

POLICY



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Policy title: LIBRARY COLLECTION DEVELOPMENT

Directorate: COMMUNITY AND LIFESTYLE

Branch: LIBRARIES AND CREATIVE INDUSTRIES

Policy objective: To ensure the provision of, and access to, resources to meet the educational, information, recreational and cultural needs of the City of Logan community.

Policy scope:

This policy is to establish guidelines for the development, selection and management of the Council's library resources.

Definitions:

Not applicable.

Policy statement:

Logan City Council Libraries aims to develop a collection that:

1. provides a balanced range of resources including popular, best selling material and enduring works
2. encourages literacy, the enjoyment of reading and lifelong learning
3. is flexible to meet the changing needs of the City of Logan community
4. provides equitable and equal access to information for all the community
5. preserves the cultural heritage and history of the City of Logan.

GENERAL CRITERIA

- (a) The collection development process will give consideration to the current and anticipated long term needs of the community.
- (b) The collection development process will ensure that library materials are available in a variety of formats.

Material must be suitable for public lending purposes with consideration to appropriate distribution and licensing agreements, packaging and presentation.
- (c) The criteria used when making selection decisions include:
 - (i) material appropriate to the interests and needs of the community in terms of subject, style, accuracy, level and language

- (ii) material in high demand for recreational needs
 - (iii) material which provides current information
 - (iv) material produced by popular authors and/or illustrators
 - (v) material in formats appropriate to the various users - Logan City Council Libraries will continue to collect and provide information in the most suitable formats available for the user. This will include keeping aware of and up to date with current community trends and technological changes.
 - (vi) material in languages appropriate to the various users of services
 - (vii) material important as a historical record
 - (viii) material within the broad subject scope of Australiana, e.g. Australian literature, material on Australia, audio visual material featuring Australians
 - (ix) material which is published by the Council
 - (x) material which would strengthen the collection by filling a gap, supplementing or updating the existing collection or providing an alternative viewpoint.
- (d) Every client shall have the right to suggest materials for consideration for purchase by the library service.
- (e) The selection process will use current bibliographic sources and websites.
- (f) Textbooks which are prescribed for study are not normally purchased, but may be included in the collection where they are the most appropriate material available.
- (g) The power of censorship is vested in the Federal and State Governments. Materials prohibited by law will not be considered for inclusion in the collection. Parents or guardians are responsible for the suitability of materials perused or borrowed by junior clients.
- (h) Council supports the principles of equity and access encapsulated in the Australian Library and Information Association's (ALIA) policy statements available for access at www.alia.org.au/policies:
- public library services
 - free access to information
 - libraries and information services and Indigenous Peoples
 - libraries and information services for people with a disability
 - information as a commodity
 - information literacy for all Australians
 - libraries and literacies
 - core values.
- (i) Management of the collection will include regular evaluation, review, replacement, discard, reallocation and/or preservation of materials.
- (j) Material is selected within the budgetary framework of the Council and must be purchased in accordance with Council's 'Procurement' policy.
- (k) Multiple copies are purchased according to actual or anticipated demand.

- (l) The Libraries Technical Services Program Leader is responsible for purchasing all adult materials and for controlling the books and related materials component of the budget.
- (m) The Young People's Librarian is responsible for purchasing all junior and young adult materials.

COLLECTION PURPOSES AND CONTENT

Logan City Council Libraries' collections are comprised of material in various formats and for various groups in the community. Specific collections are outlined below:

1. E-books, e-magazines, e-newspapers, e-audio, e-video, e-music
 - (a) This collection provides access to a range of books, magazines, newspapers, music and video in digital format that can be viewed or listened to via a computer screen, mobile or hand-held device.
 - (b) The collection is accessible 24 hours a day.
 - (c) The collection provides accessibility for varying physical needs such as adjustable font size, variable listening speeds and volume.
2. Audio books
 - (a) Provides access to materials in an alternative format from the written word for those who have difficulty in accessing print and for those who prefer this format.
 - (b) The collection will include titles suitable for adults, young people and children and includes both fiction and non-fiction for all interests. Priority is given to popular, unabridged titles that have been professionally produced.
3. DVDs
 - (a) DVDs will be provided as an alternative medium that will enhance the subject scope and coverage of the collection and that are a visual extension of printed materials. This material also provides a selection of library materials for those with a hearing disability.
 - (b) A balanced collection of entertainment, documentary, instructional and cultural material will be purchased with particular attention to the following criteria:
 - (i) DVDs with subtitles for the hearing impaired
 - (ii) DVDs with subtitles and/or language options that support languages of interest in the community
 - (iii) DVDs recognised as being of a high standard and quality of production
 - (iv) Must be suitable for public library lending purposes and carry the appropriate Office of Film and Literature Classification label
 - (v) DVDs must meet one or more of the following criteria - Australiana, children's titles, based on a work of literature, award winning film, classic films, educational, TV series, lifestyle, documentary, general level of interest, and local interest for the City of Logan and Queensland
 - (vi) R rated material will not be purchased.
4. Online learning tools

