



Policy Title	Library Collection Development Policy
Related Documentation	Connect, Create, Learn: Our future is limitless Library Strategic Plan 2018-2038 Asset Management Policy Disposal Policy
Relevant Legislation	Library Act 1939
Responsible Officer	Community Learning and Library Services Lead

Policy details may change prior to review date due to legislative changes, therefore this document is uncontrolled when printed.

Objectives

The objective of this Policy is to facilitate the following:

1. To provide an up-to-date collection that meets the current and future educational and recreational needs of the Campbelltown community in suitable formats
2. To provide guidance to staff in developing collections which meet the educational and recreational needs of the community
3. To provide quality collections that promote literacy and enjoyment of reading within the community

Policy Statement

Background

The Campbelltown Local Government area (LGA) is located 53 kilometres southwest of Sydney and covers an area of 312 square kilometres. It borders Glenfield in the north, Menangle Park in the south, Scenic Hills in the west and the Georges River in the east. The LGA is strategically positioned along the Hume Highway with transport links north to the Sydney metropolitan area.

Campbelltown City is a residential and rural area, with substantial commercial and industrial areas. Public Library services have operated in Campbelltown since 1883 and have expanded over time in order to meet the increasing demand for access to informational and recreational resources and services. Currently there are four physical libraries in the network, located at Campbelltown, Eagle Vale, Ingleburn and Macquarie Fields.

Further access to resources is provided through our Home Library Service, which caters for those who are housebound, and through an extensive array of online databases and other online resources which are made available through the libraries webpage.

DATA AND DOCUMENT CONTROL		
Division: City Lifestyles Section: Community and Culture DocSet: 6243854	Adopted Date: 13/11/2018 Revised Date: 21/12/2018 Minute Number: 280 Review Date: 30/12/2020	Page: 1 of 11

The library service also maintains a number of specialist collections including Aboriginal, Community Language, Family History, Higher School Certificate (HSC), Large Print, Literacy/Numeracy and Local Studies collections. The service takes a proactive approach to the development of literacy in the local community with programs such as Books for Babies, Baby Read and Rhyme lap-sit sessions, regular story-times, HSC lectures and school holiday activities, all designed to promote literacy to children, their parents and caregivers in a supportive environment.

In May 2018, Council endorsed *Connect, Create, Learn: Our Future is Limitless Library Strategic Plan 2018-2038*. This plan outlines the direction of the Library Service for the next 20 years and includes recommendations on future locations of libraries (based on projected growth), programs and services and collection sizes.

Campbelltown is undergoing significant development and population growth, as well as continuing changes in the demographic nature of the city. As such, Campbelltown City Library is committed to developing library services and resources which are responsive to the community. This Policy outlines the principles for developing library resources to meet the current and future educational and recreational needs of the Campbelltown community.

Council Assets

Campbelltown City Council has adopted an Asset Management Policy which sets the broad framework for undertaking asset management in a structured and coordinated way. The Asset Management Policy aims to provide a guideline for asset management from acquisition through to disposal in a transparent manner. The policy states:

- “An asset is a resource controlled by Council which has a value and purpose as a result of past events and from which future economic benefits are expected to flow to Council.”
- “All physical assets under Council’s control that have a life exceeding 12 months and replacement value greater than the Council’s minimum asset limits are recorded”.

Principles set out in the Asset Management Policy which would apply to the library collections and their maintenance include:

- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service
- An inspection process will be used as part of asset management procedures to check that service levels are maintained and that asset renewal priorities have been established.
- Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets
- Asset provision will incorporate sustainability elements in their delivery and functional capability.

Funding of Collections

The Collection Development budget is allocated annually in July each year. In addition to expending the annual budget, the library will endeavour to build partnerships with educational, social and entrepreneurial bodies so as to provide funding support for some aspects of collection development.

Adjustments to the budget may be made in line with the CPI or after analysis of population figures regularly published in the Community Profile. Budget distribution is also based on priorities laid out in the Library Strategic Plan. However, budget resources are finite and collection priorities may alter from year to year in order to maintain collection currency.

