



# LIBRARY COLLECTION DEVELOPMENT POLICY

<b>Approved</b>	20 November 2019
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<b>Version</b>	2
<b>Responsible Position</b>	Director - Community Culture and Leisure
<b>Administration Reference</b>	5723434

## 1. PURPOSE

To outline how the library service identifies, selects and manages print, non-print and digital resources to meet the changing needs of the Willoughby community.

## 2. CITY STRATEGY OUTCOME

Our Future Willoughby 2028 identified five city outcomes guiding our community's future direction in relation to Council's policy making, along with 29 community priorities. The following three priorities are applicable to a city that is connected and inclusive.

2.3 – Celebrate and encourage our diversity

2.6 – Improve access to digital services in public places

2.7 – Promote accessible services for the community

## 3. APPLICATION

The policy guides library officers with purchasing and deselection decisions for the library collection.

The selection criteria applies to the following collections:

- Adult Non-Fiction
- Adult Fiction
- Audio Visual
- Newspapers and Magazines
- Reference and Information (Not for Loan)
- Local Studies (Not for Loan)
- Children
- Young Adult
- Community Languages
- Language learning
- ESL
- Databases
- E-books and E-audio

## 4. POLICY PRINCIPLES

In developing and maintaining the Library's print and digital collection the Library will:

- treat all customers' information needs with respect
- seek community input into selection decisions through purchase suggestions
- provide a collection that meets 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. POLICY STATEMENT

Council recognises the Willoughby City Library collection is a significant community asset that requires effective and accountable management, particularly in the dynamic global information technology environment, where the provision of both print and ever-expanding range of digital resources must be balanced.

The Library Collection Policy sets a consistent direction for the collection including breadth, depth and formats. It establishes priorities for use of allocated funds as part of broader library strategic planning, and ensures the library provides for the diverse Willoughby community.

Council in accordance to the *Local Government Act 1993*, has regard to the long term and cumulative effect of its decisions. Through the policy, Council commits to balance the range of library resources that cater for current and projected community needs.

## 6. RESPONSIBLE OFFICERS

Chief Executive Officer will ensure:

- the implementation of a Library Collection Policy
- adequate provision of resources to effectively implement the Policy

Community, Culture and Leisure Director will:

- Oversee the implementation of the Library Collection Policy
- Allocate resources to effectively manage the library collection

All Library Staff will:

- Adopt and implement the Library Collection Policy into operational activities
- Ensure compliance with the Library Collection Policy in the performance of their duties

## 7. MONITORING AND REVIEWS

The Collection Development and Acquisitions Librarian will monitor and review the Collection Development Policy every four years.

## 8. SUPPORTING INFORMATION

The policy is used when making purchasing and deselection decisions that relate to the library collection.

### 8.1 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 collection will provide a mix of material that will assist the community meet its cultural, intellectual, vocational and recreational aspirations and include:

- Popular, contemporary material and classic/enduring works in a variety of formats
- Current and historical information on the local area and Willoughby City Council
- Access to resources in languages reflecting the cultural diversity of Willoughby
- Sources on a large range of general subjects with gateways to specialist information
- Material to support primary, secondary and independent students excluding textbooks, which are considered the responsibility of the educational institution.

## 8.2 SELECTION CRITERIA

Selection is undertaken by specialist staff using their professional judgement in applying the following criteria:

- Popularity of author/artist
- Community demand
- Authority of the source
- Literary/artistic merit or positive reviews
- Currency
- Suitability of format/robustness of access
- Relevance to intended audience
- Relationship to existing collection and alternative free sources
- Local interest
- Price/Licencing
- Australian

### Donations

The Library does not accept donations, except for the Local Studies collection.

## 8.3 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 prohibited by law will not be included in the collection and the library complies with the advisory categories as classified by the Australian Classification and Review Board.

Parents/guardians are responsible for determining the suitability of resources used by their children.

## 8.4 COLLECTION MANAGEMENT

### Branch Library Collections

Willoughby Library branches are stocked with general materials selected to meet the particular needs of their surrounding communities. These collections are small and frequently refreshed to ensure they are attractive to local users.

### Closed Collections

The library retains closed access collections of junior and adult materials of enduring demand/merit which should be retained but may be of low demand or in unsuitable

condition for general shelf access. These items can be used in the library and most can be borrowed.

## Deselection

The collection will be maintained to a high standard with ongoing repair, withdrawal and replacement. Ongoing deselection ensures the relevance, currency and quality of the collection and applies to print, audio visual and digital collections. Withdrawal criteria include:

- Currency of material
- Relevance to the community
- Physical condition
- Usage data
- Relationship to existing collection
- Duplicates of material no longer in heavy demand
- Online alternative available

The library recognises that there will be works of enduring merit which should be retained or replaced if available. This particularly applies to the library closed collections. Withdrawn material may be put into the library book sale or recycled.

Governing laws and standards	<ul style="list-style-type: none"><li>▪ Library Act 1939</li><li>▪ Library Regulation 2018</li><li>▪ Living Learning Libraries — a population approach 7th edition Standards and guidelines for NSW public libraries legislation and standards. Library Council of New South Wales December 2018</li></ul>
Document History	<ul style="list-style-type: none"><li>▪ Date adopted – September 2016</li><li>▪ Date amended – 20 November 2019</li></ul>

## Appendix

Definitions	
Audiobook	<ul style="list-style-type: none"><li>▪ a sound recording of a book. It may be in cassette tape, CD or MP3 format</li></ul>
Audio visual	<ul style="list-style-type: none"><li>▪ items that involve the use of recorded pictures and sound. Audio visual items are DVDs, CD and audio books IN CD or MP3 format.</li></ul>
E-audio	<ul style="list-style-type: none"><li>▪ a downloadable audiobook</li></ul>
E-Book	<ul style="list-style-type: none"><li>▪ a book publication available in digital form, consisting of text images or, both</li></ul>
ESL	<ul style="list-style-type: none"><li>▪ English as a second language</li></ul>