Related Legislation, Circulars or Guidelines (as amended)

- *Local Government Act 1993 No. 30 and Regulation*
- *Library Act 1939*
- *ALIA Statement on Public Library Services (2004)*
- *ALIA Statement of Free Access to Information (2001)*

Does this Document Replace an Existing Policy, Procedure or Plan?

- Yes, this document replaces Council's:

No
N/A

Related Council Policy or Procedure

- Library Service Charter
- Library Information Services Policy

Application and Distribution

It is mandatory for all Council officials to comply with this Policy.

This Policy and Guidelines is available on Council's website under Council Policies.

Approved by:

Council: 24 September 2009
Resolution No. C52

Effective: 24 September 2009

Distribution :

Signature:

General Manager

Review Date: September 2010

Registration Number:

Responsible Council Department/Officer: Manager, Coffs Harbour Library

Version History Table:

Key Responsibilities

Position	Directorate	Responsibility
Mayor	Council	To lead Councillors in their understanding of, and compliance with, this Policy and Guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this Policy and Guidelines. To approve resources to develop, implement and review this Policy and Guidelines.
Manager, Coffs Harbour Library		To ensure compliance with this policy.
Directors	All Directorates	To communicate, implement and comply with this Policy and related Guidelines.
Director of Corporate Services	Corporate Business	To ensure (directly or through delegation) the distribution and communication of the Policy and Guidelines to specified persons. To ensure (directly or through delegation) the approved Policy and Guidelines are available in hard copy and electronically on Council's website.
Executive Manager HR & Organisational Development	Corporate Business	Facilitate the provision of regular training to all Council officials on their role and responsibilities in relation to this Policy, Guidelines and related procedures.
Executive and Managers	All Directorates	To implement this Policy, Guidelines and related procedures. To lead staff in their understanding of, and compliance with, this Policy and Guidelines
Information Technology Manager	Corporate Business	To assist with the development of systems to support public access to this Policy, Guidelines and related information.
All Council officials	Council	To comply with this Policy, Guidelines and related procedures.

Library Collection Development Policy Guidelines

1. Introduction

Policy Statement: Introduction

The purpose of this Collection Development Policy is to assist with the management and acquisition of library resources and to account to the public for the selection of such resources.

The reasons for preparing a Collection Development Policy are many and they include:

- To identify strengths and weaknesses of the collection and to plan the rectification of these inadequacies
- To prepare guidelines for future collection development
- As a management tool and for internal communication and training
- To inform the public of our selection policy in all areas

This document includes information about the environment in which the library operates both currently and into the foreseeable future.

Library Mission Statement

To provide the residents of and visitors to Coffs Harbour City with a comprehensive and easily accessible library and information service equipped with up to date technology to meet their educational, informational, vocational and recreational needs.

Background

The Coffs Harbour City Library was established in 1964 and was initially a member of the Clarence Regional Library. The Coffs Harbour Council withdrew from the Clarence Regional Library in 1988 setting up an independent library service. The Coffs Harbour Library suffered major flood damage in 1996 when many items of stock were destroyed in the inundation.

The Library Service consists of three libraries strategically located to provide accessible coverage to the majority of Council residents. The largest library is located in the Coffs Harbour and is located in Rigby House on the corner of Coff and Duke Streets, which was renovated for the library in 2001. The Toormina Library was opened in 1998 and the Woolgoolga Library was opened in 1999.

Library stock has been specifically purchased for each branch and few items have been systematically circulated between branches.

The library upgraded its Library Management System in 1999 to Spydus and currently operates version 8, and includes a web catalogue.

The library offers a range of services and collections. All lending stock is available from every branch and may be borrowed by any person with a current library card. Items may be returned to any branch in the local government area.

Population Analysis

The Coffs Harbour City Local Government Area (LGA) covers approximately 960,902 square kilometres, which encompasses a variety of mountain and coastal areas. Settlement is relatively sparse except for the coastal strip from Sawtell in the South to Woolgoolga in the North in which 75% of the population resides. In fact approximately 91% of the population lives east of the Great Dividing Range. In 2001, total population of Coffs Harbour City LGA was 61,635.

