

# Library Collection Development Policy

## 1 Purpose

The Library Collection Development Policy informs customers and guides staff members in the acquisition and de-accessioning of library materials.

## 2 Policy

### 2.1 Introduction

The Collection Development Policy is intended to guide the development of library collections within a set of specified priorities, principles and criteria. It is subject to financial investment in collections as well as the available building and information technology infrastructure. This policy aims to ensure that over time the Library's collection will remain pertinent, reflecting the needs of the local community, while creating unique experiences of meaning and inspiration for the individual customer.

Coffs Harbour City Library & Information Service provides library and information services to all residents and visitors in the Coffs Harbour region. The library service was first formed in 1964 and currently provides services out of three branches within the Local Government Area at Coffs Harbour, Toormina, and Woolgoolga. Coffs Harbour City Library & Information Service offers a range of services and collections plus outreach activities and access to digital services. The objective of the Library's collection is to 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.

Inherent in the collection development philosophy is an appreciation for each customer of Coffs Harbour City Library & Information Service. The Library upholds the right of each individual to access information and aims to provide materials to support this. Ongoing development of the collection is in accordance with the Coffs Harbour City Library Strategic Plan and is guided by national and state standards and statements. The Library Collection Development Policy aims to meet baseline industry benchmarks for number of Library items per capita and age of collection for populations up to 100,000 as defined by *Living Learning Libraries*.

### 2.2 Goal

To maintain balanced, well organised and current collections that meet and reflect the needs of customers within the community.

### 2.3 Selection Criteria

Collection Development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity and promotion

- Subject matter including style, accuracy, currency and reading level
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Authority and competency of creator and/or publisher
- Relevance to existing collection's strengths and weaknesses
- Critical acclaim as demonstrated through literary awards and positive reviews
- Importance for present and future use
- Ability to promote new thoughts and ideas
- Durability and suitability of format to Library circulation and use
- Quality of construction and production
- Date of publication
- Price, availability and Library materials budget
- Availability elsewhere in the community
- Adherence to legal and copyright or digital rights management requirements affecting use or access by public library users
- New rather than second-hand status, except for donations meeting selection criteria

The Coffs Harbour Libraries Collection Management Plan details collection-specific criteria which may impact on selection of materials for specific collections. New material is acquired primarily from library suppliers including local and online bookshops where appropriate. Standing Orders are implemented on a financial year basis to ensure best coverage of content and value for money.

## 2.4 Customer recommendations and donations

Customer recommendations and donations are considered on a case-by-case basis and are subject to the Collection Development Policy selection criteria, Collection Management Plan and individual Collection Profiles to determine inclusion in the collection. Donated materials which are not selected are disposed of by means listed in the De-selection criteria.

## 2.5 Self-published materials

Self-published materials by local authors or illustrators or with pertinent local content are considered thoroughly in relation to current selection criteria and individual collection profiles. Other self-published material is generally not accepted.

## 2.6 Scope of collections

### 2.6.1 Fiction

Coffs Harbour Libraries seek to provide a wide range of fiction of all types, including books suitable for pre-school children, beginner readers, young independent readers, young adults and adults. The fiction collection includes classic literature, works of literary merit and popular titles of current interest to library users. Australian authors are well represented in the collection, which also includes a representative cross-section of material published overseas. The collection is regularly refreshed with new editions of classic and contemporary titles. Where demand for particular titles is high, such as in the area of popular fiction, extra copies will be purchased.

### 2.6.2 Non-Fiction

Coffs Harbour Libraries seek to provide a current, regularly replenished, balanced collection in all subject areas likely to be of interest to our community members. Materials are provided for all age groups, from preschool children through to adults.

Featured collections have been established in the non-fiction collection to reflect particular needs, aspirations and interests of the local community. Currently featured collections exist in the areas of Legal Information, Sustainable Living and Digital Business.

### 2.6.3 Large print

Coffs Harbour Libraries provide a collection of large print books for community members who have difficulty in reading ordinary print, although the collection is accessible to everyone. Community demand is reflected in market and copyright factors, which determine availability of titles and topics, therefore coverage may be less comprehensive than for standard print collections.

### 2.6.4 Magazines and Newspapers

Coffs Harbour Libraries subscribe to magazines and newspapers likely to be of interest to customers, particularly those publications with an Australian focus. These range from popular general publications to those focusing on special interests. As the currency of information contained in magazines is of primary importance, it follows that they will be retained in each branch library collection for a limited period. Current newspapers are available in branch libraries. Older issues of local papers are held on microfilm in the Harry Bailey Memorial Library and pre 1955 copies of the *Coffs Harbour Advocate* are also available online via Trove.

### 2.6.5 Local Studies

In conjunction with the Coffs Harbour Regional Museum, Coffs Harbour Libraries provide access to permanent resources relating to the history, settlement, and ongoing development of the local area. This collection consists of resources specific to Coffs Harbour City Council planning, local Aboriginal people both before and after European settlement, and contemporary life within the Coffs Harbour Local Government Area and its environs. These resources come in a range of print and digital formats, including oral histories and digital images and documents, as well as works created by community members reflecting the many facets of local identity and culture. Access to some of this material may be more restricted than for other resources, because of condition, age, rarity or inability to replace, cultural sensitivity, content, format or space considerations.

### 2.6.6 Community Languages other than English (LOTE)

The largest community language group in the Coffs Harbour region are Punjabi speakers with 905 people identified in the 2011 Census (This does not yet meet the threshold for creating a local LOTE collection identified in *Living Learning Libraries* (page 57). Items for the Community Languages other than English collection are therefore provided through bulk loan from the State Library of NSW and subscription-based online language learning resources.

