

ALEXANDRINA LIBRARIES – COLLECTION DEVELOPMENT

First Approved	July 2011
Review Frequency	4 yearly or as required
Last Reviewed	21 September 2020
Next Review Due	September 2024
File Number	18.63.001/PL202082
Responsible Division	Wellbeing
Related Documents	Alexandrina Council: Community Strategic Plan 2014 - 2023 Disposal of Land and Other Assets Policy One card operations guide Section 4, Collection management maintenance 2017 SA Public Library Network Collection Policy 2015 Public Library Service (PLS) cataloguing guidelines April 2017
Applicable Legislation	Nil

Preamble

The contents of and the commitments that Council make in this policy are not intended to be any more than a statement of the Council's general position in relation to these matters, and to facilitate its aspirations wherever it is reasonable to do so.

Overview

Alexandrina Libraries are committed to delivering vibrant and inclusive places that support learning, literacy, recreation, culture and the information needs and aspirations of our community. The library service is much more than books; it provides a place for enjoyment, a place to relax, a place to learn new skills, a place to meet others. The library gives a sense of place to our community, and a place which promotes community participation through programs and providing opportunities for volunteers.

Purpose of Policy

This Collection Development Policy is a document to assist, plan, build and maintain the library collection based on the library's objectives and the needs of the community. It takes into account the existing collection, the library's internal and external environment and the finance available. This Policy is written for members of the community, staff, managing bodies, and other stakeholders who may be interested in the collecting intentions and practices of Alexandrina Libraries.

Policy Objectives

The objectives of this policy are:

- To provide a framework to ensure that the collection continues to support the library services;
- To ensure the development of a balanced, relevant and up-to-date collection;
- To present a public document to all members of the community who are encouraged to have input into the development of the collection;
- To act as a working tool to provide guidance to staff in the selection of materials; and
- To establish the parameters of the collection, and identify its strengths and weaknesses, as well as areas for potential development.

Library Profile

The Alexandrina Library network comprises Library and Customer Service Centres located at Goolwa and Strathalbyn with Library Depots located at Milang, Port Elliot and a day kiosk at Mt Compass. Library materials are also delivered to the homes of frail aged people who are physically unable to visit one of our service points, as well as residential aged care facilities. Access to library services is also available via the internet.

The Library Service manages a collection of 43,610 items and has a membership of 9,060 (as at January 2020).

The development of the Libraries SA 'one card network', a consortium of all SA public libraries sharing their resources through one library management system (LMS) has improved ease of access and created opportunities for the community to connect to a diverse and expansive state-wide collection, borrowing via the online catalogues or apps.

The libraries are used extensively for traditional lending services plus Internet access and training, personal computing, reference, research, local history and genealogy, stories and crafts for children, adult events and programs, as well as being great social gathering places for residents, volunteers and visitors.

The Collection

The library's collections include materials in a wide variety of formats covering a broad range of interests which support the library's values. An emphasis on access to the collection is the primary focus, rather than one of preservation of items, with the exception of the local history collection. Consideration is given to the predicted long term needs of a rapidly growing and changing community.

Access to the Collection

Access to the collection is via the SA Libraries one card online catalogue which provides remote 24/7 access to the entire SA Public Library collection via the library catalogue and a change to digital resources (e.g. e-books, e-audio, digital magazines, genealogy resources etc.).

Funding Partners

As part of the South Australian Public Library Services (PLS), Alexandrina Libraries receive a Materials Subsidy from the Libraries Board of South Australia. In addition, Alexandrina Council contributes additional funding for stock.

Community Language (Languages other than English) items are purchased by PLS and distributed to specialist language libraries within the SA Libraries one card network.

Responsibility for Collection Development

Ultimate responsibility for the selection of materials rests with the Senior Library staff, with input from other library staff. Operational responsibility for the selection of materials is delegated to professional staff as appropriate.

General Selection Criteria

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

- appropriate to the needs and interests of intended users;
- in appropriate formats for specific user needs (e.g. large print and audio books for sight impaired);
- at levels and language appropriate to specific user needs (e.g. children);

- in languages appropriate to specific user needs (e.g. Community Languages);
- provides current information;
- published by popular authors and/or in popular demand;
- an emphasis on popular culture;
- an Australian focus;
- of literary merit (e.g. award-winning titles);
- published by the Alexandrina Council;
- of local and/or historical significance to the local community;
- covers a broad range of views and opinions; or
- falls within appropriate budget constraints.

