CAMPBELLTOWN CITY LIBRARY SERVICE

Collection Development Guidelines

2016

1 Introduction

The Campbelltown City area is located 53 kilometres southwest of Sydney and covers an area of 312 square kilometres extending from Glenfield in the north, Menangle Park in the south, Scenic Hills in the west and the Georges River in the east. Strategically positioned along the Hume Highway and with transport links north to the Sydney metropolitan area, Campbelltown City is a residential and rural area, with substantial commercial and industrial areas.

Library services have operated in Campbelltown from early in the 20th Century and have expanded over time in order to meet the increasing demand for access to informational and recreational resources appropriate to the needs of the developing community. Service points are currently located at Campbelltown, Eagle Vale, Ingleburn and Macquarie Fields. Further access to resources is provided through our Home Library Service, which caters for the housebound, and through an extensive array of databases and electronic lending resources, which are made available to the public online through the library web presence.

In addition to general lending, reference and online resources the library service maintains Aboriginal, Community Language, Family History, 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 2016 the library service continues to face significant changes in the demographic nature of the city and the way in which library services are developed and offered to the community. This Collection Development Guideline outlines the principles for developing library resources to meet the current and future informational and recreational needs of the Campbelltown community.

2 Purpose of the Collection Guidelines

These guidelines aim to:

- Provide an understanding of the principles guiding the provision of public library services and resources

- Serve as a guide to the principles followed in the selection and de-selection of material

- Assist in the formulation of funding priorities that best meet the needs of the community

These guidelines are the result of ongoing consultation with community and library members, benchmarking against state, national and international standards and comparisons with neighbouring and comparable public library services.

3 Freedom to Read and Access

Collection development for Campbelltown City Library Service is based on a commitment to the principles stated in the IFLA/UNESCO Public Library Manifesto 1994 (Last updated 2016)
http://www.ifla.org/publications/ifla-unesco-public-library-manifesto-1994

- The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status

- Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials

- All age groups must find material relevant to their needs

- Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials

- High quality and relevance to local needs and conditions are fundamental

- Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination

- Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures

Related Documents

ALIA Statement on Public Library Services (Adopted 2004, Amended 2009)
https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-public-library-services

ALIA Statement on Free Access to Information (Adopted 2001, Amended 2007, 2015)
http://alia.org.au/policies/free.access.html

ALIA Statement on Online Content Regulation (Adopted 1997, Amended 2001, 2002)
https://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation

In order to achieve the standards set out in the IFLA/UNESCO Public Library Manifesto the following criteria and guidelines will be used in the collection of resources for the Campbelltown City Library Service and provision of access to those resources:

- 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 current and historical issues

- Ensure that materials selected for the collection are evaluated on merit and community need and are not excluded on moral, political, racial, religious or other grounds except where subject to lawful Federal and State conditions

- Provide access to resources without restriction, except where legally required, or as set out in the Campbelltown City Council Library Service Lending Rules

- Make content available through a variety of appropriate formats and media including traditional materials and modern technologies

4 Parental Responsibility

While the placement of material throughout the physical collection and the provision of access to online resources is carried out by library staff on the basis of professional knowledge and evaluation this should be used as a guide only.

It is not the responsibility of Campbelltown City Library Service or its staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access except where material is classified as restricted under the Classification (Publications, Films and Computer Games) Act 1995 [Cwlth] and the Classification (Publications, Films and Computer Games) Enforcement Act 1995 [NSW]. It is the responsibility of parents or guardians to monitor the suitability of both physical and online library resources used by their children.

Related Documents

Young People in the Library Policy – Campbelltown City Library Service (2014)

Children's Policy Guidelines for NSW Public Libraries (2013)

5 Community Profile

Campbelltown's population increased dramatically from 10,440 in 1956 to 121,297 in 1986. More recently Campbelltown's population growth has slowed with a population of 150,000 people across 37 suburbs. Future developments in neighbouring areas are likely to see in excess of 200,000 additional people move to within 15 kilometres of the Campbelltown city centre. These developments will have a significant impact upon library service delivery in the future with an increase in or redistribution of existing library service points likely in the medium to long term.

