The Collection Development Policy is reviewed every three years. Comments and suggestions on the policy are welcome.
1.0 DEFINITIONS

Acquisition. The process of adding material to the collection, including selection, ordering and accessioning.

Age categories.
- **Adult**: 18 years and over.
- **Child**: 0 years to 12 years.
- **Senior or Older Person**: 65 years and over.
- **Young Adult**: 13 – 18 years.

Committee. The Committee of the Southern Tablelands Library Co-operative made up of representatives from Participating Councils.

De-selection, de-accessioning or weeding. The process whereby library materials are permanently removed from the collection.

eBook and eAudio books. Books that are stored in an online format and can be downloaded by a member either in print or to a reading or listening device.

Electronic resources. Resources that are stored in an online form and accessed through the Internet, via electronic databases or on CD-Rom.

Format. The physical forms of library resources, including print and non-print books, DVDs, electronic resources,

LGA. Local Government Area

Local Studies Collection. A collection of diverse material and formats that relate to the history and development of the local area.

Library. All libraries in the Southern Tablelands Library Co-operative network.

Library materials. All library collections and formats including but not limited to books, CDs, audio books, games, magazines, maps, photographs.

Lifelong learning. All continuous learning activity undertaken throughout life, whether formal or informal, often self-motivated.

Not for profit. A non-profit organisation is an organisation that is not operating for the profit or gain of its individual members.

Parent/carer provider. Is the legal guardian of a child and a responsible person over the age of 18 years who has been delegated responsibility for the child by its parent or legal guardian.

Per capita. The amount spent per person on library materials, based on the population of the LGA served by the library service, sourced from ABS data (Australian Bureau of Statistics).
2.0 POLICY OBJECTIVES

The Collection Development Policy (the CDP) provides a formally endorsed framework for the development, acquisition and maintenance of library collections to support the cultural, informational, educational, research and recreational needs of library users in the Southern Tablelands Region.

The CDP policy is used to:

- Guide the selection, acquisition and maintenance of the collections by Library staff.
- Monitor the adequacy and effectiveness of library stock and services to reflect the changing needs of the community.
- Inform the public about STLC’s strategic directions and practices in collection development and to appreciate the principles of selection. Because of the volume of publishing available and STLC’s limitations on budget and space the CDP strives to meet community needs and interests.
- Inform the Committee of the Southern Tablelands Library Co-operative and constituent Councils of the criteria used for selecting materials and the responsibility for the budgeting and development of the collections.
- Ensure compliance with relevant Acts, Regulations and Codes governing Public Libraries in NSW.
- Assist with internal communication and training.

The Collection Development Policy & Administrative Guidelines

The CDP guides staff and informs the public on the principles upon which collection development and management decisions are based. This includes the philosophy that underpins decision making, community demographic data, the budget process, and selection and de-selection criteria. The CDP is reviewed every three years to consider changing trends and needs of the communities served.

Collection development is an ongoing process of assessing materials for inclusion, retention or disposal. Not all our collection resources will be retained indefinitely. A companion document to the CDP, the STLC Collection Development Administrative Guidelines, defines the scope and depth of the collections in more detail. The Administrative Guidelines are reviewed annually.
3.0 GUIDING PRINCIPLES

The Southern Tablelands Library Co-operative Agreement 2015-2018 has been established by Goulburn Mulwaree, Yass Valley and Upper Lachlan Shire Councils. The aim of the Co-operative is to maximise the purchasing power of participant Councils and to enhance the public library services offered by each Council through the sharing of collections, library catalogue and circulation system and website. The following shared principles of selection underpin the delivery of library services to the region.

