

Gannawarra Library Service

COLLECTION DEVELOPMENT GUIDELINES

August 2017

The Collection Development Guidelines define the scope and nature of the collecting of materials for the Gannawarra Shire Council Library's collection. The policy provides guidance for staff, readers and the general public on the Library's collecting activities as well as providing information on the scope and depth of the collections.

Collection Objective

Gannawarra Library Service is committed to providing free and equitable access to library services and resources to support the informational, educational, recreational and cultural development needs of the community. Gannawarra Library service aims to develop a collection that:

- encourages literacy and lifelong learning
- fosters a love of reading
- is flexible to meet the changing needs of the Gannawarra community
- preserves the social, cultural and local history of the community
- is inclusive and accessible
- provides a basis for the most effective use of available funds
- provides a balanced range of resources including both popular, bestselling material and enduring works.

These Guidelines will be used as a framework to support collection management and planning processes ensuring a current, relevant and attractive collection.

Collection Principles

The library will:

- provide free, sufficient and convenient access to all resources
- not support internet filtering or censorship unless required by law
- make available resources to all people regardless of gender, age, disability, ethnic origin or economic status
- actively encourage community participation and feedback
- recognise that access to information and ideas through books and other formats is a basic human right
- collect and preserve resources which support the library-related needs of all sectors of the Gannawarra community
- provide a wide range of materials with a strong focus on quality in terms of content and presentation
- support information literacy and lifelong learning through the provision of library resources
- be committed to reader development across all areas of the collection
- support literacy acquisition across all age groups
- provide access to resources of English as a second language
- provide greater access to electronic resources where possible.

Responsibility for Selection

The Library Service Manager is responsible for the selection of library material in accordance with these guidelines. The Library Service Manager may delegate the implementation of these guidelines to appropriate staff.

Procurement and purchasing is conducted in line with Gannawarra Shire Procurement Policy No 109.

The library aims to:

- maximise use of Gannawarra Library stock across all branches
- relocate stock between branches as required to achieve our collection aims
- ensure subjects and titles are spread throughout the region to best advantage
- create a collection of variety and depth in many formats
- continue to develop the collection within the underpinning agreement of a shared collection and database through the SWIFT consortium
- to ensure equity of stock throughout the region.

All staff and members of the public are encouraged to make recommendations for purchase. All material acquired by purchase or donation will be subject to the criteria outlined in this policy.

Criteria for Selection

The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget, value in relation to cost

Access to the collection

The library will make its collection accessible by:

- providing knowledgeable, friendly and helpful staff
- offering well designed, well signposted and accessible buildings
- conveniently located libraries with generous opening hours
- provide a constantly updated online catalogue offering 24/7 service
- providing a wide range of free e resources from the library website
- providing reservations and a courier/internal mail service between the libraries
- maintaining a clean and accurate database
- providing shared lending and borrowing from the Victorian SWIFT member libraries
- providing members access to interlibrary loans through Library Link Victoria and Libraries Australia
- upholding the Statement on free access to information produced by the Australian Library and Information Association
- meeting legal requirements where 'R' Rated material cannot be borrowed by anyone under 18 years of age in accordance with legal requirements. Parents or guardians are responsible for the suitability of any library materials used by their children

Promoting our collection

The library will promote its collection through:

- a user friendly, accessible website and catalogue
- staff trained in reader development
- booklists and new book promotions
- accurate and readable shelf signage
- height appropriate shelving and face out displays where practicable
- author events, book chats and book clubs
- social media, flyers and displays

Reviewing and evaluating our collection

The collection needs continuous evaluation to ensure that the library is fulfilling its goal to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools (circulation reports, collection turnover and fill rates) as well as patron input via community surveys, requests for titles and feedback are also useful in evaluating the collection.

'Weeding' is the term used to describe the process by which an item is withdrawn from the collection. This contributes to the collection's currency, relevance, attractiveness and accessibility.

The following criteria are considered in the weeding process

- turnover rate/circulation of item
- not circulated in a four-year period
- information relevance and currency
- physical condition of the item
- availability of items within the same subject matter
- superseded by a new edition or a better title on the topic
- of no discernible literary or topical merit
- irrelevant to the needs of the community served
- available elsewhere through reciprocal borrowing or interlibrary loan
- capacity of storage
- online availability or alternative format.

Discarded stock may be:

- donated to organisations that can make use of the withdrawn stock
- appropriated for book sales
- recycled.

Scope of Collection

Adult Fiction

The adult fiction collection aims to provide readers with access to a broad selection of popular and contemporary fiction, by both Australian and international authors. Consideration is given to award winning fiction, emerging and local writers.

Where series titles are purchased, effort will be made to ensure the entire series is purchased and that volumes are allocated to one branch.

Classics and works of perennial interest will be retained and replaced where demand warrants.

Resources selected will:

- be of high quality in presentation and content
- cover popular genres
- include Australian authors
- include popular novelists
- cover international publishing
- be of sound literary quality
- include popular series.

Large Print

The large print collection includes a wide range of fiction titles and a selected range of nonfiction titles for people who prefer or require reading large print materials.

The majority of large print patrons are likely to be elderly. In response the collection should be comprised predominantly of popular adult fiction of all types, supplemented by a smaller amount of popular non-fiction. Mature age group preferences should be considered.

Material will be purchased in both hardcover and softcover, with increasing numbers purchased in the softcover format that is preferred by patrons who find it lighter to hold and easier to handle.

Resources may be duplicated in other collections in different formats.

Young Adult fiction

The young adult fiction collection provides recreational resources for the young people aged 12-19 years. Current interest fiction material, including popular and contemporary young adult classics will be included usually in paperback format. Science fiction, fantasy, romance, graphic novels, comics, non-fiction and horror genres will be represented along with award winning books.

