| <br> CAMPBELLTOWN CITY COUNCIL | **POLICY** |
|---|---|

| | |
|---|---|
| Policy Title | Library Collection Development Policy |
| Related Documentation | Connect, Create, Learn: Our future is limitless Library Strategic Plan 2018-2038<br>Asset Management Policy<br>Disposal Policy<br>Knowledge Foundation Donations Policy<br>Procurement Policy |
| External Documentation | Standards and Guidelines for NSW Public Libraries: Living Learning Libraries 7th edition (2020 update)<br>Access to information in New South Wales public libraries<br>Australian Library and Information Association Free Access to Information Statement |
| Relevant Legislation | Library Act 1939 and Library Regulation 2018<br>Classification (Publications, Film and Computer Games) Act 1995 |
| Responsible Officer | Manager Community Learning and Libraries |

# Objective

The objective of this Policy is to facilitate the following:

1. Ensure the provision an up-to-date collection that meets the current and future educational and recreational needs of the Campbelltown community in suitable formats
2. Provide guidance to staff in developing collections meeting the educational and recreational needs of the community, and
3. Provide quality collections that promote literacy and enjoyment of reading within the community.

# Policy Statement

Campbelltown City Library will provide access to a range of resources and materials that cater for the recreational, educational, cultural and general interests of all members of its diverse community.

### Scope

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

### Definitions

| Term | Definition |
|---|---|
| Library | Campbelltown City Library Service and all associated branches. |
| Selection | Selecting appropriate material for the library. |

| Term | Definition |
|---|---|
| Collection | Refers to the entire library collection, which includes:<br><br>• Physically held resources in print and non-print<br>• Resources accessed online, and<br>• Ephemera including community information material. |
| Collection Development | The process of building a library collection which meets the needs of current and potential community members. Procedures include the identification, selection, maintenance, evaluation and de-selection of physical and electronic materials. |
| We, us, our | Campbelltown City Library Service |

**Legislative Context**

1. *Library Act 1939* and *Library Regulation 2018*
2. *Classification (Publications, Film and Computer Games) Act 1995*

# Principles

The principles stated below guides all practices associated with the selection, management and disposal of Library materials.

*Principle 1 – Transparency*

The selection, acquisition, management and disposal of Council's Library collections are undertaken in a considered, transparent and open manner in accordance with agreed policies, guidelines and procedures to ensure good governance and procedural integrity.

*Principle 2 – Financial Responsibility*

The Library's financial resources that support the selection, acquisition, management and disposal of collection materials is managed in a responsible, transparent and ethical manner in accordance with Council's *Procurement Policy* and related procurement and finance documentation.

*Principle 3 – Free and Open Access*

The Library provides free and open access to a balanced collection in various formats for viewing and loan with the exception of reference and local studies materials which can only be viewed within the library.

*Principle 4 – Community Centric*

The Library continually reviews and updates collections in response to changes in community needs, interests and expectations. Council will provide the community with opportunities to participate in the selection of materials through different processes such as suggestions for purchase and online voting for new books and e-resources.

*Principle 5 – Decisions on Collections*

Decisions made in regard to selection, acquisition, management and disposal of collection materials is guided by collection data, community feedback, currency, and availability of space, resources and budget.

*Principle 6 – Professionalism*

Staff continuously learn, develop and strengthen their knowledge and skills to provide exceptional service in the selection, acquisition, management and disposal of collections Library Collection.

*Principle 7 – Benchmarking with NSW Public Libraries*

Campbelltown actively works with the State Library of New South Wales (SLNSW) to benchmark with libraries throughout NSW to strengthen and enhance the provision, management and disposal of collections.

*Principle 8 – Sustainability*

The Library applies strategies that mitigate wastage in the selection, acquisition, management and disposal of collections. The Library disposes of the collections through environmentally sustainable methods where feasible including but not limited to repurposing, reselling, donation and/or recycling.

*Principal 9 – Equity and Inclusion*

Our Library collections endeavour to reflect the diversity of our community. We will proactively seek material by and about the various communities that comprise Campbelltown, including (but not limited to): ethnicity, gender, race, age, sexual orientation, disability, socioeconomic status, religion.

Material will be sourced in multiple formats including large print, audio/visual and online resources.

*Principle 10 – Record Keeping*

The Library maintains records and provides reports as required on the selection, procurement, management and disposal of collections.