**STLC Libraries will:**

- Provide free, equal and equitable access to information and ideas for all people in our community regardless of age, race, religion, gender or political affiliation. This is the democratic right of every citizen.
- Support the ideology of an informed and engaged citizenry. The collections will represent diverse points of view and may include materials that some members of the public may consider controversial.
- Provide a range of resources in various formats and for all ages that is responsive to changing needs and interests of the communities served by STLC. Collections will include the media of the day - digital as well as traditional resources.
- Source assistive technologies and alternative format materials to ensure that people with disabilities and special requirements have reasonable equity of access to the collections.
- Do not censor library materials. The choice of materials by adults rests with the individual; the choice of materials for children rests with their parent or guardian.
- Select material using professional reference resources, judgement, knowledge and experience. Decisions are based on the needs and interests of the community with an emphasis on developing skills, knowledge, imagination and creativity. We will purchase materials that our borrowers need and want.
- Every member of the community shall have the right to suggest materials for consideration of purchases by the library service.
- Have a 'steady state policy' that ensures that the purchase of new resources is offset by weeding (de-selection) and disposal of a corresponding number of items.
- Develop library collections in a professional manner to meet State Library of NSW (SLNSW) standards as set out in the current edition of *Living Learning Libraries: Standards and guidelines for New South Wales Public Libraries*, in particular, to meet the baseline standard of expenditure on library collections per capita and the baseline standard of collection holdings per capita.
4.0 LEGISLATIVE PROVISIONS

STLC operates within the framework of the NSW Library Act 1939 and complies with the following state and Commonwealth legislation applicable to public libraries:

- NSW Library Act 1939.
- NSW Library Regulation 2010.
- NSW GIPPA (Government Information Public Access) Act.
- Copyright Act 1968 and licence conditions.
- Copyright Amendment (Digital Agenda) Act 2000.

Benchmarking guidelines

- Standards and guidelines for Australian public libraries (latest edition).

STLC complies with the Library Council of NSW guidelines and standards wherever possible, and strives to meet ALIA (Australian Library and Information Association) statements on library practice. For the most recent versions of the ALIA policies go to http://www.alia.org.au/policies

- ALIA Statement on Free Access to Information
- ALIA Statement on Libraries and Literacy
- ALIA Statement on Information Literacy for all Australians
- ALIA Statement on Library Services for People with disabilities
- ALIA Statement on Professional Conduct
- ALIA Statement on Public Library Services
- Aboriginal and Torres Strait Islander protocols for libraries and information services. ALIA, 1995.

5.0 POLICY STATEMENT

STLC is committed to providing free, impartial and equitable access to library services and resources to meet the cultural, informational, educational, research and recreational needs and interests of library users in the Southern Tablelands region.

To achieve this, STLC aims to develop a collection that:

- Provides a balanced collection of resources including popular and enduring works.
- Promotes literacy, the joy of reading and lifelong learning.
- Is flexible to meet the changing needs and interests of the Southern Tablelands community.
6.0 THE POLICY

6.1 Overview

Under the Southern Tablelands Library Co-operative Agreement, the participating Councils of Goulburn Mulwaree, Upper Lachlan Shire and Yass Valley are responsible for providing public library services within their own LGA. However, under the Agreement Participating Councils have agreed to share collections, library systems and a website in order to provide the best possible library services to their communities. Goulburn Mulwaree Council administers the Agreement and provides a number of services to the other Councils on a fee for service basis.

Public Library Services in the region are provided via a network of libraries in Crookwell, Goulburn, Gunning, and Yass, and service points at Marulan, Murrumbateman and Binalong. The collections of all Participating Libraries are accessible through all libraries and transported by courier between libraries as requested.

Each Council Library Service has its own collection and acquisitions budget.

STLC Libraries aim to meet the CDP objectives by the following means:

- Regular collection evaluation to assess collection usage and determine purchasing requirements.
- Researching their Councils demographic profiles to plan for the growth and development of collections.
- The use a variety of selection methods and resources to ensure a broad range of resources are considered for inclusion in the collections, including recommendations from the public.

6.2 Procurement and purchasing practices

The selection of most library resources is undertaken by Goulburn Mulwaree Library staff on behalf of all Participating Councils as part of the STLC Agreement. Upper Lachlan Shire and Yass Valley Libraries select, purchase and process their own Magazines, DVDs and Adult Music CDs. Input on selection decisions is made by Officers in charge of each Library Service. De-accessioning activities are undertaken by staff at individual Participating Libraries in line with shared guidelines and policies approved by the Committee of the STLC.

Purchasing practices shall ensure that prudent use is made of library funds. In Australia the library supply chain follows three models:

1. The library does all selection, cataloguing and processing in-house.
2. The library fully outsources selection, acquisition and supply of shelf-ready materials.
3. The library uses a combination of the above.
STLC has chosen the third option.

