

Bundaberg Regional Library Service Collection Development Governance Policy

GP-3-064

Rev. No. 1

1.0 INTENT

To define the collection development policy of Bundaberg Regional Library Service.

2.0 SCOPE

Not applicable.

3.0 POLICY OBJECTIVES

The objectives of this policy are:

- a) to develop a collection which meets the needs of the community;
- b) to ensure the best possible collection within budgetary bounds.

4.0 POLICY

4.1 Statement of Purpose

The Bundaberg Regional Library Service's purpose is to satisfy the Bundaberg region community's information, cultural, recreational and educational needs by providing and promoting a quality Library service with easy access to resources, managed cost effectively by skilled staff.

The goals of the Library Service are to:

- a) provide and continually develop a quality service to meet the changing needs of the community;
- b) facilitate a progressive, efficient and effective Library service through planning, evaluation and communication;
- c) develop the quality and quantity of the facilities and collection resources to reflect community needs;
- d) promote awareness of the Library service and its value to the community;
- e) provide adequate levels of well trained staff to maximise efficiency in the use of Library resources and provision of services; and
- f) provide the best possible Library service through cost effective allocation of the budget.

4.2 Materials Selection

The purpose of materials selection is to support the Statement of Purpose of the Library Service, which is, to meet the informational, cultural, recreational and educational needs of the local community.

The Library's goal is to develop the quality and quantity of the facilities and collection resources to reflect community needs.

The aim is to provide:

- a) a balanced collection including popular material and works of literary merit for recreational use in a variety of formats and for all ages;
- b) materials appropriate to the development and strengthening of the cultural life of the community;
- c) materials for information and reference in a variety of formats considered appropriate to the collection and the needs of the community; and
- d) educational material in a variety of formats considered appropriate to public library collection.

4.2.1 Responsibility for materials selection

The Manager, Bundaberg Regional Library Service, is responsible for the management of the Library Service, including all aspects of materials selection. The Manager, Bundaberg Regional Library Service is responsible for materials selection for the adult collections in the Library.

The Youth/Community Services Librarian is responsible for materials selection for the junior and youth collections in the Library.

Responsibilities and duties relating to materials selection may be delegated to other suitably qualified staff.

4.3 Selection Criteria

Materials selected for inclusion in the collection must meet one or more of the following criteria:

4.3.1 Suitability

Material should be suitable to meet the information, cultural, recreational and educational needs of the community, including special groups such as people who are visually or hearing impaired. Material should be at levels and in language appropriate for the community, such as children, literacy students, people for whom English is a second language.

4.3.2 Relevance

Material should be relevant to the present and future interests of the community considering such factors as age, ethnicity, education, etc.

4.3.3 Currency

Material should be up-to-date and provide current information with an appropriate level of content.

4.3.4 Authority and accuracy

The expertise of the person(s) responsible for the material, and the accuracy of the information contained should be assessed.

4.3.5 Demand

Material produced by popular and in demand authors or illustrators should be included.

4.3.6 Country of origin

Preference will be given to material published about Australia and neighbouring regions, or, by Australian authors, artists, illustrators, etc.

4.3.7 Historical importance

Material which is important as an historical record for present and future use, such as local history.

4.3.8 Physical format

Material will be assessed for its suitability for circulation and heavy use.

4.3.9 Cost

Material will be assessed by cost, but the major consideration will be the relevance of the item to the collection.

The Statement on Free Access to Information issued by the Australian Library and Information Association (ALIA) should be an important consideration when determining selection (see Appendix, section 4.11).

4.4 The Collections

For the purpose of selection and collection development, the Library Service's collection is divided into the following areas:

4.4.1 Adult collection

This collection provides a range of resources in print and non-print formats, to meet the information, cultural, recreational, language and literacy needs of adults.

This collection aims to cater for the widest range of reading levels and interests.

Resources are also provided in a variety of formats such as large print, books on CD, magazines, newspapers, and DVDs.

4.4.2 Children's collection

This collection provides a range of resources in print and non-print formats for children from birth to twelve years. Overlaps occur between the picture book and children's fiction collections, and between children's fiction and youth fiction collections. As children vary enormously in their intellectual and physical growth, their needs and abilities at various levels must be considered. The overlap also allows children the freedom to move between the collections for recreational reading purposes.

The children's collection aims to:

- a) meet the informational, cultural, recreational and developmental needs of children in the community;
- b) enable children to discover the enjoyment and appreciation of reading for pleasure and information;
- c) provide materials to stimulate the child's imagination;
- d) assist in the development of individual abilities;
- e) encourage a lifetime love of books, as well as an established pattern of Library use.

4.4.3 Youth collection

This collection provides a range of resources in print and non-print formats for young adults in the twelve (12) to seventeen (17) year age range. As with the children's collection, there is an overlap between the children's collection and the youth collection, and the youth collection and the adult collection.

The youth collection aims to:

- a) recognise the needs and interests of teenagers;
- b) act as a link between the children's and adult collections;
- c) provide a focal point for teenagers in the Library, which recognises their special needs;
- d) continue to encourage a lifetime love of books, as well as an established pattern of Library use.

4.4.4 Non-fiction

The non-fiction collection provides material across a wide range of subject areas, particularly those which are popular and requested by users.

The collection has a strong emphasis on materials with a practical application, which may be used for informal instruction and self development. Contemporary issues and interest are well represented, as is a balance of viewpoints on controversial topics.

The children's and youth collections cover a variety of levels of difficulty and depth to meet the needs of their readers' developing interests and abilities.