- Characteristics are shown below:
- 21 % of total population is below 15 years of age
- 16% of total population is over 65 years of age
- 43% of people are not in the workforce
- 13% unemployed people
- 92% of people only speak English
- 3% of the population is Indigenous Australian
- 29.5% of families earn less than \$26,000 per year
- 46% earn less than \$36,400
- Other than the Punjabi community in the northern end of the city, the languages, which are spoken by more than 100 people, are German, Italian, Dutch and Spanish.
- 60% of people did not use a computer at home
- Highest Level of Schooling:
 - Year 8 or below 4,824
 - Year 9 or equivalent 5,654
 - Year 10 or equivalent 16,057
 - Year 11 or equivalent 3,145
 - Year 12 or equivalent 13,062
 - Still at school 1,827
 - Did not go to school 219
 - Not stated 3,217
 - Total 48,005

The Coffs Harbour City Council has prepared this policy to provide information to the community about the selection and management of the collections of the Coffs Harbour City Libraries.

Collection objective

The library's collection will include representative material for information, for continuing education, for trade and business use, for cultural support and enrichment and for the enjoyment and fruitful use of leisure time for all ages and levels of ability and interest. The material collected will be in any of the modern media and formats used to record human ideas, achievements and culture.

Collection responsibility

The Coffs Harbour City Council has appointed the Library Team Leaders to be responsible for the selection of library material in accordance with this policy. The Library Team Leaders in accordance with the staff structure may delegate the implementation of this policy to appropriate staff. All staff and members of the public may make recommendations for purchase. All material acquired by purchase or donation will be subject to the criteria outlined in this policy.

General Selection Criteria

With the expansion in knowledge, changing social values, technological advances and increasing awareness of cultural differences, library staff will be open minded, flexible and responsible in the evaluation and re-evaluation of library materials. If the material is legitimately circulated in this country, personal taste, moral or political viewpoints, social or ideological variance shall not be grounds for exclusion. Each type of material will be considered on its own merits and the audience for whom it is intended. Within the guidelines set by this policy the experience and knowledge of staff members influences the choice of library materials, as does their familiarity with the community, other resources available, the existing collection and the limits of the library's budget.

Duplicate copies of resources will be purchased for the following reasons:

- Best selling titles
- High interest/demand junior and young adult materials
- Literary award winners
- Standard picture books
- Some reference books needed on a regular basis at each branch.

Textbooks for formal education curricula will not be purchased unless no other suitable material is readily available.

The general focus of the collection is material in English. For people who wish to read in languages other than English we will use the resources of the State Library of NSW to supply a changing collection of books. This will be reviewed regularly following each census.

Donations

Donations of material are accepted on the understanding that they may not necessarily be added to the collection. Donated material not selected for inclusion in the collection will be sold in the library's second hand book sales or disposed of in other ways.

Acquisitions

Library material will be acquired from suppliers with a proven ability to supply. Preferred library material suppliers will be selected from quotations from time to time. Library resources will be ordered where possible on blanket and standing order plans to ensure a regulated supply of materials. Library materials will not be purchased from unsolicited sources unless the item/s have a vital local significance and comply with all selection criteria.

Freedom to read

The primary objective of a public library is to serve as a free and open access to the ideas and information available on all subjects in all formats. Library staff will not censor the reading matter selected by any member of the public. Parents are responsible for supervising the library materials chosen by their children.

Collection Statements:

Collection: REFERENCE COLLECTION

Clientele: The community in general

Scope: Up to date and accurate resources covering all major topics, for use within the library. This collection will include the Australian Bureau of Statistics resources.

Location: The major and expensive works will be held in the Coffs Harbour branch. All branches have a collection of resources, which will answer the majority of ready reference questions.

Formats: All formats collected

Criteria: Reference materials are selected using the following criteria:

- Currency
- Authority
- Scope
- Ease of use
- Relevance
- Cost

Weeding/retention: Material, which is outdated and/or inaccurate, is discarded. New editions of encyclopaedias should be purchased every 2 to 3 years. Yearbooks and almanacs should be replaced annually.

Future Plans: Annual weeding of reference collections at all branches to bring them into line with the Collection Development Policy.

