

Collection Development Policy

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Responsible Officer	Manager Customer & Community Services	Date Approved:	05/07/2022
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1. PURPOSE

The Mareeba Shire Library *Collection Development Policy* communicates the principles that determine the management and maintenance of library collections and supports the current and future needs of the Mareeba Shire community.

Mareeba Shire Council aims to provide a balanced collection that will serve the general educational interest, recreational, entertainment and literacy needs of the community and reflects the diversity of culture and interests within our community, in so far as budget, space and availability of materials allows. As a member of the state supported independent library network the Mareeba Shire Library Service supplements its resources with materials borrowed from other library services.

Mareeba Shire Library service is committed to providing unbiased, free, and equitable access to ideas and information.

2. SCOPE

The policy is relevant to all Mareeba Shire Council libraries.

3. POLICY STATEMENT

- Mareeba Shire Library Service develops and maintains a balanced collection that will serve the lifelong learning, recreational, entertainment and literacy needs of the community and reflects the diversity of culture and interests within our community, in so far as budget, space and availability of materials allows
- The collection will reflect the Mareeba Shire Council Operational Plan, trends and innovations within the library profession, industry standards and community expectations.
- The collection will be current but also include a selected range of classic and historic materials.
- The library upholds the right of the individual to access information that is not subject to federal and/or state restriction or prohibition, even though the content may be controversial or considered to be objectionable by others.
- Materials for children and young adults are intended to stimulate their interests and broaden their views, promote literacy, education and support reading for enjoyment. The reading and viewing activity of children is the responsibility of parents and carers who guide and oversee their child's development.
- The collection will provide an unbiased source of information and ideas, including online content and aim to provide free access to materials and information presenting multiple interpretations on contemporary

and historic issues. Any library materials that have not been subject to federal and/or state restriction or prohibition can be considered for inclusion in the collection and will not be excluded on moral, political, racial, religious, sexist, language, or other grounds.

- The collection will cover a wide range of subjects, formats, and genres to cater to the community's diverse interests, views, cultural background and needs.
- The library should provide equitable access to collections for all customers regardless of origin and age.

3.1 Selection criteria

- The final responsibility for material selection lies with the Library Coordinator.
- Statistical reports assist with strategic and operational decisions and will be utilised to ensure that the collection is appropriate in terms of:
 - subject coverage and currency
 - current or anticipated areas of interest
 - coverage of high demand titles (additional copies of popular fiction to ensure equity of access across library branches)
 - turnover of the collection
 - long term and/or local relevance
 - complement or expand the existing collection
 - quality and range - providing a wide range of materials with good quality content and presentation
 - literacy support - provided across all ages
 - reader centric selection- feedback and purchase requests will ensure a customer focus is prioritised in the selection of materials
 - Australian treatment of subjects has a priority
- In general materials are purchased only if they have been published in the last two (2) years. Exceptions to this may include the replacement of damaged or lost items, classic titles, or core items as required.
- Budget allocations for the various collections are determined by user demand, borrowing statistics and format trends.

3.2 Selection and Acquisition

- Collection development decisions are made based on staff judgement, expertise, and by evaluating reviews in journals and other library selection tools.
- To ensure that new popular resources are being purchased, the selection process includes bookseller catalogues, local bookstore collections, popular magazine reviews, the media, customer requests and online resources..
- Professional library suppliers will be contracted to undertake the selection of new library material using a range of mechanisms:
 - **Profiled selection-** Specifications are drawn up to reflect the detailed requirements of Library Services to satisfy known and anticipated demand. The library suppliers order library materials prepublication. The selection process is tightly monitored by Library Services to ensure the specifications are being interpreted correctly. The specification document includes the priority areas to concentrate purchasing in, what to avoid and a specific budget allocation.
 - **Standing orders** are titles automatically ordered prepublication in predefined quantities by the library supplier. The standing order can be for material published by specified authors or

certain series. The standing orders are developed by Library Services at the beginning of each financial year and are reviewed each year and modified to fit budgetary requirements.

- **Team based selection** aims to maximise staff knowledge of customer needs and involve as many staff as possible, in a cost-effective manner. Staff are trained to ensure adequate understanding of purchasing priorities.
- **Requests** the Library and Information Management System (LIMS) enables online requests to be submitted for consideration by staff. Customers are kept informed of the progress of their requests via the LIMS automated message system.

- Purchase suggestions from customers and recommendations for addition to the collection are welcomed and encouraged. Suggestions are evaluated against the selection criteria. The Library does not commit to purchase every item which is submitted as a request for purchase.

• 3.3 Donations

- Donations of books and other materials that meet the general selection criteria will be accepted. The library reserves the right to reject unsolicited donations of unsuitable material.
- Donations are accepted on the understanding that they may be either; added to the library collection, or designated as suitable for items for book sale, or otherwise disposed of, at the determination of library staff.
- All donations should be:
 - in good condition
 - published within the last two (2) years
 - locally relevant
 - authoritative texts
- Donations accompanied by any conditional terms are not accepted. Bulk donations are not accepted.
- Exceptions may be made for donations of local history material or at the discretion of the Library Coordinator.

3.4 Range of materials collected:

- Non-fiction
- Fiction
- Large print
- Audiobooks
- Children's Picture books, readers, fiction, and non-fiction
- Young adult fiction, non-fiction, and graphic novels
- Indigenous collection
- Magazines
- Newspapers
- DVDs
- Music
- Online Collections: including research and learning databases, eBooks, eAudiobooks and eMagazines
- Local History resources- the library collects and preserves material relating to the culture, history, and creativity of the local region
- English as Second Language (ESL) resources-

- Miscellaneous items
- Resources not collected
 - Textbooks
 - Specialist / academic texts
 - Curriculum materials
 - Research papers
 - Expensive low interest items
 - Items prohibited by law
 - Items with inappropriate physical characteristics
 - Items difficult to source and/or unavailable from preferred suppliers

3.5 Replacement of library materials

- Decisions to replace lost, damaged, or deselected items will occur in line with the selection criteria. Material is removed from the collection if it is:
 - Dated, obsolete and/or inaccurate
 - In poor physical condition
 - Infrequently used
 - Duplicated

4. REPORTING

No additional reporting is required

5. DEFINITIONS

The Library – means the Mareeba Shire Council library.

6. REVIEW

It is the responsibility of the Manager Customer and Community Services to monitor the adequacy of this policy and implement and approve appropriate changes. This policy will be formally reviewed every four (4) years or as required by Council.