ALEXANDRINA LIBRARIES – COLLECTION DEVELOPMENT

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<td>Related Documents</td>
<td>Alexandra Council: Community Strategic Plan 2009-2013</td>
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<td></td>
<td>CREW: a weeding manual for modern libraries, Texas State Library and Archives</td>
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<td></td>
<td>A regional profile, Alexandrina (DC), ABS, [Canberra], 2001</td>
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<tr>
<td>Applicable Legislation</td>
<td>Nil</td>
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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 computer skills, a place to do business and to have meetings. The library gives a sense of place to our community, a place which promotes community participation through 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’s mission and purpose
- 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
- 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 at Goolwa and Strathalbyn with Library Depots at Milang, Port Elliot and Mt Compass. Library materials are also delivered to the homes of people who are physically unable to visit one of our service points. Access to library services is also available via the internet. The Library Service manages a collection of 55,000 items and has a membership of 14,795 (at October 2012).

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

Community Profile

The Alexandrina Council area covers 1,800 square kilometres from Mount Compass in the north, across to Strathalbyn in the west, down to Goolwa at the mouth of the River Murray and across to Port Elliot on the south coast.

The 2011 ABS Census data indicates that population growth within the district has increased significantly in recent years (from 17,436 in 2001, 20,715 in 2006 to 24,055 in 2011) and that it is one of the fastest growing areas in the state. It is estimated that by the year 2020 the population will reach 39,532.

A comparison between the 2001, 2006 and 2011 ABS Census data indicates that the population is ageing with 39.1% of the population being over 55 in 2011, compared to 36.2% in 2006 and 30.1% in 2001. The Alexandrina region is a popular tourist destination, with its population swelling considerably over the holiday periods.

The Collection

The library’s collections include representative material in a wide variety of formats covering a broad range of interests which support the library’s vision. An emphasis on access to the collection is the primary focus, rather than one of preservation of items. 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 a web based iBistro (Internet Public Access Catalogue) during library opening hours. Remote 24/7 access to the library catalogue and a selection of electronic reference databases are available via the Alexandrina Council website at: www.alexandrina.sa.gov.au.

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. Alexandrina Council contributes additional funding for stock.

Non commercial audio books are accessed on a rotational basis through the PLS network. Community Language (Languages other than English) items are purchased by PLS and distributed to specialist language libraries within the PLS network and then rotated throughout the year. Rotation and inter-library loan is used to share the collection.

Responsibility for Collection Development

Ultimate responsibility for the selection of materials rests with the Senior Library and Customer Services staff. Operational responsibility for selection of materials is delegated to other 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 (eg. large print and audio books for sight impaired)
- at levels and language appropriate to specific user needs (eg. children)
- in languages appropriate to specific user needs (eg. 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
- falls within appropriate budget constraints

Specific information about the scope of each library collection (by category) is contained within the Library and Customer Service Team Standard Operating Procedures.

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 require 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 the Manager or designated staff member, in accordance with this policy, and if suitable, are incorporated into the selection process.
- Inter-Library Loans: Alexandrina Libraries participate in a state-wide inter-library loans network. Many items not available in the library collection can be accessed through this collaborative resource-sharing network. Popular requests are monitored by the Inter-Library Loans Officer and incorporated into the selection process.
- Donations and gifts: These are subject to the same selection/de-selection criteria as outlined in Sections 6.4 and 7. Materials which are not suitable for inclusion in the collection are donated to The Friends of the Library and made available in their 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 Depot.

Intellectual Freedom and Censorship

Alexandrina Libraries uphold the principle of Intellectual Freedom as outlined in the ALIA Statement on Free Access to Information (see Appendix 1). As such, it is not the role of the library to censor materials. Censorship is carried out by State and Federal Government censorship bodies. While materials prohibited by law are not being included in the collection, the library reserves the right to select material which offers a range of opinions on controversial subjects. Parents and carers are ultimately responsible for the suitability of material accessed by their children.
Overview of Collection Categories

The collection includes materials in the following categories:

- Reference (Adult and Children’s)
- 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
- Audio Visual (DVDs and Videos)
- Music (Compact Disc)
- Magazines and Newspapers
- Games (Video Game Consoles, Board Games and Jigsaws)
- Family History Collection
- Local Collection
- Central Collections (Community Languages, Hear a Books, Electronic Databases)
- With plans to introduce eBook downloads.

Collection Management Issues

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 is offered for sale at the Friends of the Library book sales.
- 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 of value to the collection are repaired at the discretion of the Senior Librarians. Attempts are made to replace damaged materials that are still of value to the collection.
- Stocktaking – A regular removal of very long overdue and missing items is undertaken from monthly reports.

General Weeding procedure aims to:

- identify and withdraw incorrect or out-dated material
- remove from the collection those materials that are no longer being used, including superfluous or duplicate material
- remove worn or damaged materials
- increase circulation.

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

**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.

**Appendices**