### 2.6.7 English Workshop

The English Workshop collection assists those customers needing to improve their literacy levels and community members from non-English speaking countries seeking to improve their English language skills. The collection provides resources at beginner and intermediate level.

### 2.6.8 Digital resources

A range of downloadable and online resources are available for recreational reading, listening, viewing, life-long learning and information needs. These include eBooks, eAudiobooks,

eMagazines, films, databases, and genealogy, language and literacy resources. The provision of eNewspapers is a potential area of development for this collection.

### 2.6.9 Audio Visual

The audio-visual collections include DVDs and CD music for adult, junior and young adult customers. The library also offers films for download via the Library website. These collections are selected according to the goals in 2.5.1 and 2.5.2.

### 2.6.10 Reference

The Libraries maintain reference collections of material required for quick reference and available for use only in our Libraries during library opening hours. These may include dictionaries, directories, encyclopaedias and government publications. Currency of information is vital and this is best provided online as databases are regularly updated and reference information is increasingly searched for in digital format. Most items in the reference collection are replaced as new editions are published, unless superseded by an electronic version.

### 2.6.11 Community access to other resources

Resources of other libraries are available to our customers to borrow, or in the case of rare materials, to use at a branch library. Bulk loans of community language resources and large print resources for the Home Library Service are available from the State Library of NSW whose collections are more extensive.

## 2.7 De-selection Criteria

The Library's collection is a constantly changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items which have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialise in a given subject matter. Staff members review the collection regularly to maintain its vitality and usefulness to the community.

Collection Development staff use their training, knowledge, and expertise along with the following general criteria to determine and select materials for withdrawal from the collection:

- Damage or poor physical condition
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Accuracy and timeliness
- Better alternatives which may have superseded the item, including an updated edition
- Current demand and frequency of use
- Diminished appeal of subject, approach or format
- Out-of-print author/title of literary significance
- Local interest or historical import
- Availability elsewhere, including via inter-library loan from other libraries and online

Wherever possible, withdrawn collection items will be offered to welfare organisations or nursing homes where partnerships have been developed with Coffs Harbour Libraries to redistribute appropriate items for use within the community. Excess withdrawn stock is disposed of through book sale. Where withdrawn collection items are not redistributed they will be disposed of using environmentally sustainable practices such as recycling.

### 3 Definitions

**Collection:** material or resources that are grouped together in logical arrangements and for consistent policy application, and are made available to the community to access on-site, online or for loan.

**CDs:** compact discs.

**DVDs:** Digital video disk or digital versatile disc. a type of compact disc able to store large amounts of data, especially high-resolution audiovisual material.

**eResources:** library resources available in a digital format for download onto devices, including ebooks, emagazines, eaudiobooks etc.

**The Library:** Coffs Harbour City Library and Information Service, also known informally as Coffs Harbour Libraries. The library is a service of Coffs Harbour City Council.

**Local Area:** covers the Coffs Harbour LGA which includes Red Rock and Woolgoolga.

### 4 Key Responsibilities

<i>Position</i>	<i>Directorate</i>	<i>Responsibility</i>
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.
Executive leaders - All Directors	All Directorates	To communicate, implement and comply with this policy and related guidelines.
Group and Section Leaders	All Directorates	To implement this policy and related procedures.
All Council officials	Council	To comply with this policy and consider its implications for related projects and programs.

### 5 References (laws, standards and other Council documents)

ALIA Statement: 80:20 by 2020 (2015)

ALIA Statement on free access to information (2015)

ALIA statement: Library & Information Services and Indigenous Peoples (2009)

ALIA statement on Public Library Services (2009)

ALIA statement: Library & Information Services for People with a Disability (2009)

Australian Public Library Standards, guidelines and outcomes: manuscript (2016)  
<https://www.alia.org.au/node/184/public-libraries>

Coffs Harbour City Council *Disposal of Assets Policy* (2013)

Coffs Harbour City Library Strategic Plan 2012-2016  
<http://libraries.coffsharbour.nsw.gov.au/About-Us/Policies-and-Plans/Pages/LibraryStrategicPlan.aspx>

Denver Public Library Collection Development Policy (2014)  
<http://denverlibrary.org/files/Collection%20Development%20Policy%202014.pdf>

Geelong Regional Library Corporation Collection Development Policy -  
<http://www.grlc.vic.gov.au/sites/default/files/strategic/Collection-Development-Policy-2014-17.pdf>

Library Act 1939

Living Learning Library: standards and guidelines for NSW public libraries (2015) -  
<http://www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries>

NSW Public Library Statistics - [http://www.sl.nsw.gov.au/services/public\\_City\\_Library/statistics/index.html](http://www.sl.nsw.gov.au/services/public_City_Library/statistics/index.html)

People Places: a guide for public library buildings in New South Wales (2012) -  
[http://www.sl.nsw.gov.au/services/public\\_libraries/docs/people\\_places.pdf](http://www.sl.nsw.gov.au/services/public_libraries/docs/people_places.pdf)

## 6 Details of Approval and revision

- **Approval date:** 23/03/2017
- **Responsible Section:** Community Programs
- **Superseded policies/procedures:** Library Collection Development Policy (2011)
- **Next review date:** 23/03/2021

### Table of amendments

Amendment	Authoriser	Approval ref	Date