6.3 Collection building and budgeting allocations

Collection development practices are influenced by community demographics (e.g. current population figures as provided by ABS), collection analysis and evaluation, the annual budget allocation for acquisition for each library service and membership figures.

STLC collections are dealt with as a whole, although demographic variations within the region may influence the specific needs of any one of the participating libraries. Regional difference and identity is encouraged and reflected in individual library collections.

Many factors are used to determine which sections of the collection require development and the recommended budget allocations for each financial year. These factors are the size of the collection, its age, relevance and its use. Longer term plans are developed from collection and community needs assessments.

6.4 Censorship and Classified Material

Censorship of materials is the role of the state and federal government censorship bodies and is not the role of the public libraries. STLC libraries will acquire material from a diversity of viewpoints to enable citizens to make informed choices. As a democratic society, the Library upholds the right of individuals to obtain material that may be controversial, unorthodox or unacceptable to others:

- Libraries are an unbiased source of recorded knowledge and ideas.
- STLC libraries accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.
- STLC libraries endeavour to provide comprehensive and balanced collections, as far as budget, space and availability of materials allow.
- Materials should not be excluded on moral, political, racial, religious, sexist, language, or other sensitive grounds alone, whatever pressure may be brought to bear by individuals or groups, except where subject to lawful Federal or State prohibition (e.g. by the Office of Film & Literature Classification).
- Material classified by the Office of Film & Literature Classification, i.e. G, PG, M, MA15+ may be purchased subject to the selection criteria set out in this policy. ‘Material rated ‘R’ by the Office of Film & Literature Classification will not be purchased. Material rated as ‘MA15+’ by the Office of Film & Literature Classification will not knowingly be made available for loan to persons outside the classification.
- Collections should not be limited because of the possibility that material may fall into the hands of children. Monitoring the reading of children is the responsibility of parents or legal guardians; staff should not exercise censorship in the selection of materials by rejecting, on moral, political, racial,
religious, sexist, language, or other sensitive grounds alone, material which is otherwise relevant and meets the Library’s standards.

- The arrangement of collections should facilitate access. Restricting access to certain titles or classes of materials, e.g. by holding them in special collections available on request, may be an indirect form of censorship. Materials should not be held in closed access except for the express purpose of protecting them from injury/theft or where legal restrictions regarding access to material must be observed.
- Continuous review of material held in collections is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.

6.5 Consultation in selection

STLC Libraries acknowledge the importance of community consultation in developing library collections and may use a variety of methods to elicit feedback. Suggestions and requests for purchase by library members are encouraged through:

- Staff interaction with library users.
- Suggestions for purchase.
- Focus group sessions with targeted community groups to identify specific needs.
- Surveys to measure satisfaction with the range of and quality of material.

Suggestions are subject to the selection criteria outlined within the CDP. The library will give serious consideration to a purchase if it is within budget allocation. Library Officers in Charge of participating library services reserve the right to make a final decision regarding these issues.

6.6 Physical presentation criteria

The format chosen will be that which will best encourage the use of the materials, and conveys the information to the user in the best and most appropriate way.

Second-hand books are not purchased.

6.7 Duplication and replacement of materials

Broad coverage rather than multiple copies is the preferred option for most collections.

- Multiple copies and new editions and formats are selected based on user demand, anticipated popularity and/or already prescribed standing orders.
- Additional donated copies may be added temporarily to meet extra demands.
- Where an item from a set or series becomes damaged beyond repair or is lost, then replacement will be considered after assessing the relevance and need for the total series.
• Reading Club (Read & Connect) Kits materials are acquired in multiples, normally ten copies.

6.8 Donations

The Libraries welcome donations of books and other material, provided they are in good condition. However, material is accepted on the clear understanding by the donor that the library service may dispose of those items which fail to meet the criteria for collection development and they may be discarded at a later date in accordance with collection maintenance guidelines.

- Donations of duplicate current or popular material will only be accepted to meet a short-term demand.
- As a general rule material older than two years will not be selected for inclusion unless it fills gaps in the collection or replaces missing or damaged items.
- Donations that are accepted become part of the collection and are subject to the same criteria for loan, weeding or transfer as other material in the collection.
- All accepted donations become the property of the receiving Library and conditions may not be imposed by the donor.
- Since all gift materials that are added to the general collections are shelved in the appropriate subject classification, the Library cannot maintain separate named collections.