4.4.5 Fiction

Fiction is provided for adults, youth and children. The collection caters for a variety of reader interests, tastes and reading skills. A wide range of genres, popular best sellers, classics, Australian authors and award winners are represented.

Ideally, new novels are selected prior to publication in anticipation of reader demand.

In addition to the traditional hardcovers, a browsing collection of paperbacks is provided for readers who prefer the convenience of this format, and in recognition of the fact that many titles are only available in this format.

4.4.6 Junior picture books

This collection is intended for use by parents together with young children, or by young children themselves. Included are stories without words, stories to read to children, introductions to pictures, words and concepts, and basic stories through to sophisticated picture books for older children.

4.4.7 Reference collection

The reference collection provides ready access to recent and current information on a broad range of subjects. The collection also contains

valuable historical information such as local history and genealogy. Reference materials are available for use in the Library only.

The collection includes among other standard reference works, encyclopedias and dictionaries, yearbooks, maps, atlases, telephone directories, and Australian Bureau of Statistics information.

Materials are updated as regularly as possible.

4.4.8 Magazines

The collection consists of magazines for all Library users on a wide range of topics from both Australian and overseas publishers.

Whereas the majority of titles are of broad general interest, some scholarly Australian journals are purchased because of the importance of their contents.

4.4.9 Large print

With their larger than usual typeface, large print books cater for people with a preference for larger types and for those with a visual disability.

The collection consists of a comprehensive range of fiction and non-fiction. Standing order arrangements ensure that regular and large quantities are purchased to satisfy the high level of usage.

4.4.10 Books on CD

A collection of abridged and unabridged works containing fiction and non-fiction titles is available for use. This collection includes popular titles, plays, poetry, self instruction items and a comprehensive collection of language learning kits with course books.

Unabridged books on CD, recorded and purchased for blind and other print-handicapped people, are given special emphasis because of the high level of usage. Purchase is determined by quality of production.

4.4.11 DVDs

A balanced collection of entertainment, documentary, instructional and cultural material is purchased for adults, youth, and children. DVDs are recognised as an alternative format for providing information and entertainment, and as such form an integral part of the general collection.

Captioned DVDs and subtitled classic foreign language films are purchased where appropriate and as they become available, with the intention of establishing a substantial collection.

Council will not be liable for any damage which occurs as a result of using a borrowed DVD.

4.4.12 Newspapers

The Library purchases the major east coast national daily papers as well as selected daily and weekly Queensland papers.

Newspapers are for use in the Library only. Back issues of non-local papers are retained for three (3) months.

Local papers are retained until microfilm copies are provided for inclusion in the Library's microfilm newspaper collection.

4.4.13 Recorded music

Recorded music is purchased on compact disc (CD) and DVD and covers a wide range of listening interests. While particular emphasis is given to categories not readily available locally, the collection will not overlook popular music.

4.4.14 Foreign languages

Books in languages other than English are not purchased. The Library obtains bulk loans from the State Library of Queensland, which are exchanged regularly.

Donated foreign language materials are forwarded to the State Library of Queensland for inclusion in its lending collection.

4.4.15 Microfilm Collection

Local newspapers and where possible other relevant local regional papers are provided on microfilm for general users and researchers. A small collection of indexes and historical publications on microfiche is held also.

4.4.16 Literacy materials

This basic collection is for adults, youth, and children who wish to improve their literacy skills.

4.4.17 Puzzles and games

A special collection of education puzzles and games, for use as part of supervised play and storytelling sessions is housed with the Youth/Community Services Librarian. Pop-ups and other special activity picture books complete this collection.

A selection of general board games are also available for use by children and their parents/guardians when the Youth/Community Services Librarian's office is attended.

4.5 Donated materials

Donations are accepted with the understanding that they will not necessarily be added to the collection. The material will be judged by the same selection standards as applied to new purchases. Unsuitable donations will be discarded, held for a future Library book sale, or passed on to Council's recycling facility.

4.6 Weeding

Materials which are outdated, badly worn or mutilated, or no longer in demand or of interest, will be removed routinely from stock. Weeded items may be discarded, held for a future Library book sale, or passed on to Council's recycling facility.

4.7 Public Input

At all times, consideration will be given to purchases recommended by Library users. The same selection standards will be applied as for all new purchases.

4.8 Controversial works and censorship

The Library recognises that some works are controversial and may offend some users. It should be appreciated that selection is based on the merits of the work in relation to collection building and to meeting the interests of readers.

Library materials will not necessarily be marked or identified to show approval or otherwise of contents.

It is the responsibility of parents or guardians to assess the suitability of materials used by children.

4.9 Selection and educational institutions

The Library's books are selected to provide informational services to the community as a whole, rather than those specifically attending educational institutions.

Materials set for study by local educational institutions will be included in the collection where found to be appropriate to the Library's general requirements. The Library complements but does not replace the school, university, or college library.

Existing Library resources will be used to provide information for assignments. The cooperation of local educational institutions will be sought to ensure the Library is able to assist with projects and assignments, rather than having the total burden of providing resources placed upon it.

4.10 Review of the Collection Development Policy

The Collection Development Policy will be reviewed every two years to ensure that the information included in the policy remains true and accurate, and to allow for any changes in policy in the future.

4.11 Appendix - ALIA Statement on Free Access to Information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

- asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
- adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
- ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
- catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
- protecting the confidential relationships that exist between the library and information service and its clients;
- resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
- observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

(Source: ALIA, <http://www.alia.org.au>, statement adopted by ALIA 2001)

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Collection Development Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS

GP-3-060 Bundaberg Regional Library Service Donations Governance Policy

GP-3-053 Bundaberg Regional Library Service Code of Conduct Governance Policy