



# Library Collection Development Guidelines

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| <b>Responsible Position</b>     | Libraries Manager                                  |
| <b>Administration Reference</b> | <ECM DocSet ID, owner, subject, Pulse CSR details> |

## 1. PURPOSE

To outline the criteria for the selection, management and development of the physical and digital resources that comprise Willoughby City Library Collections, in order to meet the changing needs of the Willoughby community, particularly library members.

## 2. CITY STRATEGY OUTCOME

Council's Community Strategic Plan, Our Future Willoughby 2032, identified five city outcomes guiding our community's future direction.

The Guidelines are relevant to "Outcome 2 – "A City that is connected, inclusive and resilient" particularly the following community priorities:

2.2 – Respect and celebrate our indigenous and non-indigenous history and heritage

2.3 – Celebrate and encourage our diversity

2.6 – Foster a digitally enabled community

2.7 – Promote accessible services and facilities for the community

## 3. APPLICATION

The Guidelines outline the general principles for the acquisition and management of all physical and digital library collections, including selection and deselection of library material to keep it current, representative and accessible. The Guidelines support responsible budget management, informed decision making and ensure the collections are continuously monitored to respond to the changing community needs.

The selection criteria apply to all print and digital collections, including but not limited to books, audio-visual material, magazines, databases and digital platforms, in English and community languages.

Willoughby City Library Collections are available across the library network including via the home library service and online.

## 4. GUIDING PRINCIPLES

The guiding principles outline Council's commitment to providing library resources that cover a broad range of subjects, offer diverse perspectives, and are available in various formats, including both English and community languages.

In developing and maintaining the library's collections the library will:

- Treat all customers' information needs with respect
- Support unrestricted access to information
- Seek community input into selection decisions through purchase suggestions
- Provide collections that meet the community's cultural, intellectual, vocational and recreational aspirations
- Keep the collection relevant through the deselection of library material
- Obtain value in the expenditure of public money

## 5. GUIDELINES STATEMENT

Council recognises the Willoughby City Library Collection is a significant community asset that requires effective and accountable management.

The Library Collection Development Guidelines set a consistent direction for the collection including breadth, depth and formats. They establish priorities for use of allocated funds as part of broader library strategic planning, and ensure the library provides for the diverse Willoughby community.

## 6. RESPONSIBLE OFFICERS

The Libraries Manager is the Responsible Officer for the Collection Development Guidelines.

Library Staff will implement the Library Collection Development Guidelines into operational activities.

## 7. MONITORING AND REVIEWS

The Collections Librarian will review and update the Collection Development Guidelines every four years.

## 8. COLLECTION OBJECTIVES

Unless otherwise indicated, all collections are available for loan or online access to library members. Library membership is free and open to everyone who resides in NSW.

The collections are inclusive and responsive to community interests and needs, and provide a mix of materials that will assist the community to meet its cultural, intellectual, vocational and recreational aspirations, and include:

- Popular and contemporary material, classics and other enduring works, in a variety of formats
- Current and historical information on the local area and Willoughby City Council
- Sources on a large range of general subjects with a variety of perspectives
- Material to support primary, secondary and independent students excluding textbooks, which are considered the responsibility of the educational institutions
- Resources in languages other than English reflecting the cultural diversity of Willoughby, based on demographics and demand, and depending on availability

### 8.1 SELECTION CRITERIA

Selection is based on the following criteria:

- Popular interest and relevance
- Community demand
- Authority of the source, author or publisher
- Literary and artistic merit
- Date of publication, with a preference for new material
- Currency, timeliness and significance of the subject
- Suitability of format
- Relevance to intended audience
- Relationship to existing collection and alternative free sources
- Local interest

- Australian authors and publishers preferred
- Availability of material for purchase
- Price

There are additional criteria when considering digital resources

- Content range and quality
- Ease of use and access options
- Pricing models and licensing agreements
- Vendor support

The following material will be excluded from library collections:

- Physical dimensions of items - over 34cm high and 26cm wide or under 18 cm high
- Items that are spiral bound (with the exception of Local Studies material)
- Books with novelty accessories and other small parts
- Textbooks, academic and other highly technical or specialised works (with the exception of the HSC collection)
- Workbooks
- Self-published books (with the exception of Local Studies material)
- Ephemera (with the exception of Local Studies material)
- Items subject to Federal and State restrictions

### **Suggestions for purchase**

The library welcomes suggestions for purchase. All suggestions will be considered and assessed for the inclusion in the collection based on the selection criteria. If the requests are not available for purchase, they will be offered, if available, through the Inter-Library Loan service.