Campbelltown City Library Service is registered as a Deductible Gift Recipient (DGR) under Division 30 of the Income Tax Assessment Act 1997. The Library can accept monetary bequests and gifts for material or equipment where appropriate.

Donations

The library does not accept donation of items unless of significant value to the local community. The library reserves the right to discard donations received at any time in line with the Inventory Management Procedure. Any donations accepted become the property of the library.

Replacement of Lost or Damaged Items

Lost, damaged or long overdue items will incur a replacement fee equal to the value of the item, plus a nominal processing fee. Campbelltown City Library Service does not accept replacement copies for lost, damaged or long overdue or damaged. The decision to replace such an item will be made in line with this Policy.

Scope

This policy includes all material collected and held by the Campbelltown Library Service.

Definitions

The Library – refers to Campbelltown City Library Service and all associated branches.

Selection – the act of selecting appropriate material for the library.

De-selection – the removing of material from the library collection according to the policy.

Legislative Context

Library Act 1939

Principles

Items considered for inclusion in the library collection will be assessed on the following criteria:

- Relevance and anticipated interest to the community
- Popularity of author
- Quality of binding or materials
- Australian content
- Subject contribution to a balanced subject
- Suitability of format
- Material held in high regard for its accuracy, style and language
- Material produced by a local author or of local historical value and interest

Resources that will not be added to the collection include:

- Items prohibited by Australian law
- Superseded, out of date or fragile material – unless specifically acquired for the Local History Collection
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers
- Items in a format not in general use

Specific Collections

Fiction

The Library aims to provide a broad spectrum of contemporary and classic titles, to all ages, in excellent condition. This includes junior, young adult and adult titles.

Selection Criteria

- Best sellers
- Authors and publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- General fiction, including crime, horror, romance, science fiction and westerns etc.
- Fiction titles by local authors will be acquired for inclusion in the borrowing and Local Studies collections

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years. Titles may be replaced with contemporary editions if demand warrants.

Non-Fiction

The non-fiction lending collection will include material that provides information for life-long learning, education support, recreation and leisure for all reading levels. This includes junior, young adult and adult titles.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- Publications that support the academic needs of Campbelltown's students

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

DATA AND DOCUMENT CONTROL		
DocSet 6243854	Page: 4 of 11	

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years. Some areas of this collection, such as Computer Science, Law, Health and medicine, and Travel, are considered for de-selection after a period of three years. Titles may be replaced with contemporary editions if demand warrants.

Reference Collections

The Reference Collection will provide current, accurate and non-circulating material that supports quick and easy access to information on diverse subjects. The emphasis is on materials designed to be consulted for information rather than consecutive reading.

Selection Criteria

- High quality non-fiction material, at a tertiary level, that compliments the lending collection.
- Legal Information Access Centre (LIAC) and Drug Info @ Your Library provided by the State Library of NSW
- Research material on specialised subjects of interest to Campbelltown's community

Exclusion Criteria

- Items prohibited by Australian law
- Superseded, out of date or fragile material
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers
- Items in a format not in general use
- Items more suited to the lending collections
- Textbooks

De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years. Some areas of this collection, such as Law, Health and medicine, and street directories, are considered for de-selection after a period of one year.

Periodical Collections

The periodical collection will provide the community with current information on a variety of subjects and interests. Periodicals in languages other than English are selected to reflect Campbelltown's diverse community.

Selection Criteria

- Items considered to be a reputable source of news on science and current affairs
- Items with a high level of demand from community
- Subjects with a high rate of obsolescence and so not covered widely in the monograph collection.
- Subjects not covered in the monograph collection

Exclusion Criteria

- Items with a "Restricted" classification
- Superseded or out of date titles
- Items considered of limited interest or value to the community
- Prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Issues are retained for up to one year depending on frequency, popularity and condition.

DVDs and Music CDs

The library will provide a range of recreational and informational titles on DVD. This includes Junior, Young Adult and Adult titles. The Library will place restrictions of access on material as advised by the Office of Film and Literature Classification. A classification and explanatory statement is clearly marked on material considered unsuitable for people under the age of 18 years.

A selection of music CDs covering a wide range of musical tastes is maintained by the Library.

