

CONNECTED LIBRARIES

Ignite Your Imagination

Collection Development Policy 2020

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1.0 Vision

CL's Vision is to create inspiring spaces where everyone is free to discover the possibilities.

Our Mission is to encourage lifelong learning, increase literacy and build strong, resilient communities across the Casey region.

Public libraries provide safe, equitable spaces for every member of our community to learn through books, digital resources, audio-visual materials, attending programs and engaging with others.

CL offers a broad range of fiction and non-fiction books, magazines and newspapers to support our community in reading for learning and development, information and pleasure. We encourage our community to help us build quality and relevant collections by making suggestions on what to purchase.

CL's library collections are developed on principles of intellectual freedom:

Libraries are the 21st century knowledge wells. We provide a safe gathering place where people can explore and satisfy their thirst for knowledge. Public libraries help everyone: people studying, seeking information and needing help to access the internet; people simply wanting to browse, children coming for storytime, those finding their way in a new town seeking services or directions; people wanting to connect with others in a creative environment; and sometimes those simply seeking shelter.

[CL Library Plan 20120- 2024](#)

In Australian Library and Information Association's *Future of the Library and Information Science profession: Public Libraries Report 2017*, community surveys revealed several key trends relevant to collections:

- E-books have become a popular format, alongside audio, large print and hard cover. They do not replace print material (which has in fact seen a resurgence in demand over the past 3 years) but rather offer an alternative for readers to complement other formats available
- Reading is a national pastime: People read, borrow and buy books; demand for reading materials will increase rather than decrease
- Support for the creative economy: Even greater support from libraries for Australian authors, illustrators and publishers
- Online learning: Public libraries will partner with tertiary education providers to support students
- Everyone can be a member: Our vision is of the gift of a library membership card for every child at birth

2.0 Collection Development Policy Aims

This policy describes the broad collection areas and provides guidance on the major tasks associated with collection development which include purchasing, maintenance, evaluation and deselection/disposal.

3.0 Our Community

CL is one of Victoria's largest public library services. We are funded principally by the City of Casey, and the Victorian State Government. We support a rapidly growing and diverse community of more than 460,000 people. Forecasts estimate that the population of City of Casey and Cardinia Shire council will exceed 650,000 people within twenty years.

Our libraries are located at Bunjil Place, Cranbourne, Doveton, Emerald, Endeavour Hills, Hampton Park, and Pakenham. The Cardinia Mobile Library provides a weekly service to Beaconsfield, Bunyip, Cockatoo, Garfield, Gembrook, Koo Wee Rup, Lang Lang, Maryknoll, Nar Nar Goon, Tynong and Upper Beaconsfield.

CL plays a leading role in the Libraries Victoria Consortium (LibsVic) who share library resources across 20 library services throughout Victoria. This gives our customers access to a collection of more than 2.7 million items.

We love books, and we want people to read them. We also place a high value on making quality information easily accessible to people.

We believe that our membership and visits will continue to grow. We are seeing our members adopting new ways of consuming information. The COVID-19 pandemic led to a resurgence in popularity of print materials, at the same time as an increase in the usage of digital items such as e-audiobooks and e-books.

While the library's collection supports all age groups in the community, there is a large proportion of families with young children in the region (55%), therefore an emphasis on providing a depth of resources to engage children and young people.

4.0 Access

Access to the collection is provided free of charge in accordance with Australian Library and Information Association policies and the Victorian State Government Public Library Funding Agreement. The physical collection is owned by CL and is managed as a single regional collection. CL members also have free access to over 2.4 million additional items through the LibsVic Consortium.

CL-owned items may be transferred temporarily or permanently around the Casey region, according to demand. Some categories of library materials, including audio-visual items and Languages Other Than English (LOTE), are floated among branches to provide as much variety as possible at each service point. Most digital content is managed by annual subscriptions.

The physical collection can be accessed at all branch libraries and the mobile library. The COVID-19 pandemic led to the short-term introduction of a postal home delivery service, this may be continued on a reduced scale into the future.

Provision of the LibsVic Consortium shared database, coupled with a daily delivery service running between libraries, allows members to access items from any service point or via the website (digital resources).