### **Donations**

The library does not accept donations, with the exception of Local Studies material.

## **8.2 INTELLECTUAL FREEDOM**

The library aims to provide a representative collection on all subjects of interest and will collect in accordance with the principles of freedom from censorship as outlined in the Library Council of NSW guidelines. Material will not be excluded or removed from the library due to disapproval by sections of the community and on the basis of personal preferences, morality or ideology.

Federal and State governments are responsible for material censorship. Material subject to government restriction or prohibition will not be included in the collection. The library complies with the advisory categories as classified by the Australian Classification and Review Board.

Parents and guardians are responsible for determining the suitability of resources for the children in their care.

## **8.3 COLLECTION MANAGEMENT**

The library collections are continuously reviewed and evaluated.

Collection development decisions are made using collection usage statistics, emerging trends and formats, community demographics, feedback from customer surveys and suggestions for purchase and budgetary restraints.

Budgets are allocated to each collection based on the collection performance, community needs and interests. New and developing trends are monitored and resources added to the collection subject to available budget.

## The Collections

### Adult Fiction

A variety of classic, popular, bestselling, award-winning works of fiction by both Australian and international authors, reflecting a range of literary styles to encourage recreational reading.

### Adult Non-Fiction

Works of non-fiction at the general interest level, covering a range of topics and viewpoints. Emphasis on recently published materials and Australian content.

### Fast Reads

Recently published Adult Fiction books that are in high demand. The books have seven day loan period and cannot be reserved or renewed.

### Community Languages Collections

Books, DVDs and magazines in Chinese, Japanese and Korean languages for both adult and children. Books in other languages are available for loan on request from The State Library of NSW using the multicultural bulk loan service.

### Large Print

Works of fiction and non-fiction in large print format.

### Young Adult Collection

Works of fiction offering a range of titles including contemporary works, classics, bestsellers and award winning books in all genres for young people.

### HSC Collection

This collection supports the current NSW curriculum and offers resources to prepare students for the HSC exams.

### Junior Fiction

A diverse range of children's books featuring contemporary works by popular authors, classics, and a broad range of genres, topics and reading levels, all aimed at encouraging a love of reading.

### Junior Non-Fiction

Works of non-fiction for children, covering a wide range of interests, subjects and topics. There is a strong emphasis on recently published materials and Australian content as well as materials supporting the school curriculum.

### Picture Books

Picture books use illustrations to tell a story. There are usually large images on each page with a few lines of text, generally aimed at younger children. The collection consists of a range of popular, bestselling and classic titles covering a range of genres, themes, topics and concepts.

### Board Books

Board books introduce babies and very young children to reading and different concepts. The pages of board books are made of hard and durable material. This collection has strong emphasis on early development.

### Junior Readers

The collection contains various books for different reading levels helping develop children's literacy skills as they learn how to read.

### Quarto

A collection of large format books.

## Reference

This collection serves as the starting point for in-depth research and supports general enquiries across a range of subject areas. The collection includes atlases, encyclopaedias and information about science and the arts.

## Local Studies

A collection of current and retrospective material in various formats relating to Willoughby.

## Magazines and Newspapers

The magazine collection consists of a range of popular and informational titles covering a range of areas of interests and subjects, including titles in Chinese, Japanese and Korean languages

The newspaper collection includes various titles in English and Chinese.

## Audiobooks

The collection includes works of fiction and non-fiction for adults, young adults and children in CD and MP3 formats.

## DVD Collection

Films, TV series, documentaries, plays, animations, as well as musicals aimed to support the recreational viewing of the community. The collection includes DVDs for both adults and children.

## CD Collection

A variety of music in CD format covering a range of genres including classical, country, jazz, pop and rock.

## eBooks, eAudiobooks, eMagazines, eNewspapers, Film and Music streaming

Titles in this collection are available through the library's digital platforms.

## Databases

Specialised information to support research, homework, general enquiries, personal interests including lifelong learning for adults, young adults and children across a broad range of subject areas.