6.9 What is Not Collected

STLC seeks to provide a collection of lifelong learning resources for all ages. It is not the role of public libraries to support study curriculums. The following are not collected:

- Text Books for formal courses of study, unless the best authority on a subject.
- Specialist or academic texts, which are readily available on Inter-library loan.
- Reference resources will not normally duplicated in hard copy if an electronic version is available via online access. Material in an outdated format or for which no access equipment is available e.g. videos.
- Curriculum materials
- Extensive duplication to meet class requirements.
- Expensive low interest items.
- Collectors items, although some may become collectable over time.
- Material that cannot stand up to the demands of library use (flap books, loose-leaf folders, spiral binding) except for Local Studies Collection.
- Materials that present a risk to safety or loss (i.e. include small, removable components).
- Council documents are not added to the collections on a permanent basis although they may be made available in libraries to meet specific community needs.
6.10 Inter-Library Loans and Special Needs

**Inter-library loans:** can be used to supplement local collection development. Material that is not held by the STLC or is not available for purchase, or is of lower priority within the collection development policy can be obtained through inter-library loan at a fee to the requester. Items first published within past 12 months and meeting the CDP may be considered for purchase.

**Special needs:** Bulk loans of materials to suit special needs can be obtained by STLC libraries from the State Library of New South Wales at no cost to the client. These include audio books, large print materials, and English as a Second Language (ESL) materials and Languages other than English (LOTE).

**Languages other than English:** The decision to select materials in languages other than English (LOTE) is based on identified need and is reviewed after each census. When a population of speakers of a particular language reaches a significant level in a community items in that language will be purchased for the relevant collection. At the most recent census none of the LGAs participating in the STLC had any significant LOTE group.

6.11 The Collections

The *Collection Development Administrative Guidelines* define collection management practices for each collection in detail.

**The Collections**

**Lending Collections: Fiction**

**Non-lending Collections**

- Adult
- Large Print
- Audio Book
- Young Adult
- Junior

**Lending Collections: Non-fiction**

- Adult
- Large Print
- Audio Book
- DVD
- Young Adult

**Lending Collections: Other**

- Magazines
- Music
- Stack

**Online Resources**
6.12 Collection Maintenance

6.12.1 Replacement & repair

Library items will be made ‘shelf ready’ appropriate to the current agreed standard.

STLC recognises its responsibility to maintain the collection in good condition and takes preventative measures to extend the life of the lending collection:

- Material in poor physical condition will be repaired, discarded or replaced. Generally only minor repairs are undertaken by library staff.

6.12.2 Stocktaking

Stocktaking is intended to maintain the integrity and accessibility of the physical collections. This ensures that missing and damaged items are identified by staff and records amended. Continuous collection monitoring such as weeding, actioning missing, claimed return reports should allow the collection records to be as up-to-date as possible and render the need for a mass stocktake redundant.

6.12.3 Disaster Planning

Individual Participating Libraries should develop disaster management plans for management of assets at each location.

6.13 De-selection and Disposal

With expanding areas of knowledge, changing social values, technological advances and increasing cultural difference, Library collections are constantly assessed for currency and relevance. Library materials are removed from the collection according to the following principles.

6.13.1 De-selection (weeding) principles

- Weeding will only take place with the overall objective of improving the collection.
- Weeding will take place according to the Weeding Guidelines.
- Weeding will take place in response to current trends.
- Weeding will not take place on the basis of personal taste.
- Removal of the work will be undertaken in an accountable process as identified in paragraph 6.13.2.
Library Staff shall not notify customers or any non-essential third party when a decision has been made to remove a work or the manner by which the work is to be disposed.

When considering material for weeding the Library will have regard to whether the work falls within any of the following categories:

- The work falls below the aesthetic or educational merits of the collection.
- Lowers the overall quality or representation of any area of the collection.
- A superior work has been acquired.
- The work is beyond repair to an acceptable standard.
- Duplication where that duplication serves no scholarly or educational purpose.
- The work no longer meets current collection development guidelines.
- The item has been replaced by an electronic resource available for region-wide access, either from within the branch library and/or remotely from home.
- Works in the lending collection that have not been borrowed for three (3) years will be assessed for weeding.
- Language collections no longer in use due to demographic changes.

