Library Collection Development and De-selection Policy

DETAILS

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<tr>
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<th>Council</th>
<th>Admin</th>
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<tr>
<td>Effective from:</td>
<td>4 September 2017</td>
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<tr>
<td>Contact officer:</td>
<td>Collection Development Librarian</td>
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<tr>
<td>Next review date:</td>
<td>September 2019</td>
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OBJECTIVES AND MEASURES

Objectives

- to guide the development and provision of a balanced collection in a range of formats that meets the recreation, information and cultural needs of Gold Coast residents
- to provide direction on the formats of materials collection
- to facilitate community participation in the selection of library resources
- to conform with formally endorsed guidelines relevant to the development, acquisition, maintenance and de-selection of library materials for the collection

Performance Measures

1. Level of compliance with Queensland Public Library Standards and Guidelines Library Collection Standard 2013
   - size – items per capita
   - acquisitions per capita per annum
   - stock rotation/tturnover
   - discard rate per annum
   - age of collection
   - circulation per capita per annum

2. Community engagement and satisfaction is measured through customer feedback forms, customers’ requests for purchase and bi-annual survey.

Risk assessment

Medium

POLICY STATEMENT

Council of the City of Gold Coast (Council) is committed to building an informed, prosperous, creative and connected community. The Library Collections provide free, impartial and equitable access to library resources and services that support reading and literacy, skill development and learning, and health and wellness. City Libraries strives to develop and maintain a collection that:

- provides a balanced range of resources including popular, bestselling material as well as enduring works
- promotes literacy and lifelong learning
- supports and reflects the changing needs and interests of the community and
- preserves the City’s cultural heritage and history.

Funding for the collection is derived largely from Council with a contribution from the State.
The size, growth, strength and quality of the collection is to comply with:
- Queensland Public Libraries Standards and Guidelines, Library Collection Standard
- The Australian Library and Information Association’s, Guidelines, Standards and Outcome Measures for Australian Public Libraries August 2016

**SCOPE**
This policy applies to all Council staff and Council contractors/suppliers involved in the development, acquisition, maintenance and de-selection of library materials for the collection.

**DEFINITIONS**
**Collection Development** – activities relating to the development of library collections including selection and de-selection, collection analysis, planning of resource sharing and collection management.

**Council** – Council of the City of Gold Coast.

**Electronic Resources** – resources which are stored and accessed in an online form including the internet and electronic databases.

**Floating Collection** – a concept utilized by a library service with multiple service points, where resources do not belong to any particular location, but may be borrowed from any point either directly or via a delivery service, and are retained at the location at which they are returned until requested by a customer or rotated to another service point.

**Format** – the physical form(s) of library resources including DVD, CD, digital and print.

**Inter-library loan** – an item borrowed from one library service by another on behalf of a customer.

**Library Material(s) or Resources** – any book and non-book material including but not limited to books, CDs, DVDs, audio books, magazines, newspapers, maps, plans, photographs, manuscripts, and equipment to support skill development.

**LOTE** – Languages Other than English.

**Reference resources** – resources in various formats (print, electronic, multimedia) intended to be referred to rather than read.

**Self-published items** – material published or produced by the creator of the work.

**RELATED POLICIES AND DELEGATIONS**
Procurement Policy and Contract Manual
Service Level Agreement for Public Library Service Provisions between Library Board of Queensland and the Council of the City of Gold Coast
Library Collection Development and De-selection Policy

LEGISLATION

Libraries Act 1988

Local Law No. 4 (Libraries)
Subordinate Local Law No 4.1 (Libraries)
Commonwealth of Australia Copyright Act 1968 paragraph 49 (7A)

SUPPORTING DOCUMENTS

Australian Library and Information Association
- Guidelines, Standards and Outcome Measures for Australian Public Libraries (August 2016)
- Library and information services and Indigenous peoples
- Library and information services for people with a disability

State Library of Queensland
- Service Level Agreement for Public Library Services between the Library Board of Queensland and Gold Coast City Council
- State Library of Queensland. Queensland Public Library Standards and Guidelines
  - Library Collections Standard
  - Local Studies Standard
  - Reference Services Standard
  - Resource Description Standard
  - Specialist Service Standard
- The Next Horizon: VISION 2017 for Queensland Public Libraries

City Libraries
- City Libraries Strategic Framework 2014-2018
- City Libraries Collection Guide: Collection Development and Management
- City of Gold Coast City Libraries – Digitisation Guideline

RESPONSIBILITIES

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<tr>
<th>Sponsor</th>
<th>Director Community Services</th>
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<tr>
<td>Owner</td>
<td>Manager City Libraries</td>
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VERSION CONTROL

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<tr>
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<td>04.09.17</td>
<td>COO iSpot #64291719</td>
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Printed copies are uncontrolled. It is the responsibility of each user to ensure that any copies of policy documents are the current issue.
Library Collection Development and De-selection Policy
Attachment A - Guidelines

Procurement of Library Materials

The procurement of library materials is managed in accordance with Council’s Procurement Policy and Contract Manual.

Selection of Library Materials

• Library materials are selected from authorised library vendors by qualified City Libraries staff.

• Library materials are selected in a variety of formats which may include, but not be limited to, print, serial, audio-visual, three-dimensional and digital. While the relevance of the content of the material is of primary consideration, format can affect its suitability.

