Library Collection Development and De-selection Policy

DETAILS

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<th>Council</th>
<th>Admin</th>
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<td>Effective from:</td>
<td>October 2014</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>October 2016</td>
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OBJECTIVES AND MEASURES

Objectives

- To provide access to a current and relevant collection that meets and provides free, impartial and equitable access to library resources and services that support reading and literacy, skill development and learning, social inclusion and health and wellness
- to ensure that the community has access to a wide variety of resources in both print and electronic formats
- to facilitate community participation in the selection of library resources
- to provide access to, and preserve and maintain a local studies collection that relates to the history and development of the local community
- to conform with formally endorsed guidelines relevant to the development, acquisition, maintenance and de-selection of library materials for the collection.

Performance Measures

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/turnover
- discard rate per annum
- age of collection
- circulation per capita per annum

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, best selling material as well as enduring works
- promotes literacy and life long 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
- The Australian Library and Information Association’s, Beyond a Quality Service: Strengthening the Social Fabric: Standards and Guidelines for Australian Public Libraries.

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

DEFINITIONS
Council – Council of the City of Gold Coast.

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

Electronic Resources – resources which are stored and accessed in an online form including the internet, electronic databases and CD-Roms.

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 directory or via a delivery services, 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, CDs, 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, computer games, magazines, newspapers, maps, plans, photographs and manuscripts.

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 Standards
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
Local Law No. 4 (Libraries)
Libraries Act 1988

SUPPORTING DOCUMENTS
- State Library of Queensland. Queensland Public Library Standards and Guidelines
- Australian Library and Information Association’s, Beyond a Quality Service: Strengthening the Social Fabric: Standards and Guidelines for Australian Public Libraries
- State Library of Queensland: Libraries for Literacy, every day, every way
- Collection Evaluation and De-selection Guidelines
- Collection Maintenance Guidelines
- Australian Library and Information Association Library and information services and Indigenous peoples
- Australian Library and Information Association Library and information services for people with a disability

RESPONSIBILITIES

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<td>Director Community Services</td>
<td>Manager City Libraries</td>
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VERSION CONTROL

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<th>Document</th>
<th>Date</th>
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Procurement of Library Materials

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

Selection of Library Materials

- Library materials are selected from authorised library suppliers by qualified librarians.

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

- Materials must be suitable for public lending purposes 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 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 criteria for collection development. Material not suitable for purchase may be obtained on inter-library loan.

The Collections

The City actively develops the following collections:

1. General

Provides access to a diverse range of popular and literary fiction; as well as a wide range popular, authoritative, relevant and topical information resources supporting general and recreational interests, personal development, lifelong learning, and to build capacity within the community delivered through a variety of formats (print, large print, audiovisual, 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.
Library Collection Development and De-selection Policy
Attachment A - Guidelines

3 **Languages other than English (LOTE)**
The City Libraries will continue to develop and maintain LOTE collections in accordance with *Queensland Public Library Standards and Guidelines: Public Library Multicultural Services Standard*.

4 **Corporate Library**
The Corporate Library Collection is a range of resources which align with the 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 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.

**Evaluation of Library Materials**
- Library collections are evaluated regularly by suitably experienced 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 library’s Collection Evaluation and De-Selection Guidelines.
- 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 evidenced based stock management collection analysis tool that assists the library in aligning their collections with customer demands is also utilised.

**Donations**
Due to the implementation of Direct Delivery and outsourced end processing, donations of used books cannot be accepted.
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 Collection Maintenance Guidelines.

Library materials selected for withdrawal from the collections will be disposed of as follows:
- 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.