The Campbelltown community is socially and culturally diverse. Key features relevant to the provision of a quality library service are:

- 29% of residents are aged 0 to 17 years

- 35% are aged 25 to 49 years

- 11.3% are aged 65 or more

- 18% identify as being from non-English speaking backgrounds

- The most common languages spoken after English are Arabic and Filipino

- Campbelltown has one of the largest populations of people identifying as Aboriginal and Torres Strait Islanders in NSW

- 50.2% of the population have no educational qualifications compared with 40.5% for the general Sydney population

- Figures for those holding Diplomas or Advanced Diplomas are at 7% compared to 9% for the general Sydney population

- 11.5% of the population hold Bachelor or Higher degrees which is substantially lower than the Sydney average of 24.1%

6 Collection Development

Development of the collection encompasses a range of activities, all of which are undertaken with the aim to make relevant resources reflecting the diverse informational, recreational and educational needs of the community available in accessible and appropriate formats using available technologies.

The provision and maintenance of resources is undertaken within the boundaries of budget, space and material availability and within the following guidelines.

6.1 Budget Allocation
The Collection Development budget is allocated annually in July each year.

A variety of methodologies and factors are considered in calculating the distribution of funds across the collection including the use of demographic information, analysis of stock and circulation statistics, expressed local need, available space and the emergence of new formats and technologies.

Adjustments to the distribution of funds according to usage are carried out to allow for the maintenance of core reference and special collections, introduction of new formats and technologies and increased spending in areas identified as in need.

Multiple copies of high demand items may be purchased and distributed throughout the library service where funding and space considerations allow.

6.2   Collections

Library resources are divided into individual collections in order to:

- Increase ease of access to relevant material

- Provide professional guidance identifying material most appropriate to specific client needs

- Facilitate effective evaluation of spending and usage in specific areas

The resources held by Campbelltown City Library Service are currently divided into the following collections:

Aboriginal Resources

Clearly identifiable lending and reference collections of resources contain content specific to Australia's indigenous population in a variety of available formats.

Audio Books

Both fiction and non-fiction material, representative of a wide range of tastes, interests, ages and reading levels are available for borrowing in both CD and electronic formats. This collection has wide general appeal but also provides valuable access to material for those who are vision impaired.

Comics and Comic Novels

The comic and comic novel lending collections are aimed particularly at the promotion of reading for pleasure by teens, pre-teens and young adults. Professional guidance is provided by the identification of material considered likely to be most appropriate for junior readers and young adult readers. A small number of comic novels are also available electronically for download.

Community Language

Resources are collected in a variety of formats across a wide range of subject areas and interests according to the identified needs of individual culturally and linguistically diverse community groups located within the local government area. Access to resources may be provided through the use of books, CDs, DVDs, magazines, newspapers and downloadable electronic technologies.

Collection of resources is carried out in languages identified as those most spoken by residents of the Campbelltown Local Government area with English as a second language according to ABS statistics. Collections are developed in consultation with relevant community groups and individuals.

Were possible resources will be borrowed from the State Library for language groups that are unable to be catered for within the confines of availability, space and budget.

DVDs

This lending collection contains both recreational and informational DVDs suitable for all ages and reflecting differing tastes and interests. Junior and young adult DVDs are clearly marked as a guide as to their likely suitability for children and young adults.

Electronic Resources

The library provides access to online databases and downloadable online lending collections. These resources currently provide access to reference materials, fiction and non-fiction in e-book and e-audiobook format. The resources include materials suitable for all age groups and literacy levels.

Electronic resources provide an opportunity for the library service to reach beyond the physical boundaries of the library walls not only to those in the community who currently have difficulty accessing traditional collections and services but also to the growing number of people who elect to access resources, both educational and recreational, electronically.

In addition, they provide valuable support to our physical collections in helping to meet the requirements of those with special needs such as those with sight or hearing impairment, the frail and aged and those disadvantaged geographically.

The library service is committed to trials and experimentation in relation to new and emerging electronic resources and associated technologies which are monitored on an ongoing basis. Any such trials or experimentation will be dependent on factors including but not limited to:

- Budget constraints
- Ongoing ability to support the technology
- Copyright, licensing and DRM issues
- Expected ongoing public interest
- Likely rate of obsolescence
- Suitability of content

Family History

Family history material is available for use within the library and is not available for loan. Formats include books, microfiche, microfilm and access to online and CDROM databases. This collection is maintained in consultation with the Campbelltown District Family History Society.