5.0 Responsibility for Managing Collection Development

The Board requires the Corporation to manage the library's collection in accordance with this Collection Development Policy. This policy must be representative of and responsive to the needs of the community served by the library and shall adhere to professional values and practices recognizing national policies, guidelines and standards.

Overall responsibility for the development and management of the library's collection and resources is delegated by the Board and the Chief Executive Officer to an experienced professional librarian. This person co-ordinates a specialist team of qualified staff implementing the principles and strategies outlined in this policy and within the annual Purchasing Plan. A Collection Management Strategy ensures the effective arrangement and maintenance of the collection.

The current priorities for selection and acquisition of library materials and electronic content is included in the annual **Strategic Resource Plan**. CL's guidelines for processing library collections are detailed in **Processing Procedures**.

6.0 Budget and Purchasing Plan

While a minimum per capita expenditure is specified in the Regional Agreement, the Board approves the Library Materials Budget for each year as part of the Strategic Resource Plan to meet the needs of our community.

Annual expenditure on new materials and resources for the library's collection accounts for approx. 14.5 % of the library's budget. CL currently allocates approximately \$1.5 million per annum to the acquisition of new materials and resources, based on a commitment to a per capita expenditure.

The CL Collections Team prepares an annual plan for purchasing new library materials with a focus on current community needs, projected trends, strategic initiatives in CL's Library Plan and guidelines outlined in the Collection Development Policy.

The library Leadership Team is responsible for delivering best value on Library Materials expenditure. This is undertaken either through direct negotiation with preferred suppliers or by tendering the supply of library materials with specifications including, but not limited to: terms of supply, discounts and exchange rates, delivery/responsiveness, and supplier capacity to provide a wide range of materials relevant to specific needs. Connected Libraries is a member of Procurement Australia (P.A.) and manages larger accounts via regulated P.A. contracts.

7.0 General Policies for Selection of New Materials

Librarians select items for purchase in the target areas of adult, children's and young adult fiction; adult and children's non-fiction; large print; magazines; and a range of audio-visual formats. A small range of books, periodicals, and newspapers are selected for reference only.

CL ensures an appropriate balance between print or audio-visual items and access to online content, based on community demand.

7.1 Requests and Suggestions from Library Members

Members and staff are encouraged to make requests and recommendations for items that are not already in the library collection, and to comment generally on any aspect of the collection. Recommendations and requests will be fulfilled in most cases unless the cost is prohibitive, the content is unsuitable for the general community, or not in line with CLs values. Requested items may also be obtained on inter-library loan.

Requests are received via:

- Feedback forms in branches
- Verbal requests made to library staff
- Website feedback forms
- Direct customer surveys ('Tell us what you really think' surveys are gathered every six months; surveys relating to specific collections are conducted as required)
- Purchase Request form on the website

7.2 Donations

The library accepts donations that meet the general selection criteria as outlined in this policy. Items must be in near-new (excellent) condition, contain current/relevant information, and meet community demand. Any donated materials must compliment the library's balanced collection of Fiction and Non-fiction titles. CL reserves the right to allocate donated material to any collection or branch across the region; to dispose of donated material that it does not need; or to reject donations of unsuitable materials. In general, CL will not accept donations of audio-visual material as content standard cannot be readily ascertained.

7.3 Controversial Materials and Access to Electronic Resources

CL aims to keep in its collections a representative range of materials on all topics of interest to its users, including materials on controversial issues. It will not, however, keep in its collections material that is prohibited by law and abides by the decisions and classifications made by the [Australian Classification Board](#) across all formats.

There is always the possibility that some readers will be offended by opinions expressed in some materials. They have the right to their feelings and the right to express them, but not the right to force their standards on others by suppressing or demanding the suppression of what they condemn. CL will aim to include items in the collection that represent multiple aspects/views of debated issues.

The library is committed to the freedom to read and therefore incorporates as part of its policy the [Australian Library and Information Association's Statement on free access to information](#). Also, in

adopting the [ALIA Statement on online content regulation](#) access to CLs electronic content is not restricted by the use of filters.

Parents or guardians are responsible for the suitability of materials used or resources accessed by their children.