Collection: LEGAL INFORMATION ACCESS CENTRE

Clientele: The community in general

Scope: Up to date and accurate resources covering all aspects of the law with which the general community has contact on a day-to-day basis.

Location: The major and expensive works will be held in the Coffs Harbour branch. All branches have a legal tool kit.

Formats: All formats collected

Criteria: Legal materials are selected using the following criteria:

- Currency
- Authority
- Scope
- Ease of use
- Relevance
- Cost

Weeding/retention: The collection is weeded and updated as directed by the LIAC division of the State Library of NSW.

Collection: LOCAL STUDIES COLLECTION

Clientele: Local researchers, family history researchers and students

Scope: All materials relating to the history, character and development of the Coffs Harbour local government area and immediately surrounding areas. Materials written by local writers. Histories of local families and memoirs with significant reference to the Coffs Harbour Area. Local organizations records, including action groups such as the "Look-at-me-now" action group.

Location: All materials will be located in the Coffs Harbour City Branch Library.

Formats: All formats collected.

Criteria: All material possible is collected. However with regard to primary resources including images the donor must be the owner of the material and be able to give permission under copyright law for the item to be reproduced.

Weeding/retention: No material is weeded.

Future Plans: To make the collection available digitally through the library's catalogue therefore providing better access and hopefully encouraging signification donations.

Collection: NON-FICTION COLLECTION**Clientele:** All members of the community**Scope:** Resources suitable for information and for recreational purposes, to support individuals of all ages pursuing their interests or independent life-long learning and to enhance interest in literature and reading. Material to assist people to enjoy and understand Australian Society and Culture and the place of Australia in the world. Where possible resources should address both sides of a subject. Resources reflecting the interests and information needs of the industries based in Coffs Harbour.**Formats:** All formats collected.**Criteria:** Non-fiction materials should be selected using the following criteria:

- Accuracy, currency and material should generally be unbiased.
- The authority of the writers and publishers.
- The scholarship involved in the work.
- Ease of use, comprehensibility and relevance to the intended audience.
- The physical quality of the item and the value of the book in relation to its price.
- Emphasis should be placed on the acquisition of Australian material.

Weeding/retention: Materials that are outdated, inaccurate or damaged should be weeded.

Historical works generally should be retained.

Standard works and classics should be retained.

Australian works should generally be retained.

Lending copies of Council reports should be retained for the life of the interest in the subject of the report and according to council requirements.

Future Plans: The Non fiction collection at Coffs Harbour branch should be weeded extensively and gaps in subject areas identified. As funding becomes available these gaps should be filled. The materials in the collection, relating to Aboriginal Culture has been identified and labelled with the Aboriginal Flag. As funding become available this collection will be developed further.**Collection: ADULT FICTION****Clientele:** The adult community.**Scope:** The adult fiction collection includes all types of fiction, both popular and literary written in English. Australian writers' work will be collected as will the work of best selling writers and award winning writers. Genre fiction will be identified by an appropriate genre symbol.**Formats:** Hardback where possible. Paperback editions will be purchased to provide additional copies of popular titles and when a hardback is not readily available.**Criteria:** Fiction will be selected using the following criteria:

- Literary merit
- Imaginative and original writing
- Well-sustained plot with effective characterisation
- Standard Western and Mystery series

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.**Future Plans:** As funding allows missing copies of series and classics discarded from stock over the years will be acquired.**Collection: LARGE PRINT****Clientele:** People in the community with visual impairment**Scope:** Popular fiction and non-fiction.**Formats:** Hardbacks and paperbacks.**Criteria:** Large print should be selected using the criteria for Fiction and Non-Fiction and mindful of the needs and general interests of the clientele. Large print will be acquired generally by standing order from reputable suppliers and publishers of Large Print materials. Efforts will be made to maintain a supply of popular genre fiction.**Weeding/retention:** Old and damaged items are discarded**Future Plans:** As the population ages, it is considered that the demand for Large Print Material will increase. It is intended that the standing orders should be extended as funding permits.

Collection: TALKING BOOKS**Clientele:** All members of the community**Scope:** Popular fiction and non-fiction.**Formats:** 2 track cassettes only. Books with fewer than 12 cassettes are preferred. Books on compact disc will also be acquired.**Criteria:** Talking books should be selected using the criteria for Fiction and Non-Fiction and mindful of the needs and general interests of the clientele.