A separate guideline has been developed for the Family History collection providing further detail on aspects such as the scope of the collection, conservation, acquisitions, donations and retention of material.

Fiction

Separate lending collections of picture books, junior, young adult and adult material are representative of a wide range of fiction catering for all ages and reflecting differing tastes, interests and reading levels. Select fiction content is also available electronically for download.

HSC

This collection is available for loan. It contains syllabus support material, in a variety of formats, for the broad range of subjects studied for the HSC by students, focusing in particular on the specific needs of the local school communities. Support resources are also available electronically for download.

Large Print
This lending collection is representative of fiction and non-fiction material available in the large print format and is a valuable resource for those who have difficulty reading regular sized print. Access to electronically downloadable e-books enabling adjustment of text size to suit special needs is also available.

Literacy and Numeracy
This lending collection includes educational, recreational and life skills materials in a variety of formats that are suitable for those who have a need to develop reading, writing and numeracy skills in the English language. Additional supporting resources are available electronically for download.

Local Studies
The material in this collection is available for use in the library only and is not available for loan. The collection is based on the local government area of Campbelltown and its environs and includes resources relating to Aboriginal occupation, post European occupation and contemporary life in Campbelltown.

Special permission may be required to gain access to material of a sensitive nature including Aboriginal and Torres Strait Islander material considered secret or sacred by the community.

Multi-Media
The multi-media collection is a lending collection that contains CDROM of an educational, informational and recreational nature across a wide range of interests and ages.

Music CDs
Music CDs are available for loan. The collection is representative of a wide range of styles and artists and of the interests of all age groups.

Non-Fiction
The non-fiction lending collection includes materials that provide information for life long learning, education support, recreation and leisure suitable for all ages and reading levels. Access is currently provided through books, kits, CDROM, DVDs and electronic download.

Professional guidance is provided through the identification of material considered likely to be appropriate for junior readers and young adult readers.

Reference
This is a non-lending collection of resources that are suitable for reference purposes for both children and adults. The aim of the collection is to provide information and education support across a wide range of subject areas, including core HSC resources. Resources are available in a variety of formats including books, serials, CDROM and through access to an expanding array of online databases.

Serials
This collection includes magazines, newspapers, newsletters and bulletins. Some selected titles, including newspapers, are available for use in the library only however, the majority of material is available for loan. Professional guidance is provided with the identification of material considered likely to be appropriate for junior readers and young adult readers. Serials commitments are reviewed annually.

6.3 Selection Criteria

Campbelltown City Library endeavors to collect widely, within budgetary and space constraints utilizing available formats and electronic technologies. Selection is based on assessed and demonstrated community requirements in order to satisfy the community's cultural, educational, informational and recreational needs.

Criteria used in the selection of material include:

- Client demand
- Availability
- Cost
- Currency and reliability of information
- Reputation of author
- Relevance to library collection
- Physical presentation
- Core work in a subject area

- Indexing, logical presentation
- Suitability and affordability of format or technology for library use
- Australian content where appropriate
- Publication date
- Part of series

Highly technical or specialized material is not generally considered to be appropriate for inclusion in the collection.

6.4 Donations

Donated materials can be a valuable addition to the library's collection provided that they meet the library's selection criteria as defined throughout this document.

The library is unable to accept conditional donations of material. All donations become the property of the Campbelltown City Library Service with the library reserving the right to dispose of donated material if it is not required for inclusion in the collection. Such material would be included in the Library's book sale, offered to another library or disposed of through other appropriate mechanisms.

The Library is registered as a Deductible Gift Recipient (DGR) under Division 30 of Income Tax Assessment Act 1997. The Library Services Manager is happy to discuss bequests and gifts under this Act where appropriate.