7.4 General Selection Criteria

Library materials must support and be consistent with the general aims of this Collection Development Policy. In selecting suitable library materials several criteria should be considered:

- **User need and demands:** These are the primary determinant in allocating funds and selecting materials. Hence, an intimate knowledge of current demographic data, circulation figures and mechanisms to obtain user input is required. Where local demand is very high multiple copies of a title will be purchased.
- **Range and depth:** The collection must provide a balanced range of material across the entire service by developing branch collections that complement each other, but also respond to the needs of specific localities served. The extent and currency of existing material on a subject, or by an author already represented should be considered, while ensuring that a range of viewpoints on any subject are represented. The purchase of materials by Australian authors or about Australia is encouraged.
- **Quality of content and presentation:** a high standard is required. The authority and reputation of the creators and publishers of all materials are considered. The format, style and language should be suitable for the intended user group.
- **Purchase price:** should be fair and reasonable.
- **General availability of material:** elsewhere in the community or through networks, or commercial outlets should also be considered.
- **Australian availability:** material must be available through recognized Australian distributors.

8.0 Selection for Specific Areas of the Collection

In addition to general selection criteria the following guidelines to the purchase of materials in specific areas are applied:

8.1 Fiction

A wide range of fiction of all types, suitable for all ages including children, Young Adults (YA) and adults. The fiction collection should include works of literary merit as well as popular titles of current interest to library users. Australian authors should be well represented as well as a representative cross-section of material published overseas.

Where demand for titles is high (such as bestseller fiction) multiple copies are purchased to keep waiting lists to a minimum. Abridgments of classic titles and novelty books are not normally purchased, however a carefully selected range of graphic novels or 'Quick Read' titles to support adult literacy development will be selected.

CL's 'Top Titles' collection is designed to ensure a range of popular fiction and non-fiction titles are available at each branch at all times. These items have a shorter loan period (2 weeks) and are not able to be reserved or renewed.

Paperback collections of popular genres including romance, westerns, and mysteries are available. This format is intended for high-turnover and is focused on popular genre authors.

8.2 Non-Fiction

An up-to-date collection in all subject areas likely to be of interest to library users, including biographies, is provided. Every effort is made to fill any obvious or reported gaps in the collection's coverage. Standard works on a broad range of subjects are included and replaced as necessary. Suitable material is provided for all age groups. Adult non-fiction is subdivided into a number of broad genres such as 'Food and Wine', 'Travel' and 'Biography', to encourage browsing in a "bookshop like" atmosphere.

The overall strength of the collection should be sufficient to meet the basic information needs and life-long learning requirements of library users and to provide supplementary support for students undertaking or seeking entry to basic or vocational courses. The library does not collect course text books unless these have some value to the wider community.

8.3 Audio Visual, Digital & e-resources

Lending collections in formats have been developed for both adults and children. Current collections include talking books in audio CD & MP3 and Playaway formats and DVDs. The aim is to maintain and develop up-to-date lending collections of these materials in response to user demand.

The CL website is the gateway to our digital and electronic resources and a valuable tool for communicating with our members. It facilitates access to our library catalogue; downloading of apps for quick portable access to electronic resources; and provides help to find useful information or a great book to read. Online access to selected databases, electronic content such as e-books, e-audiobooks, e-magazines and a range of age appropriate or specific e-learning resources are available. Library membership is required to access databases, downloadable content or electronic resources.

As technologies change, demand for new formats and access to digital downloads will be met. Collections in outdated audio-visual formats or items which become obsolete will be gradually discontinued.

8.3.1 Talking Books

Talking Book collections comprise CD, Playaway & MP3 formats for adults, children & young adults. Downloadable e-audiobooks with digital rights management for compatibility with devices will continue. Some children's talking books are packaged as kits containing read-along books and CDs, to encourage the development of literacy skills.

8.3.2 Music Content

Music compact disc collections contain material representing a range of musical styles. Popular children's compilations are maintained. Adult music on compact discs are no longer purchased and will gradually be phased out.

A subscription option enabling members to access content and legally download and stream a wide range of music recordings is maintained.

8.3.3 Visual Media

Visual collections for adults will include recent release feature films, documentary material, classic and award-winning films and television series. (Award winning or critically acclaimed R-rated material may be selectively included.) Collections for children contain feature films, television tie-ins and some non-fiction.