- Talking books will be acquired generally by standing order from reputable suppliers and publishers of Talking Book materials.
- Efforts will be made to maintain a supply of popular genre fiction.
- Unabridged material is purchased where possible.
- Sound and clarity of the reader's voice should be considered.
- CDs and cassettes should be durable.
- The availability of replacement tapes may be a consideration.
- Items with general audience copyright are preferred.

Weeding/retention: Old and damaged items are discarded**Future Plans:** As the population ages, it is considered that the demand for Talking Books will increase. Books on CD will be acquired, as this newer technology becomes the accepted format. It is intended that the standing orders should be extended as funding permits.**Collection: VIDEOS****Clientele:** All members of the community.**Scope:** The video and DVD collection will include:

- Documentaries of an informative or educational nature
- Self-help and do-it-yourself titles
- Classic movies particularly those which reflect Australian culture or have a literary, dramatic or artistic merit
- Video and DVD versions of books including children's stories

Formats: VHS and DVD**Criteria:** Videos will be selected using the following criteria:

- Videos produced by reputable production houses
- No R or X-rated material
- Commercial new release videos will generally not be acquired

Weeding/retention: Old, out-dated and damaged items will be discarded. Videos, which are no longer in demand, will be discarded.**Collection: MAGAZINES****Clientele:** All members of the community**Scope:** The magazine collection should contain titles whose subject material is of general interest, focussing on current affairs and other issues of interest to Australians, preferably titles that are not readily obtainable due to availability or price. The collection should support and supplement the non-fiction collection.**Criteria:** Magazines should be selected using the following criteria:

- Reputable publication
- Currency and regularity
- Not blatantly biased
- Australian publications are favoured

Weeding/retention: Magazines for loan are discarded when damaged or usefulness has ended. Retention policies are provided for each title. Reference magazines are kept until available on full text databases.

Collection: NEWSPAPERS

Clientele: All members of the community

Scope: Local and national daily newspapers

Weeding/retention: Local newspapers are kept until microfilm has been received. National Daily Newspapers are discarded after one month after which they are available electronically.

Future Plans: To acquire an Australian newspaper in the Punjabi language.

Collection: VERTICAL FILE

Clientele: All members of the community

Scope: Non Fiction material which meets the guidelines for the Non-fiction collection, but which is not suitable for the shelving, because of size or format of the publication.

Weeding/retention: Material, which is outdated or inaccurate, should be weeded.

Future Plans: To weed the pamphlet collection annually.

Collection: JUNIOR FICTION

Clientele: Children from primary to early secondary school.

Scope: The Junior Fiction collection includes all types of fiction, both popular and literary written in English. Australian writers' work will be collected as will the work of best selling writers and award winning writers. The collection will include large print books and a wide range of attractive high interest fiction to encourage interest in reading for children.

Formats: Paperback format is preferred.

Criteria: Junior fiction will be selected using the following criteria:

- Literary merit
- Imaginative and original writing
- Well sustained plot with effective characterisation
- Current reading trends
- Attractive physical presentation

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: As funding allows to acquire missing copies of series and Classics discarded from stock over the years.

Collection: YOUNG ADULT

Clientele: Young adults (approximately 12 years and upwards)

Scope: The Young Adult Collection includes all types of fiction, both popular and literary written in English. Australian writers' work will be collected as will the work of best selling writers and award winning writers. The collection will include large print books and a wide range of attractive high interest fiction to encourage interest in reading for Young Adults.

Formats: Paperback format is preferred,

Criteria: Young Adult Books will be selected using the following criteria:

- Literary merit
- Imaginative and original writing
- Well sustained plot with effective characterisation
- Current reading trends
- Attractive physical presentation

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: As funding allows to acquire missing copies of series and classics discarded from stock over the years.

Collection: PICTURE BOOKS

Clientele: Children from birth to primary age (approximately 0-7 years)

However, some picture books are aimed at older children and these books are marked as "For Older Readers".