## Book Club Kits

Ten copies of the same title available for book clubs. Titles include popular fiction and non-fiction and are aimed at encouraging discussion among readers.

## Find Legal Answers Tool Kit

The Find Legal Answers Tool Kit is a standardised collection of plain English books about the law, held by every library service in NSW.

## Adult Literacy

Adult books and CDs for learning the English language at different levels.

## Music Scores

Music scores across different genres and music styles for a range of musical instruments.

## Stack

The library retains closed access collections of junior and adult materials of enduring demand or merit which may be unsuitable for general shelf access. These items can be used in the library and most can be borrowed.

## Deselection

Collection maintenance includes regular deselection. Library staff use library standards, including usage data, and professional judgement when making deselection decisions.

Ongoing deselection ensures the collections remain relevant, current and of high quality.

Deselection criteria include:

- Currency
- Age of physical items
- Relevance to the community
- Physical condition
- Usage data
- Relationship to existing collection
- Duplicates of material no longer in high demand

Deselected physical items are disposed of according to Council's Asset Management Policy.

## 9. REPORTING REQUIREMENTS

Willoughby City Library reports annually to the State Library of NSW regarding library collections.

## 10. SUPPORTING INFORMATION

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|---|---|
| <b>Governing laws and standards</b>         | <ul style="list-style-type: none"> <li>• Library Act 1939<br/><a href="https://legislation.nsw.gov.au/view/html/inforce/current/act-1939-040#statusinformation">https://legislation.nsw.gov.au/view/html/inforce/current/act-1939-040#statusinformation</a></li> <li>• Library Regulation 2018<br/><a href="https://legislation.nsw.gov.au/view/html/inforce/current/sl-2018-0472#statusinformation">https://legislation.nsw.gov.au/view/html/inforce/current/sl-2018-0472#statusinformation</a></li> </ul>   |
| <b>Related policies and other documents</b> | <ul style="list-style-type: none"> <li>• Willoughby City Library Strategy 2024 – 2028</li> <li>• Our Future Willoughby 2032</li> <li>• Local Studies Collection Guidelines (Appendix B)</li> <li>• Public Library Statistics<br/><a href="https://pls.sl.nsw.gov.au/managing-my-library/public-library-statistics">https://pls.sl.nsw.gov.au/managing-my-library/public-library-statistics</a></li> <li>• Access to Information in NSW Public Libraries: Library Council Guidelines<br/><a href="https://pls.sl.nsw.gov.au/managing-my-library/standards-and-guidelines/library-council-guidelines">https://pls.sl.nsw.gov.au/managing-my-library/standards-and-guidelines/library-council-guidelines</a></li> <li>• Australian Library and Information Association (ALIA) Statement on free access to information</li> <li>• APLA-ALIA Standards and Guidelines for Australian Public Libraries, May 2021<br/><a href="https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021">https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021</a></li> <li>• Living Learning Libraries 7<sup>th</sup> edition – 2024 update<br/><a href="https://pls.sl.nsw.gov.au/managing-my-library/standards-and-guidelines/living-learning-libraries">https://pls.sl.nsw.gov.au/managing-my-library/standards-and-guidelines/living-learning-libraries</a></li> </ul> |

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|                         | Reason for change: Review      |

## Appendix A: Definitions

| Definition                    |  |
|-------------------------------|--|
| <b>Audiobook</b>              | A sound recording of a book  |
| <b>Audio Visual</b>           | Items that involve the use of recorded picture and sound   |
| <b>Collection Development</b> | Collection Development refers to the process of planning, evaluating, building, maintaining, and deselecting a library's collection to meet community demand |
| <b>Deselection</b>            | The continuous, systematic removal of resources from a library based on established criteria   |
| <b>eAudiobook</b>             | A downloadable audiobook   |
| <b>eBook</b>                  | A book available in digital form   |
| <b>eNewspaper</b>             | A newspaper available in digital form  |
| <b>Electronic Resource</b>    | An electronic resource is any information source that the library provides access to in an electronic format   |
| <b>Inter-Library Loan</b>     | An item borrowed from one library service by another on behalf of a customer   |



## Appendix B

# LOCAL STUDIES COLLECTION GUIDELINES

## 1. PURPOSE OF THE COLLECTION

The role of the Local Studies Collection is to provide access to resources and information relating to the local area, including its history and development. Such materials will be relevant to the social, physical, economic and political heritage of the region.