DVDs are the preferred format to Blu-ray as they offer great flexibility for playing, although some Blu-ray is purchased in line with user demand. Alternative formats will be considered as availability and popularity increases. An option for licensed access to video content via streaming will be trialed.

Paid streaming services, such as Netflix and Stan, often own exclusive content. Although this may be available overseas on DVD, CL will not purchase copies until available through a reputable Australian supplier and rated by the Australian Classification Board.

World Cinema will be included, aimed at providing access to a range of foreign films, and representing the linguistic and cultural diversity of the CL region. This collection will only include items classified by the Australian Classification Board. These items are located in the adult DVD collection. Any items which are in the current collection and unclassified will be labeled to ensure users are aware.

8.3.4 Console Games

Games are purchased and downloaded directly to units in CL branches. These include a mix of current PlayStation, Wii and X Box consoles. The games accessible on the library consoles are rated G, PG or M and are varied to suit community interests. The library does not purchase games that are rated MA 15 or above, as legislation prohibits such games being on public display.

8.3.5 Electronic resources

A range of e-content, e-experience and training resources, for example e-books and children's literacy materials, are made available online. Subscriptions are reviewed annually in accordance with license agreements and usage.

8.4 Reference and information

A small collection of not-for-loan print material is maintained. Digital reference resources are more current and accessible and are now the preferred format for many of our users.

The print collection may include atlases, current statistics, dictionaries, directories, encyclopedias, handbooks, yearbooks, government publications, and standard works that are the recognized authority on their subject. Most items in the reference collection are replaced as new editions are published.

The electronic collection includes specialized databases e.g. Ancestry database. Where possible subscriptions to electronic resources are selected which allow users to access the information from both within the libraries and from their own homes or workplaces.

8.5 Newspapers and Periodicals (magazines)

A carefully selected range of subscriptions to daily newspapers and periodicals of interest to library users, from popular weekly publications to less frequently published technical or special interest titles, is maintained. The print subscriptions are enhanced with electronic subscriptions. Subscriptions, both print and electronic, are reviewed on an annual basis. Popular titles are supplemented with duplicate electronic copies if available. The availability of print magazines is decreasing. CL is maintaining a broad range of titles however it is possible that the emphasis on print magazines may shift gradually towards electronic format as a result of this.

As currency of information contained in periodicals is of primary importance, print magazines are retained in the collection for a limited period, generally no longer than two years. Latest copies of magazine titles are displayed for use in the library until the next edition arrives. Newspapers are for use in library only with back copies kept for a limited period.

Subscriptions/license to access selected electronic resources, such as newspapers and e-magazines are purchased annually, enabling members' access via our website to thousands of full-text articles.

8.6 Languages other than English (LOTE) and English Language Support

Statewide standards, current demographic data (taken from Australian Bureau of Statistics Census), availability of materials and user demand underpin the development of LOTE collections.

CL currently holds collections in Persian, Singhalese, Chinese and Panjabi. Additional community languages are represented in the Bilingual Picture Book collection.

Bulk loans of LOTE materials are obtained as required from other LibsVic library services, through inter-library loan as required. Various models and opportunities for collaborative purchasing of LOTE collections with shared cataloguing are pursued.

Our community will continue to be consulted in the development of these and future language collections.

The **English Language Support** collection comprises materials suited to reader skill development needs for adult literacy as well as English as a Second Language; with varied reader levels and formats. The collection includes Quick Read titles and resources linked to vocational tests (e.g. IELTS books and online resource).

8.7 Local History

The aim is to provide easily accessible basic historical information about the City of Casey and their predecessors. The resources introduce and define the history of the local area at a level to support basic or frequently asked inquiries and routine school inquiries, but not at research level. Representative resources, including relevant local publications will be selected and acquired as available, described and preserved as required to meet popular demand. The Library does not collect realia. Some digitised resources will be made available via the website and a blog maintained to promote and make content more readily available.

8.8 Children and Youth

Children and Youth collections are targeted at specific developmental stages, encompassing Early Years, Primary and Secondary levels.

