

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

PRINCIPLES

Council aims to provide a **balanced** collection that will serve the general educational interest, recreational, entertainment and literacy needs of the community.

Council libraries will provide free and convenient access to all resources.

The collection will reflect the **diversity** of culture and interests within our community, in so far as budget, space and availability of materials allow.

The collection will be **current** and include a selected range of classic and **historic** materials.

Online resources are an integral part of the library collections. Providing access to resources in a wide **variety of formats** ensures access for persons of all ages and abilities.

The collection will provide convenient free access to an unbiased source of **information and ideas**.

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 *Library Collection Development Guidelines* support and enact the **Free access to information statement** developed by the Australian Library and Information Association.

WHAT ARE OUR COLLECTIONS?

- Non-fiction – adult, children young adult
- Fiction – adult, children young adult
- Local and family history
- Large print
- Audiobooks
- Children's picture books and readers
- Graphic novels
- Indigenous collection
- Magazines and newspapers

- DVDs
- Music
- Digital Collections: including research and learning databases, eBooks, eAudiobooks and eMagazines
- English as Second Language (ESL) resources
- Miscellaneous items

Resources not collected:

- Textbooks
- Specialist / academic texts
- Curriculum materials
- Research papers
- Specialised subject material
- Expensive low interest items
- Items prohibited by law
- Items with inappropriate physical characteristics
- Items difficult to source and/or unavailable from preferred suppliers
- Excessively expensive items

Local authors are defined as writers who currently reside or have spent a significant part of their lives in the Mareeba Shire / Tablelands region. Council recognises the literary efforts of local authors by including their works in its collections. These works however, must meet the library service's selection criteria as detailed in these guidelines.

SELECTION CRITERIA

The following criteria are used when purchasing items. Their importance and application may vary from one collection to another.

- Relevance and current community demand
- Anticipated interest
- Publication date
- Long term and/or local relevance
- Authority and reputation of author, publisher or illustrator
- Subject coverage and currency
- Suitability of format
- Cost and availability
- Turnover (circulation) of similar materials
- Quality of presentation appropriate to the content and audience
- Literacy support - provided across all ages

- Relationship and importance to the entire collection
- Australian published items have 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 and items of historical significance to Queensland.

ACQUISITIONS & SELECTION TOOLS

Library material is selected within the budgetary framework and procured in accordance with Council's *Procurement Policy*. The final responsibility for material selection lies with the Coordinator Libraries.

Selection methods include bookseller catalogues, local bookstore collections, book reviews, the media, customer requests, online resources and professional recommendations.

Professional library suppliers will be contracted to undertake the selection of new library material using a range of mechanisms:

- **Profiled selection** – items are ordered pre-publication according to details specifications provided to the supplier to support known and anticipated demand and ensure timely delivery of material.
- **Standing orders** - lists and a budget amount are provided to suppliers specifying the minimum number of copies of new published titles, which are automatically purchased. The standing order can be for material published by specified authors or certain series.
- **Team based selection** – library staff purchase items from regional businesses.
- **Requests** – purchase suggestions from customers and recommendations for addition to the collection are welcomed and encouraged. The library does not commit to purchase every item which is submitted as a request for purchase.

DESELECTION

Deselection, also referred to as weeding the collection, refers to the planned removal of unsuitable materials from the collection. Deselection is a logical consequence of collection evaluation.

Deselection will take place at time of need, annually (during stocktaking) or in small sections throughout the year. Discarded resources will be withdrawn and cancelled.

Criteria for deselecting or weeding an item are:

- Item is in poor physical condition
- Item is obsolete (superseded by a new edition, better source, more accurate information, item has broken links or no longer current)
- Insufficient use (including borrowing)
- Age
- Items where the subject matter is no longer of current interest
- Unnecessary duplicate copies
- Licencing issues
- Irrelevant to current needs

REPLACEMENT OF ITEMS

Titles missing or withdrawn from the library collections are not automatically replaced. The decision to replace items is based on the following criteria:

- The item is still available for purchase (still in print)
- Availability of other copies/editions in the collection
- Community interest/ongoing demand
- Adequacy of coverage in the subject area
- Cost and availability
- Usage of previous copy/copies.

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, designated for book sale, or otherwise disposed of at the discretion of library staff.

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 material of state or national significance, at the discretion of the Coordinator Libraries.

COMPLAINTS OR CHALLENGES

Members may from time to time, bring to the attention of library staff, material they believe should not be part of the library's collection.

Formal requests for reconsideration of library resources will be assessed by the Coordinator Libraries in accordance with these *Library Collection Development Guidelines*.