6.5 Formats and emerging technologies

Provision of access to new technologies and online resources is an important part of the collection development process. New technologies and online resources will be evaluated and trials may be undertaken as they become available, however, in addition to the selection criteria listed above the following criteria must be considered in relation to new technologies:

- User friendly interface
- Likelihood of continuity of technology
- Hardware requirements and availability
- Ease of use of hardware by target audience
- Licensing and usage limitations imposed by publishers

Formats currently available in the lending and reference collections include:

- Books
- Pamphlets
- CD ROM
- Online databases
- Music CDs
- Audio Books on CD
- Comics/comic novels
- Magazines
- DVDs
- Serials
- Microform
- Newspapers
- Digital downloads

Formats and technologies will be continually assessed for ongoing relevance with obsolete or underutilized formats/technologies being phased out where appropriate.

6.6 Selection Responsibility

The Collection Program Coordinator, with the support of the Collection Development Librarian, is responsible for budget supervision and the coordination of the selection process.

Generally, selection for branch and individual collections is the responsibility of Branch Team Leaders and specialist librarians however all library staff are encouraged to provide input into the selection of material for the collection. The Collection Program Coordinator and Collection Development Librarian have a responsibility to oversee selections to ensure balance across the library service as a whole.

6.7 Selection Methods and Tools

In order to ensure a varied and balanced collection an extensive range of methods and tools are used in the selection of material for addition to the library collection including:

- Customer requests
- Catalogues and reviews
- Subject specialist suppliers and outlets
- Library suppliers
- Professional journals
- Curriculum lists
- Bibliographies
- Best seller lists
- Awards lists
- Publishing databases

6.8 De-selection

The de-selection or withdrawal of items from the collection ensures the continued relevance and usefulness of the collection in meeting the community's needs.

De-selection is an ongoing process undertaken by suitably trained staff under the supervision of subject specialists and Branch Team Leaders. The Collection Program Coordinator and Collection Development Librarian provide guidance in relation to appropriate areas and rates of de-selection to ensure consistency across the library service.

6.9 De-selection Criteria
Material will be removed from the collection based on analysis of:

- Usage
- Physical condition
- Space limitations
- Currency of information
- Metered access limits reached on online resources

- Accuracy of information
- Age
- Relevance of content, format or technologies

Issues to be considered in relation to de-selection of material include:

- Is the item the only copy and/or part of series?
- Is a suitable replacement likely to be available?
- Is it a significant standard work?
- Is the format/technology sustainable?

6.10 Replacement
Replacement of items withdrawn from the collection through de-selection, loss or damage is not automatic and decisions will be made according to the same criteria used for selection.

6.11 Disposal
Material removed from the collection will be included in the Library's book sale, offered to another library or disposed of through other appropriate mechanisms.

6.12 Reconsideration of Library Materials
Members of the public may request reconsideration of an item held by the library that they feel should be removed or one they believe should be included in the collection. This should be done in writing through the completion of a "Reconsideration of Library Materials" form to ensure proper consideration can be given to the request. Reviews will be carried out by the appropriate staff according to the criteria set out within these Collection Development Guidelines. A written response will be provided to the individual or organization requesting the review on its completion.

7 Request for Reconsideration of Library Material

![campbelltown city council logo]	**Campbelltown City Library Service**

Request for Reconsideration of Library Material

Title					
Author					
Type of Material (Format)					
Name of Person Making Request					
Address					
Suburb		**State**		**Postcode**	
Tel: (Home)		**Tel: (Work)**		**Tel: (Mobile)**	
Email					
Representing	**Self**		**Group/Organisation**		
Name of Group/Organisation					

Please answer the following questions as completely as possible to enable proper consideration of your request.

Are you aware of the guidelines set out in the Library's Collection Development Guidelines?	**Yes**	**No**
Have you read or viewed the entire work you wish to be reconsidered?	**Yes**	**No**

If not, which parts have you read or viewed?

Please state your specific objection(s) to this work or reason(s) for believing it should be included in the collection.

If fiction, what do you believe is the theme of this work?			
If non-fiction, what do you think is the purpose of this work?			
Is there anything in this work that you believe our library users would find of use or value?			
Do you think this work should be removed from/added to the library?	**Yes**	**No**	
If yes, please state why you believe people should/should not have access to the work.			
Do you think this work should be restricted to some borrowers?	**Yes**	**No**	
If yes, please state why you believe the work is suitable for those users only.			
Why do you think this work was/was not included in our collection?			
Can you recommend another work that could fill the same role in our collection?			
Signature		**Date**	