• Self-published items are not sought for the collection unless they support programming, are in high demand or fill a subject gap.

• Materials must be suitable for public lending purposes, or for public access, with consideration to appropriate distribution and licensing agreement, packaging and presentation. Material with distribution restrictions will not be purchased, however, some material such as electronic resources, may be purchased and made available for use as reference items in the library. Materials may be purchased to support the delivery of programs to assist with skill development.

• Materials prohibited by law will not be considered for inclusion in the collection. Council is obliged to comply with decisions made under lawful federal or state prohibition, for example by the Australian Classification Board.

• Textbooks prescribed for study may be included in the collection where they are of general interest or value to the community and they are the most appropriate materials available. Textbooks for formal courses of study will not generally be included.

• All members of the community shall have the right to suggest materials for consideration for purchase by Council. Specific titles requested by registered members of the library service may be purchased if they meet the selection criteria. Material not suitable for purchase may be obtained on inter-library loan.

• Donated new material that meets the Collection Development criteria may be accepted for specific collections. Material is accepted provided donors are aware that this material will be made available to the public and may be discarded at a later date in accordance with the City Libraries collection guide: Collection development and management. (iSpot #62497498).

• Due to the implementation of direct delivery and outsourced end processing, donations of used book, other than specific collections, cannot be accepted.

• The inclusion of items in the collection and the provision of access to the items is subject to Australian Copyright legislation.
The Collections
City Libraries actively develop the following collections:

1  General
City Libraries provides access to a diverse range of popular and literary fiction as well as a wide range of popular, authoritative, relevant and topical information resources supporting general and recreational interests, personal development, lifelong learning, and to build capacity within the community. This material is delivered through a variety of formats (print, large print, audio-visual, three dimensional and digital).

2  Reference
Reference resources are made available for use in the most appropriate format to ensure easy accessibility for the community. This collection includes a variety of encyclopaedias, dictionaries, directories, atlases, handbooks, yearbooks and selected authoritative books on particular subjects.

3  Languages other than English (LOTE)
City Libraries develops and maintains LOTE collections in accordance with Queensland Public Library Standards and Guidelines: Multicultural Services Standard.

4  Corporate Library
The Corporate Library Collection is a range of resources intended for staff use which align with Council’s Corporate Plan and support the vision, purpose, values and priorities of the Council. Corporate library items are usually not for loan to the general public.

5  Online Resources
This is a collection of electronic resources which support the information needs of the community and are available to library customers 24/7 from within the library and/or anywhere with internet access.

6  Special Needs
This collection consists of developmentally appropriate resources, games and equipment to assist people with special needs. The target audience is primarily young people and adults undertaking rehabilitation, therapy or other programs where a referral has been provided.

7  Local Studies
The collection includes published and unpublished material relating to the history, heritage, culture, development, environment and society of the Gold Coast region. It provides access to a range of authoritative and relevant resources to support the leisure and information activities of customers and to support and encourage community pride in our heritage and diversity.

8  Digital Collection
City Libraries produces resources that support community information, programming activities and skill development. Some of these resources exist only in digital form and are stored for public access and archival purposes. Currently the majority of these digital objects are produced in the Media Lab which is a digital design hub equipped to develop and explore digital skills.
9 Indigenous Collection
The collection showcases indigenous cultural heritage, with emphasis on the people and the history of local language groups. The collection also references the history and culture of Aboriginal and Torres Strait Islanders and Australian South Sea Islanders.

10 Surfing Collection
The collection showcases surfing culture with an emphasis on Australian and local surfing history, culture and identities.

Evaluation of Library Materials
- Library collections are evaluated regularly by suitably experienced City Libraries staff to ensure their currency, accuracy, quality and ongoing appeal and usefulness. The library collections are evaluated and material is selected or de-selected utilising the CREW (Continuous Review, Evaluation and Weeding) methodology and in accordance with City Libraries collection guide: Collection development and management.
- Library collections are regularly refreshed across the library network using the principle of “floating collections” and through the periodic transfer of library items from one branch library to another.
- An evidence-based stock management collection analysis tool that assists the library in aligning their collections with customer demands is also utilised.

Digitisation
City Libraries are custodians of a number of special collections containing a diverse range of material relating to the Gold Coast. This material is primarily held in the Local Studies Collection and Corporate Library in both print and digital formats. Evaluation of these collections can result in the identification of material where community benefit would be gained by digitisation. In addition subject gaps can be filled by the acquisition of a digital copy from another institution or repository.

De-Selection of Library Materials
Public libraries are not libraries of last resort, collecting and holding material indefinitely. In order to maintain a collection of materials that best serves the community at large the library must periodically withdraw library materials from the collection. Library materials have a limited useful life after which they must be disposed of by Council. This is done in accordance with the City Libraries collection guide: Collection development and management.

Library materials selected for withdrawal from the collections will be disposed of in one of the following ways:
- sold to the public by book sales
- ‘set free’ for use in aged care facilities, women’s shelters, homeless and youth hostels etc
- given to Gold Coast schools through an annual school ‘book boost’
- relocated to an appropriate collecting institution
• community language items may be offered to approved community outlets
• overseas donation of selected materials
• donated to other libraries
• given to local charity.

Items that have reached the end of their practicable life are recycled.