Resources selected will:

- stimulate cultural development in young adults
- provide access to a broad range of resources and new ideas
- provide high interest material to satisfy user needs
- provide material including information relevant to users' special needs
- reflect a recognition of changing needs, interests, attitudes and experiences of young adults.

Junior Fiction

The junior fiction collection provides a broad range of stories for readers with stories suitable for children beginning reading up to 12 years of age. The collection aims to stimulate the joy of reading and cultural development.

Resources selected will:

- include items suitably aimed at new readers for self-reading
- include popular series
- be predominantly in paperback with some hard covers
- cover a range of story styles and topics to suit eclectic tastes, including graphic novels
- include Children's Book Week award winning titles.

Picture Books

The picture books collection includes resources suitable for non-readers, story books for guardians and parents to read aloud and works with a strong focus on Australian authors and content. The focus of the collection is children from birth to primary school age

Resources selected will:

- have high quality illustrations and text
- stimulate imagination and speech
- stimulate the enjoyment of books and reading
- include board books for very young children
- be hardback where possible.

Audio Books

The audio book collection includes a wide range of fiction titles and a selected range of non-fiction titles. Audio books in MP3, CD and Playaway format will be purchased to provide:

- recreational and information resources in a non-book form
- resources for users unable to utilise print resources.

There will be duplication of key popular authors in print format in some audio books.

Material selected will be:

- of high quality in content, sound and performance
- unabridged if possible
- for adults and children in line with demand
- of popular, general interest
- be suitable for mature aged patrons.

Missing or damaged discs should be replaced where available. Damaged items where replacement units are not available should be discarded.

DVD's

The DVD collection complements the print collection and enhances many topics with its visual content.

The adult collection includes popular films, documentaries, classic films and television tie-ins.

The teen collection includes popular films, television tie-ins and animated films.

Junior material supports early learning and recreational viewing.

Magazines

The magazine collection contains popular titles that reflect the information needs and leisure interests of the community.

Resources selected will be:

- physically appealing
- of a popular, topical nature
- purchased in multiple copies if required for more than one branch
- be appropriate to the readership at each branch.

Retention policies are as follows:

- Weekly magazines are kept for 6 months
- Monthly magazines are kept for 12 months.

All magazine subscriptions will be reviewed on an annual basis.

Newspapers

The Sir John Gorton Library Kerang receives local newspapers and a selection of national newspapers. The Cohuna Branch receives the *Gannawarra Times*.

Newspapers are not for loan but are available for use in the library.

The *Gannawarra Times* is microfilmed. Hard copies of the *Gannawarra Times* and *The Bridge* are bound and retained indefinitely.

National newspapers are discarded after one month.

Non-Fiction

The non-fiction collection contains resources suitable for informational and recreational purposes, to support individuals of all ages pursuing their interests, formal education or independent life-long learning, and to enhance interest in literature and reading. The non-fiction collection should cover a broad range of interests, and be responsive to the needs of the community.

Resources selected will:

- include a broad range of topics including those for which community has expressed need
- be suitable for a range of age groups
- preference Australian material
- be chosen with emphasis on accuracy and accessibility.

Junior and teenage non-fiction collections should be targeted towards subjects of interest to young readers for recreational purposes.

Textbooks will not be purchased unless they have a higher value to the wider community.

Local History

The local history collection aims to maintain and preserve all published materials relating to the history, character and development of the Gannawarra Shire. The repository collection is held in the Sir John Gorton Library, Kerang. All branches have a collection of locally focussed resources.

Resources collected will include:

- histories of local families
- histories of local organisations
- material written by local authors
- memoirs with reference to the local area
- materials in all formats, excluding three dimensional objects
- duplicates where possible.

Only duplicates or second copies will be available for inter-library loan.

No materials are to be discarded. Damaged materials should be transferred to 'Closed Access'.

Materials in fragile or deteriorated condition should be considered for digitisation providing this does not infringe copyright laws and is within budgetary limitations.

Digital Collections

Electronic formats enhance the print collection and are an essential tool in providing current information and ease of access. Electronic formats include database subscriptions, eBooks and eAudio books.

The majority of items are available 24/7 via the library website and can be accessed from home.

Material is selected according to design and content, anticipated demand, relevance to community, accessibility, technical support, usage statistics and cost comparison to physical items.

Online resources are constantly evaluated for ease of use, applications and content. They will be removed if they fail to meet a high quality standard or are no longer financially viable to retain. Usage statistics are obtained to assist with this evaluation.

Reference Collection

This collection contains information resources that respond to reference inquiries from the public, such as dictionaries and atlases. All reference collections are supplemented by online databases. Out of date resources will not be replaced where up-to-date information is available online.

Ephemera

The Library maintains Government/Council publications for display and consultation while they contain current information. These items are not catalogued unless they have a lasting value for the local community.

Loans to and from external libraries (interlibrary loans)

As part of the SWIFT Consortium Gannawarra Library patrons have access over 3 million additional items through other SWIFT Libraries. Access to interlibrary loans is also provided through Library Link Victoria and Libraries Australia. In return Gannawarra Library Service lends materials to other libraries through the same networks.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, poor condition, or dated information the Library Manager may dispose of them as they see fit. The same selection criteria applied to purchased materials is also applied to gifts. Donated items suitable for inclusion in the general lending collections must:

- meet the basic selection guidelines
- be published material in demand
- be in an appropriate format for public library usage
- be in good condition ready for loan.

Policy Review

The Collection Development Guidelines will be reviewed every two years, and updated as required