Scope: The picture book collection will include:

- Board Books.
- ABC, Counting & Nursery rhyme books.
- Picture stories for parent to read to children.
- Easy readers for children learning to read.
- Popular and classic works written in English.
- Australian writers' and illustrators' work and award winning international writers and illustrators.

Formats: Hardback quality binding preferred

Criteria: Picture books will be selected using the following criteria:

- Literary merit
- Imaginative and original writing
- Well sustained plot with effective characterisation
- Attractive physical presentation
- Books to stimulate imagination and speech
- Books to stimulate the enjoyment of books and reading

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: As funding allows to acquire missing copies of series and classics discarded from stock over the years.

Collection: TAPE AND TEXT

Clientele: Children from birth to primary age

Scope: The tape and text collection will include:

- Nursery rhyme books
- Picture stories
- Easy readers for children learning to read
- Popular and classic works written in English
- Australian writers' and illustrators' work, and
- Award winning international writers and illustrators

Formats: This material will generally be a paperback book with 2 track cassette/s

Criteria: Tape and text material will be selected using the same criteria as picture books.

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: This collection will be developed, as funds become available.

Collection: JUNIOR AUDIO MATERIAL

Clientele: Children in primary and secondary school.

Scope: The Junior Audio Material Collection will include spoken word editions of all types of fiction, both popular and literary written in English. Australian writers' work will be collected as will the work of best selling writers and award winning writers. It will include children's music cassettes and CDs.

Formats: 2 track cassettes and CDs.

Criteria: Junior Audio Material will be selected using the following criteria:

- Literary merit
- Imaginative and original writing
- Well sustained plot with effective characterisation
- Current reading trends
- Attractive physical presentation
- Readers with clear diction and interesting voices
- Popular children's entertainers preferably Australian

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: This collection will be developed, as funds are available.

Collection: ENGLISH WORKSHOP**Clientele:** Adults in the community wishing to learn to read**Scope:** Materials of all reading levels. Australian material if possible. Practical material is preferred. Fiction and Non Fiction and numeracy materials.**Formats:** All formats**Criteria:** Materials are for adults and should reflect adult interests.**Weeding/retention:** Stock is discarded when it is damaged, aged or no longer in demand.**Collection: MUSIC COMPACT DISCS****Clientele:** All members of the community**Scope:** Music Compact Discs, which are generally not available commercially in Coffs Harbour. The collection will include:

- Classical Music
- Jazz / Blues
- World Music
- Music for Meditation and relaxation
- Movie soundtracks
- Musical comedy & music theatre
- Australian compositions, artists and or performances
- Music aimed at children
- Music that reflects Australian contemporary society
- Due to financial restraints "Top Ten" albums will not be acquired at this time

Criteria: High quality productions from reputable production companies and Australian artists given preference.**Weeding/retention:** Stock is discarded when it is damaged, aged or no longer in demand.**Future Plans:** To develop the range of CDs available.**Australian Library and Information Association Statements**

The Library also supports the ALIA policy statements. Statements are used with permission from ALIA. Further information can be obtained from the ALIA web site at www.alia.org.au/policies/.

2. Definitions

Here is the meaning of some terms used in the Guidelines:

LEGAL INFORMATION ACCESS CENTRE Collection maintained and promoted under agreement with the State Library of NSW.

3. Objectives

The objective of Council's Library Collection Development Policy is to:

- Assist with the management and acquisition of library resources
- Account to the public for the selection of library resources

4. Policy Statement

Council's Library Collection Development Policy is underpinned by the following principles:

4.1 Access

- Public access to information about Library Collection Development will be through Council's website. Hard copy information will also be available from Council's libraries.
- Reasonable access assistance will be available to persons with special needs

4.2 Responsiveness and Accountability

Library staff will implement and monitor this policy.

4.3 Privacy and Confidentiality

The principles of Council's Privacy Management Plan will be applied.

4.4 Integrity, Dignity and Respect

- Council treats all persons with courtesy and respect.
- Council will not tolerate rude or aggressive behaviour towards Council officials. In such circumstances, Council officials are entitled to terminate phone calls or meetings as appropriate. Wherever possible, Council officials will provide the person with initial warning that their conduct is inappropriate and that the meeting or conversation will be terminated.
- Council officials will demonstrate fair and consistent decision-making.