### 6.13.2 Disposal

Materials (or donations not added to the collection) may be:

- Re-allocated to other collections within STLC.
- Sold at library book sales.
- Donated to a state, local government, or other government entity, prisons or a charitable organisation (that is, a not for profit entity or one that exists for a public purpose) and retirement homes provided there are no licensing restrictions placed on them.
- Offered to a more appropriate library/museum/archive/community group.
- Returned to the donor at the time of donation only.
- Material that is misleading or damaged beyond repair will be disposed of.
- Non-print library materials will be destroyed if it is necessary to ensure compliance with any licensing conditions.

### 6.14 Depreciation

The depreciation period used for public library collections is 5 years. This period recognises that most material held by the library would be kept for a period of 5 years apart from those withdrawn due to damage. Newspapers and Electronic Subscription Services are expensed in the year of purchase and therefore not depreciated. While not a factor in determining whether or not an individual item should be retained the depreciation rate does reflect the period that an average item would be expected to remain either in a good enough physical state to be kept or for the content to remain sufficiently up-to-date.
6.15 Evaluation of collections

The effectiveness and success of collection development and management is measured by an analysis of performance data, community and staff feedback. Book borrowing statistics alone do not measure the effectiveness of service provision; they measure customer ‘reads’ not stakeholder ‘needs’. The social benefits of library services require more complex measures, including quantitative and qualitative methodologies that are client-centred and collection-centred – benchmarking, statistical analysis, qualitative collection assessment and community analysis.

6.15.1 Benchmarking - New South Wales and Australian public libraries.

  - Expenditure per capita
  - Items held per capita
  - Acquisitions per capita per annum
  - Age of collection
  - Turnover of stock (loans)
  - Circulation per capita


6.15.2 Statistical analysis

A variety and combination of techniques will be used to assess the collections. Quantitative measures reveal size, age, use, costs and other numeric data:

- Turnover statistics for all collection genres, format, reading level, author.
- Identify heavily used items (scrutinise reserves, circulation records, stock turnover).
- Identify lightly or non-used items.
- Identify items not currently in the collection but that would receive use (gap analysis).
- Identify barriers that inhibit collection use.
- Collection currency and age.
- In-library use for Local Studies and/or Reference materials.

6.15.3 Qualitative collection assessment

Qualitative measures are obtained through subjective evaluation by library staff, appraisal from subject experts, or the opinion of clients.

6.15.4 Community analysis

STLC will develop collections by addressing the needs and interests of users and non-users.
Core users of our library services are active and passive users (lapsed users) and are “easy to reach” but at least 40% of our communities are “hard to reach” or “unreachable”. These people need libraries the most but use them the least. An increasing number of people don’t need free library services at all; they buy what they need or use the internet for their informational needs.

STLC Libraries will make every effort to identify who is and who isn’t using our libraries. If we are to actively pursue an inclusive, needs-based library service efforts should be made to identify long-term community interests.

### 7.0 RISK ASSESSMENT

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<thead>
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<th>Risk Category - Community</th>
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<td>Asset management</td>
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<td>Committees – STLC</td>
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<tr>
<td>Project management</td>
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**Issues**
- There are social, cultural and economic impacts related to this policy to the community.
- Sustainable asset management relies on the implementation of sophisticated asset management planning. Failure to maintain the currency of asset information and to implement the appropriate management regimes will lead to asset degradation.
- Disaster planning is recommended for collections.

### 8.0 BUDGETARY IMPLICATIONS

Library collections are a very significant capital investment for local government.

### 9.0 IMPLEMENTATION STATEMENT

<table>
<thead>
<tr>
<th>Responsible Officer</th>
<th>Southern Tablelands Library Co-operative Manager</th>
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<td>Upper Lachlan Shire Council</td>
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**Implementation Statement:**
2. Align to management plans, financial plans and asset registers.
3. Disaster plans are developed by each library.
4. Compliance with GIPPA obligations: The CDP Policy included on STLC’s website.
5. Staff training.

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