## 2. OBJECTIVE

- To provide a collection of current and retrospective material in various formats relating to Willoughby
- To promote the study and promotion of local studies through resources that can be used for exhibitions, programs and research
- To support understanding of Willoughby's historical and contemporary context
- To actively engage in the systematic selection of appropriate resources
- To preserve, index/catalogue and store historical items for posterity

## 3. TARGET USER GROUPS

- Local community
- General public
- Students
- Researchers
- Council staff and Councillors

## 4. AVAILABILITY AND ACCESS OF RESOURCES

The Local Studies Collection is intended for research and is available to all those who wish to use its resources. The resources are divided into two collections, physical resources and digital resources.

### 4.1 Physical resources

Physical resources are located in Chatswood Library including a portion of the collection stored in the Archives which can be accessed on request by library staff. There may be some restrictions on the use of original and fragile materials. In this instance, a photocopy, a digital copy or microform may be provided. Significant portion of the resources can be searched and discovered through the library catalogue and on the library website.

### 4.2 Digital Resources

Digital Resources are available at the library's *History at Willoughby* webpage. Resources are subject to copyright from the Willoughby City Council. Photographs are catalogued in the *Picture Willoughby* database. These collections are available to view through the library's webpage.

## 5. SELECTION OF MATERIAL

Local Studies staff are responsible for the identification, selection, acquisition, storage and preservation of materials in a variety of formats – printed, visual, physical, microforms and digital. Both primary and secondary resources are collected.

### 5.1 Selection Criteria

- Relevance and usefulness in adding information to the knowledge of Willoughby's heritage
- Duplication of existing material is not required unless duplication improves access
- Item can be accommodated within the limited physical space
- Condition of item, fragility
- Preservation and storage requirements

### 5.2 Collection materials may include

- *Published books*: non-fiction works related to Willoughby and organisations in Willoughby with limited collection of adjacent North Shore Council areas. Works of fiction, poetry or drama set in Willoughby are acceptable. However, works written by local authors with no Willoughby content are not acceptable.
- *Newspapers*: selected hard copies including *North Shore Times* and/or microforms and digital links where available.
- *Published and unpublished reports* e.g. Personal research notes, Manuscripts relating to the region /resident / business etc., theses
- *Local Directories*: includes telephone, street directories and businesses
- *Willoughby City Council and other Government Documents*. Selected documents such as rate and valuation books, management plans annual reports. Current Council Minutes are not collected.
- *Pictorial material*: Photographs (paper based and digital), video, films, slides and artworks.
- *Maps /Plans*: includes house plans, subdivision plans
- *Oral histories*: transcripts and recordings
- Pamphlets / ephemera: includes local election material, postcards, newspaper clippings, media monitor postings, property information
- *Artefacts/ Realia* relating to the Willoughby area activities. Limited collection of items, e.g. trophies, ceramics
- *Born-Digital material*: such as media monitor postings, emails, Facebook posts e.g. [Old Chatswood & The North Shore Memories](#)
- *Community Organisations Resources*: includes physical newsletters and community archives. The content is accessible via external links on the *History at Willoughby* webpage.
- *Family History Resources*. Limited collection including Ancestry.com; Cemetery records, microform indexes

## 6. METHODS OF COLLECTING MATERIAL

- *Purchase*: dependent on budget available and the item's collection priority

- *Donation / Gift:* donors are required to read and sign an agreement form, which addresses copyright, access and reproduction of material issues
- *Creation:* publications, e.g. booklets, extractions from other sources, indexes preferably in digital format

## 7. DESELECTION OF THE MATERIAL

The materials included in the Local Studies collection are part of the heritage of the Willoughby area and The Willoughby City Council, and as such, have permanent historic and cultural value.

### 7.1 Deselection Criteria

| Value                         | Examples   | Deselection Criteria  |
|-------------------------------|--|---|
| Permanent Intrinsic Value     | Local histories, signed documents, Original material | Little or no deselection of materials   |
| Permanent Informational Value | Council Documents, Local studies files               | Management is driven primarily by condition of the material, availability of replacements (in some format) and space availability |

Materials withdrawn from the Local Studies collection will be disposed of according to Council's Asset Management Policy