Selection Criteria

- Relevance and anticipated interest to the community
- Popularity of subject
- Australian content

Exclusion Criteria

- Items prohibited by Australian law
- Items with a "Restricted" classification
- Superseded or out of date titles
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years.

Audio Books

The Library will provide a collection of fiction and non-fiction audio books covering a wide range of interests and genres. These titles, available in CD and electronic formats, have appeal for general readership as well as the visually impaired.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- General fiction, including crime, horror, romance, science fiction and westerns etc.
- Non-fiction titles cover a wide range of popular subjects

Exclusion Criteria

- Items prohibited by Australian law
- Items with a "Restricted" classification
- Superseded or out of date titles
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years.

Cultural and Linguistically Diverse Collections

The City of Campbelltown has a culturally diverse population with, noted by the ABS Census 2016, 31.4% of its residents born overseas and 24% of Campbelltown residents born in a country where English was not the first language. This population is growing.

The library purchases material in community languages identified, through the Australian Bureau of Statistics, as being one of those most commonly spoken at home other than English. Material is sourced for customers, who speak languages other than these, through the State Library Multicultural Services. The collection is developed in consultation with relevant community groups located within the local government area.

Material is purchased to cater to all age groups and, where available, in all formats, including print, audio visual, magazine and downloadable electronic format.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Items considered a reputable source of news on science, and current affairs
- Items with a high level of demand from community

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Irrespective of condition, most monographs and audio/visual items will be considered for de-selection after they have been in the collection for five years. Community language periodical issues are retained for up to one year depending on frequency, popularity and condition.

Aboriginal Resources

The library purchases material for lending and reference collections which contain content specific to Australia's indigenous population in a variety of available formats. Where possible, the community will be consulted in the purchase of appropriate material and the collection.

Material is purchased to cater to all age groups and, where available, in all formats, including print, audio visual, magazine and downloadable electronic format.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Items considered a reputable source of information
- Items with a high level of demand from community
- Items recommended by the Aboriginal and Torres Strait Islander community

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community

- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Aboriginal Resources will be considered for de-selection on the basis of condition and relevance.

eCollections

Electronic resources provide an opportunity for the library service to reach beyond the physical boundaries of the library walls to customers with limited mobility and those who simply elect to access recreational and educational resources electronically.

The library provides access to an extensive range of e-resources, including databases and downloadable lending collections, available via the libraries web site. These resources provide access to reference titles, as well as fiction and non-fiction e-books, e-audiobooks and magazines suitable for all age groups. Streaming music and movie services are also available.

Selection Criteria

- Best sellers
- Authors or publishers held in high regard with positive reviews from reputable sources
- Titles shortlisted for literary prizes
- Literary prize winners
- Items that are out of print, but with significant demand from the community
- Popular titles
- Publications that support the academic needs of Campbelltown's students
- Family history research
- General recreational and lifelong learning subjects

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community
- Items unavailable through normal library suppliers

De-selection

De-selection of e-resources depends on the loan model provided by the vendor. In most instances e-resources will be retained for the length of the contract and replaced or retained only if demand warrants. The library will also consider annual usage statistics when determining the renewal of contracts.

Local Studies Collections

Local Studies sources, acquires and preserves material which records the history of the Campbelltown area and its residents. Items in this collection may include the following formats:

- Books and pamphlets
- Audio/visual
- Maps
- Art and photography
- Newspapers and newspaper clippings
- Microfilm

The Local Studies collection is for use only within the library and is not available for loan.

Selection Criteria

DATA AND DOCUMENT CONTROL		
DocSet 6243854	Page: 8 of 11	

- Material that supports research of Campbelltown's history and its residents
- Material written by Campbelltown residents.

Exclusion Criteria

- Items prohibited by Australian law
- Items considered of limited interest or value to the community

De-selection

Local studies material will be considered for de-selection on the basis of condition and relevance.

Family History Collections

The Family History collection provides genealogical resources aimed at helping library users research their ancestors. The Family History collection is maintained at the HJ Daley branch of Campbelltown City Library and is for use only within the library and is not available for loan. Items in this collection may include the following formats:

- Books and pamphlets
- Maps
- Microfilm and microfiche
- Online resources

Selection Criteria

- Titles specific to the study of family history
- Authors, publishers or corporate entities, specializing in genealogy, held in high regard with positive reviews from reputable sources
- Annually updated authoritative genealogy publications such as encyclopaedias, concordances, dictionaries, atlas's etc.