- (a) This collection provides access to a range of digital and electronic resources which fulfil the informational, cultural, learning and recreational needs of the community. It enables the community to develop informational literacy skills and to access library material from their own homes at any time.
5. Fiction
- (a) Provides access to a broad range of fiction books for all ages for recreational reading, to stimulate the imagination, to reflect society and to display a range of literary styles.
 - (b) This collection includes a wide range of best-selling and popular fiction from many genres, literary classics, works by new authors, award winning titles, works by local Queensland and Australian authors, and translations of the works of major non-English speaking writers. The children's fiction collection may also include works with a high illustrative content.
 - (c) As young adult fiction is a unique and evolving genre this area focuses on popular high demand, high interest fiction and includes graphic novels and manga type material.
6. Languages other than English (LOTE)
- (a) Books in languages other than English (LOTE) are not generally purchased, but are provided by the State Library through their public lending collection.
 - (b) Bilingual material, including that associated with learning a specific language, including English, may be available in the collection and material will be provided for a variety of age groups
7. Large print material
- (a) This collection provides material in a large type format for users who find conventional size print difficult to read or who prefer this format.
 - (b) The collection includes a wide range of fiction and popular non-fiction.
8. Learning material/literacy
- (a) Provides material to support the development of community literacy and numeracy skills and material for people wishing to learn English as a second language.
 - (b) The learning materials resources include materials at varying reading levels in a range of subjects and formats including book and audio kits, computer software, multimedia items, and workbooks.
9. Local studies
- (a) The Council's libraries will maintain a local studies collection to:
 - (i) ensure the preservation of information and resources specifically related to the City of Logan area
 - (ii) support the study of the City of Logan area.
 - (b) The collection will cover contemporary life and history in the City of Logan area, including relevant parts of surrounding local authorities.
 - (c) The collection will include relevant Council publications.

- (d) The collection will include resources in a variety of formats, e.g. books, pamphlets, newspapers, photographs, maps, personal diaries, letters and ephemera and digital formats.
 - (e) The collection will include some general genealogical resources; however, it will give priority to items that support the study of the City of Logan area and the State of Queensland.
 - (f) The collection will include biographical information on City of Logan residents at the discretion of the Local Heritage Specialist.
 - (g) The collection will be maintained and developed by a professional librarian/historian in consultation with the Libraries Technical Services Program Leader. In developing the collection, the Local Heritage Specialist will liaise with other specialist Local Studies Librarians and libraries, e.g. John Oxley Library.
 - (h) The collection will be maintained at Logan Central Library. Material in significant demand will be made available to other Logan City Council libraries as photocopies, information leaflets, and through online resources.
 - (i) Items in the collection are not generally available for loan but may be accessed during library hours or through the online catalogue. Reproduction of all material in the collection is governed by copyright regulations.
10. Magazines and journals
- (a) Magazines are provided for all ages in English and other languages.
 - (b) The collection will consist of magazines on a wide range of subjects, from both Australian and overseas publishers. Preference will be given to subscriptions for Australian titles.
 - (c) Magazines will be retained for varying lengths of time depending on demand and availability in digital format. Magazine subscriptions are selected and retained at the discretion of the Libraries Technical Services Program Leader.
11. Music
- (a) Provides access to a broad range of recorded music.
 - (b) A collection of musical scores is also available for loan.
12. Newspapers
- (a) The collection will consist of national and local newspapers in English and other languages in print and digital format.
 - (b) Current hard-copy Australian newspapers are provided for use in the library only.
 - (c) Newspapers in languages other than English, determined by demand and demographic data, are available for loan.
 - (d) Digital versions of local, national and international newspapers are available online via the libraries' website.
 - (e) Local newspapers will be available in the Local Studies Collection wherever possible, via microfiche, hard copy, and online newspaper archives.
13. Non-fiction