Early Years collections include Board books and Picture books which are the building blocks for foundation literacy skills. Bilingual picture books are collected in diverse community languages to support children learning Languages Other than English, and to enable CALD parents and Carers to share the joy of books with their children.

Begin-To-Read books assist children in their reading in the early school years. The collection is made up of readers and simple books in four graded ability levels. This collection complements a child's school take-home readers.

Premiers Reading Challenge – comprising books selected from the Victorian Premiers' reading Challenge lists. These books include Picture Books, Junior Fiction, Young Adult Fiction, Audio Books and non-fiction material categorized in year levels.

Additional collections supporting our Primary School readers include Humour, Folktales, and Rhymes.

Graphic Novels provide reading material in a popular, contemporary format, which is graphic rather than text based. This collection encourages use of the library and provides a visual medium which also appeals to reluctant readers, children and young adults with low literacy skills. Separate Junior and Young Adult/Adult Graphic novel collections are maintained in all branches.

9.0 Evaluation and maintenance

CL's collections are constantly being assessed to ensure that a high standard of up-to date, relevant and attractive materials is provided for our community. The collection is managed using the following criteria:

- physical condition
- currency of information
- 'classic' or standard works
- demand/availability of title/subject
- local, regional, historical or cultural relevance
- availability of replacement items

Other considerations include:

- Renewal of existing stock balanced with acquisition of new content
- Potential to transfer stock between branches to increase its use
- Maintaining the accuracy of the database: Missing and lost items are regularly identified and removed from the database

CL's collection is measured against the Local Government Performance Reporting Framework indicators. The benchmark for the Age of Collection is for 70% of items to have been purchased within the past 5 years.

9.1 Weeding (deselection) and disposal

Weeding is the ongoing program through which material is removed from a library's collection for withdrawal.

Weeding, like a decision to purchase, requires a conscious intellectual decision taking into account existing collections, demand, and the value of an item to the collection. CL supports this process with CollectionHQ management software, system reports and trained staff.

Withdrawn material may be disposed of by offering it for sale to the public, giving it to charity, or by recycling. Items will not be weeded as a response to direct requests for particular items.

9.2 Repairs and replacements

In most cases worn items are replaced rather than repaired.

Replacement fiction or non-fiction titles are acquired if a title is in print, still popular or regarded as a classic or standard work and information is not dated.

DVDs sets with missing discs will be discarded and a replacement obtained if possible.

Audiobooks will have missing or damaged discs replaced, depending on the age and popularity of the item.

10.0 Review of Collection Development Policy

The Collection Development Policy will be reviewed every two years. If sections require updating, it should be reviewed by the CL Leadership team and presented to the Board for acceptance into this policy.

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Guidelines, Standards and Outcome Measures for Australian Public Libraries report 2016.

ALIA's Future of the Library and Information Science profession: Public Libraries Report 2017.

Appendix

[Guidelines, Standards and Outcome Measures for Australian Public Libraries Report 2016](#)

According to this report key considerations for public libraries in collection development and management include:

- Depreciation of physical collections: Library collections are considered to be fully depreciated in terms of monetary value after 7 years. In collection management terms, this is a simplified approach as useful lifespan varies considerably with different categories of library materials. Some items are of value to a library collection well beyond this time, while others need to be replaced within 1-3 years because they are either worn or out of date.
- Issues of asset ownership and depreciation related to e-content: Using recurrent budgets to access an increasing range of electronic resources; the challenges of digital rights management and demonstrating the value of access to content in return for license fees: *“ALIA has noted that it is essential for libraries to establish their role and position in this new digital environment, so that library users can continue to enjoy access to a wide range of content. ALIA is actively contributing to discussions surrounding ebooks and elending at both international and national levels with the aim of finding mutually beneficial ways of public libraries and book industry stakeholders working together. ALIA was represented on the Federal Government’s Book Industry Collaborative Council (BICC) which sought “to maintain a dialogue between the industry and government and to encourage collaboration between the supply chain sectors.”*

[Guidelines, Standards and Outcome Measures for Australian Public Libraries, July 2016 Page 34](#)

- Standards for collection management; measuring quality as well as quantity; measuring usage and ensuring ease of use to access catalogues and electronic resources.