# Library Collections

**General**

The Library is a network of branch libraries located throughout the Campbelltown Council area. Each individual branch library collection reflects the needs and interests of the local community within the scope of this Policy.

Other features of the collection are:

- The Library promotes access to information
- Federal and State governments are responsible for the censorship of materials
- Materials prohibited by law will not added to the collection
- Materials legally restricted to a particular audience will be labelled, shelved and loaned accordingly
- Parents or guardians are responsible for the suitability of materials used by their children within the provision of the law, and
- The community can contribute to the selection of material by making recommendations for purchase through the Library catalogue.

# Format

The Library provides collection materials and information in a variety of formats and languages that are chosen for ease of use, durability and appropriateness to the particular subject area or intended audience. Formats include (but are not limited to) the following:

- Print books, magazines and newspapers
- E-resources including books, magazines, audiobooks, films and databases
- DVDs, audiobooks and CDs, and
- Materials in digital format.

New formats may be added to the collection when there is anticipated demand in the community demonstrated by trends and data provided.

## Collections

The Library has specialised collections comprising of the following, located at each or some of the branch libraries, depending on community requirements.

### Community Language

The Library encourages purchasing a variety of different languages and supports first language literacy in the community. The Library accesses community languages from the SLNSW through the Bulk Loan program. Community members will be given opportunities to provide feedback on the collection and contribute to selections. The Library will continue to use statistical data to understand the languages spoken within the community and have a flexible collection that can meet these needs.

### Local Studies

The local studies collection of the Library is the primary local repository for Campbelltown's documentary heritage. Materials are added to ensure a wide, representative sample of Campbelltown's historical, developmental, cultural, environmental, economic and political life supporting in-depth research into Campbelltown as defined by the local government area.

### Family History

Family history resources are acquired which support the personal research of genealogy. Resources will be made available in print, microfilm and online formats. Online resources will only be available in the library.

### Non-traditional

Non-traditional collections encourage interaction with play and learning, and are available for loan in all branch libraries. The Library will support the expansion of existing collections in addition to considering new collections as the community need arises.

## Exclusions

The collection will not generally include:

- Material unavailable through normal library suppliers
- Material of limited literary merit
- Highly technical or specialised works of limited general interest
- Text books readily available in the libraries of relevant tertiary educational institutions
- Workbooks and Activity books
- Novelty books with removable content
- Books which are spiral bound or of impractical size, shape or material
- Music scores and sheet music, or

- Self-published items unless specifically acquired for the local studies collection.

## Measuring Success

Success of the Policy is measured through adherence with guidelines published in the Library Council of New South Wales (LCNSW) *Standards and guidelines for NSW public Libraries: Living Learning Libraries* 7th edition (2020 update). Benchmarking against **key performance indicators** outlined in this Policy will result in a collection that meets and maintains public interest.

# Challenging Material Statement

Complaints about the collection are assessed in accordance with Council's *Complaint Handling Policy* and related documentation and legislation. Complaints specifically about controversial material are assessed in accordance with the LCNSW Guideline *Access to information in New South Wales public libraries* and the Australian Library and Information Association's (ALIA) *Free access to information statement* as the basis for decisions.

## Requesting new items

A person may request an item that is not in the current collection. The item may be sourced via the inter-library loan process and/or the Library may consider purchasing the item to add to the collection. Availability is dependent on whether the item will meet broader community needs and interests (not just the needs and interests of one individual), or is within the Library's capacity to purchase the item.

## Donations

The Library may only accepts donations from the following sources:

- Local studies materials
- Local authors
- Titles donated by visiting authors for Library events
- Materials donated by the SLNSW
- All donations, once accepted, become the property of Campbelltown City Library Service, and
- Cash donations to the Library for collections must comply with Campbelltown City Council's *Knowledge Foundation Donations Policy*.

## Principals of Disposal

Deselection ensures the collections remain current, relevant and responsive to the community's needs. It also makes shelf space available for new material. The Library reviews collection data on a regular basis, withdrawing materials from its collections in accordance with guidelines supporting collection goals.

Physical material will be disposed of in a manner sensitive to the environment including (but not limited to) repurposing, reselling, donating and/or recycling. Disposal services offered by suppliers will be part of the vendor assessment process.

Online material is removed from the collection when it attains limits to availability set by the supplier.

# Effectiveness of this Policy

This Policy will be reviewed every 3 years.

# END OF POLICY STATEMENT