- (a) This collection provides access to materials which fulfil the informational, recreational and cultural needs of the community and contribute to lifelong learning.
 - (b) The collection includes a selection of material across a wide range of subjects to reflect the diversity of interests and needs within the community. Priority is given to Australian content and interests. Specific collecting areas may be designated from time to time to ensure that the collection is up to date with contemporary issues. Material suitable for all ages is collected across all levels.
14. Nyeumba-Meta collection
- (a) A special collection of Aboriginal and Torres Strait Islander material is maintained as a separate collection at Logan Central Library.
 - (b) The collection includes books, journals, kits, audio/visual items and various artefacts.
15. Picture books and easy readers
- (a) This collection provides books for younger children for the development of early literacy and the enjoyment of reading.
 - (b) The collection includes picture books, board books, pop-up books, novelty books, graded readers and simple non-fiction titles.
16. Professional collection
- (a) A collection of professional literature will be available to all library staff, students of librarianship, work experience students and others and housed in the Library Technical Services section.
17. Reference
- (a) The reference collection provides up-to-date, relevant material to meet the information needs of all levels of the community.
 - (b) It may include encyclopaedias, dictionaries, manuals, directories, atlases and yearbooks, statistical material and indexes available in both print and electronic format. Electronic reference tools are available through the libraries online catalogue.
 - (c) The Standards for Public Libraries in Queensland will provide the model for the provision of reference services by the Council's libraries.
 - (d) Selection of material for the reference collection will be undertaken by the Libraries Technical Services Program Leader, in consultation with Regional/Branch and Specialist Librarians, and will include predominantly works with an Australian focus.
 - (e) The reference collection will include materials appropriate to the needs of all ages and interest levels.
 - (f) A collection of workshop manuals is also provided as reference material in the larger libraries. Limited free photocopying is available subject to copyright limitations.

- (g) Reference collections will be reviewed regularly to ensure the currency of the collection and accuracy of the content.

GIFTS AND DONATIONS

1. Donations

- (a) The Libraries and Creative Industries Manager will accept all monetary donations and such donations will be used for the purchase of new materials or equipment according to the arrangement between the donor and the Libraries and Creative Industries Manager.
- (b) The Libraries and Creative Industries Manager shall reserve the right to accept or reject donations of materials, and such materials so accepted shall be either added to library stock or offered to appropriate community organisations.
- (c) The acceptance or purchase of materials for memorial donations from individuals, institutions or community organisations will be arranged with the Libraries and Creative Industries Manager within the requirements of the 'Library Collection Development' policy.
- (d) A record of memorial donations will be retained at the library.
- (e) An acknowledgment of all memorial donations shall be made to the donor and monies donated shall be officially receipted with a receipt from the Council.
- (f) Memorial donations too badly damaged for further use or not required because they are outdated or beyond the requirements of the 'Library Collection Development' policy, will be discarded at the discretion of the Libraries and Creative Industries Manager.
- (g) Gifts donated under the "Taxation Incentives for the Arts Scheme" will be managed in accordance with the agreement negotiated at the time of donation between the Libraries and Creative Industries Manager and the donor.
- (h) A discard disclaimer will be completed by all donors of library material.
- (i) All donations will be acknowledged.

REPLACEMENT, DEACCESSIONING AND WITHDRAWAL OF ITEMS

1. Deaccessioning and replacement

- (a) Deaccessioning (weeding) and replacement will develop a "living" collection of current useful and inviting material which maximises use of the collection.

Deaccessioning is the process by which material is removed from circulation and reassessed for its value. It is based on the established Queensland Public Library Standards and Guidelines, which state that:

"While discard rates will vary with circumstances such as relocation of libraries or focused redevelopment of specific collections, the following recommended standards apply:

Discard rate per annum 0.125 items per capita

Age of collection 50% of the collection should be published within the last 5 years (excluding periodicals, electronic databases and local history resources)."

- (b) Deaccessioning and replacement will be in accordance with the Council's Libraries' overall mission, objectives and 'Library Collection Development' policy.
- (c) Both deaccessioning and replacement will be seen as part of the same process, to keep the collection current and relevant. Reasons for deaccessioning include: worn or damaged items, "read-out" items, out-of-date books/information, and items that no longer meet the needs of the community.
- (d) With the exception of gifts donated under the "Taxation Incentives for the Arts Scheme" all library material will be subject to deaccessioning unless stipulated by the donor, surviving family of the donor, or donor estate as 'not to be resold'.
- (e) Disposal of books and related materials shall accord with the requirements of the *Local Government Act 2009*.
- (f) The Libraries Technical Services Program Leader and the Young People's Librarian have the responsibility to implement this policy.

REVIEW OF POLICY

1. Policy review

- (a) Generally, a review every two (2) years should ensure that the information detailed in this policy remains accurate, and that any changes in library services will be reflected in the policy.
- (b) The Libraries and Creative Industries Manager will be responsible for initiating a review of the 'Library Collection Development' policy.

Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
Refer to DM "Local Laws" quick search	Reference	Local Law No. 3 (Libraries) 2003
Refer to DM "Local Laws" quick search	Reference	Subordinate Local Law No 3.1 (Libraries) 2003
http://www.slq.qld.gov.au/info/publib/policy	Reference	Queensland Public Library Standards and Guidelines
6644592	Procedures	Weeding guidelines
6954424	Procedures	Collection Development Guidelines