Exclusion Criteria

- Items prohibited by Australian law
- Superseded, out of date or fragile material
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal library suppliers

De-selection

Family History material will be considered for de-selection on the basis of condition and relevance.

Non-Traditional Collections

Campbelltown City Library continually investigates, and reviews suggestions for, the introduction of non-traditional collections.

Items considered "non-traditional" that have been introduced for loan include, tablet computers, e-readers and decorative cake moulds. The library will consult with internal and external stakeholders when developing these collections, providing support for programs that contribute to an enhanced lifestyle for residents of Campbelltown.

Selection Criteria

- Relevance and anticipated interest to the community
- Suitability for repeated circulation

Exclusion Criteria

- Items prohibited by Australian law
- Items with a “Restricted” classification
- Items considered of limited interest or value to the community
- Rare or prohibitively expensive items
- Items unavailable through normal suppliers and so difficult to source

De-selection

Irrespective of condition, most items will be considered for de-selection after they have been in the collection for five years.

Collection Maintenance

Collection Reports and Evaluation

Evaluation reports are periodically generated to provide responsible officers with data useful to maintaining collection currency, condition and relevance. These reports are produced through interrogation of the Library Management System and via third party statistics applications.

De-selection

Criteria for discarding an item include, but are not limited to:

- Items more than five years old
- Superseded editions
- Damaged items
- Items with a history of low or no circulation
- Multiple copies with diminished demand
- Superseded content

Replacement

Items will be replaced after damage or loss has made an item not suitable for loan if:

- there is still sufficient demand for the title
- the information in the item is still relevant and/or current
- if the title has not been superseded by a later edition

Disposal

Items considered to be no longer presentable or current will be offered for sale or disposed of in an environmentally responsible manner and in line with the Disposal Policy.

Suggestions for Purchase

The community can make suggestions for purchase online 24/7 using the Library’s online suggestion for purchase form. If the item conforms to the Collection Development Policy, it may be purchased and reserved for the customer.

The library does not guarantee that it will purchase a requested item but customers will be informed if their request has been unsuccessful.

Community Feedback

Equity of Access

Campbelltown City is a community diverse in age, culture, political and social views. The Library aims to preserve the right of the individual to access information, where not restricted by law, even though the content may be controversial or considered objectionable by others.

The Library Service will provide equal access to all members of the community to information and resources that are, as far as possible, representative of all points of view on both historical and current issues.

Complaints Regarding Material

Customers with complaints regarding the inclusion or exclusion of an item in the collection should be referred to the Collection Development Policy or the Freedom of Collection and Access for Local Government Libraries Policy.

If a customer complaint cannot be resolved by referring to the Collection Development Policy or Freedom of Collection and Access for Local Government Libraries Policy, they can put their complaint in writing via letter or by email addressed to the Community Learning and Library Services Lead. Reviews will be carried out by the appropriate staff according to the criteria set out within the Collection Development Policy.

Parental Responsibility

Supervision of material read or accessed by persons under the age of 18 is the responsibility of the parent or legal guardian.

Responsibility

All Library staff involved in collection development will be responsible for this policy.

Effectiveness of this Policy

The key performance indicators of a library collection include:

- Size of collection
- Number of items per capita
- Age of the collection
- Loans
- Turnover (circulation divided by collection size).

Over time, as the primary purpose of a library evolves, the priority of one key performance indicator over others, changes. Library strategy is to reduce both the age and size of the collections which will result in a higher turnover figure, this being a more representative measure of collection efficacy.

Effectiveness of the strategy will be achieved through adherence to de-selection guidelines, which will result in a collection that meets, and maintains public interest.

To maintain effectiveness of this policy, a review will be conducted every two years, taking into account changes in technology, services and user expectation. This review will be carried out by the Collection Development Librarian.

END OF POLICY STATEMENT

DATA AND DOCUMENT CONTROL		
DocSet 6243854	Page: 11 of 11	