Additional Selection Issues

- Materials not to be selected: Generally speaking, the library does not select specialist academic materials; textbooks (unless suitable for general library use); rare books or unusual material that requires special handling and/or preservation or material that is very expensive and judged to be of low sustained interest.
- Suggestions and requests by customers: These are encouraged and evaluated by a designated staff member, in accordance with this policy, and if suitable, are incorporated into the selection process.
- Donations and gifts: These are subject to the same selection/de-selection criteria as items purchased for collection. Materials which are not suitable for inclusion in the collection are incorporated into the book sales to raise funds for the library, or discarded. Some specialist items may be passed to other institutions, e.g. State Library of South Australia or the National Trust of South Australia.
- Distribution of new stock: New stock is allocated using the following calculations - Goolwa Library & Customer Service Centre 50%, Strathalbyn Library 40%, Milang Library 5% and Port Elliot Library 5%. No community stock is held at the Mount Compass Library Kiosk.

Overview of Collection Categories

The collection includes materials in the following categories:

- Non-Fiction (Adult, Children's and Youth);
- Fiction (Adult, Children's and Youth);
- Large Print (Fiction and Non-Fiction);
- Audio Books (Compact Disc format);
- Children's Collections;
- Graphic novels;
- DVDs;
- Music (Compact Disc);
- Magazines and Newspapers;
- Jigsaws;
- Family and Local History Collection;
- Local Collection; and
- e-Books, e-audio, digital magazines (centrally purchased by PLS) downloads.

Collection Management

Collection Evaluation

Each part of the collection should be evaluated at least annually. Attempts are made to fill any gaps in the collection and to maintain a relevant, well-balanced, current and functional collection. Use and user studies may be used to assist in this process. An emphasis on access to the collections is the primary focus, rather than preservation.

Collection Maintenance

The collection is maintained using the following measures:

- De-selection/weeding – Materials are removed from the collection if they are rarely used; obsolete; out-of-date; inaccurate; damaged; and duplicated by other copies or similar items. Weeded material in reasonable condition and with an annual cumulative value of less than \$5,000 may be offered to charitable or non-profit community organisations, in accordance with the 'Disposal of Council Land and Other Assets' Policy and with the approval of the Chief Executive or delegate.
- Replacement and repair of materials – The decision to replace damaged materials is based on relevancy and the availability of multiple copies. Damaged materials that are assessed as still being of value to the collection are repaired at the discretion of the Senior Library staff. Attempts are made to replace damaged materials that are still of value to the collection.
- Stocktaking – A regular removal of missing items is undertaken from monthly reports.

General Weeding procedure aims to:

- Identify and withdraw incorrect or out-dated material (more than 10 years old);
- Remove from the collection those materials that are no longer being used, including superfluous or duplicate material. Where appropriate, these are offered for sale at regular book sales; and
- Remove worn or damaged materials and, if unserviceable, dispose to recycling.

Consultation

Council will determine on a case by case basis at the time of its resolution whether consultation is required.

Customer Complaints

Libraries provide both a physical collection of material and also a digital collection through third party vendors. The South Australian Network Collection Policy aims to foster the development and maintenance of a broad and diverse collection that is of interest to all South Australians.

Material supplied in libraries and eBooks and Audiobooks are available for general public access under the Commonwealth legislation Classification (Publications, Films and Computer Games) Enforcement Act 1995. <http://www.legislation.act.gov.au/a/1995-47/current/pdf/1995-47.pdf>

In accordance with the ALIA and IFLA statements on freedom of access to information, SA libraries do not censor, remove, or restrict titles that some customers may find offensive. Parents or legal guardians are strongly encouraged to be responsible and supervise their child's choice of library materials and online activities

From time to time network libraries need to respond to customer complaints about the content of particular titles or about a genre or collection of library material.

The following sample letter may be used as a template for responding to customers

Dear . . . ,

Thank you for your letter dated . . . regarding the *book / DVD*. . . .

South Australian library customers hold a diversity of opinions and beliefs, as you would expect in a state with over one and a half million people.

It is your library's aim to cater to a wide variety of interests, views and tastes in the selection and acquisition of resources. Over four million items are now available to library users through the One Card system.

Because individuals have different ideas and values these are sometimes going to clash with those held by others: it is inevitable that some of our materials will offend some people some of the time.

Materials purchased for library collections are openly available through bookshops or online. In acquiring materials the library follows the guidelines set out by the Australian Classification Board and decisions made by the Australian Classification Review Board. Public libraries support the Australian Library and Information Association statement on the freedom to read.

<http://www.alia.org.au/about- alia/policies-standards-and-guidelines/statement-free-access-information>

Yours Sincerely,

Delegations

Council acknowledges that the Chief Executive may sub-delegate matters related to this Policy to staff or other persons employed or engaged by council.

Documentation

To assist in demonstrating that Library Collection Development processes are cost effective, fair, transparent and accountable, and meet community needs, we will document all material associated with Library Collection Development.

Availability of Policy

This Policy will be available for inspection at the Council's offices during normal business hours and on the Council's website www.alexandrina.sa.gov.au. Copies will also be provided to interested members of the community upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

