

Newcastle City Council

# Policy

## Collection Development Policy - Libraries

February 2018

# Collection Development Policy - Libraries



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| Policy title  | Collection Development Policy - Libraries   |
| Policy owner  | Manager Libraries   |
| Policy expert/writer  | Manager Service Design and Customer Experience (Libraries)  |
| Prepared by   | Libraries   |
| Approved by   | CEO   |
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| Related forms   | N/A   |
| Required on website   | Yes   |
| Authorisations  | Functions authorised under this policy including Council Officers authorised to perform the function. |

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# Part A Introduction

## 1 Purpose

- 1.1 The Newcastle Region Library, herein referred to as 'the Library', provides ideas, information, resources, facilities and spaces, programs and services to help our community discover, connect, learn and grow.
- 1.2 The Library operates nine individual libraries throughout the City of Newcastle, as well as a Local History library in the War Memorial Cultural Centre. The Library serves a total estimated population of 165,000, and the current collection consists of more than 800,000 print and digital items.
- 1.3 This Collection Development Policy has been developed as a planning tool to give direction and focus to the selection and collection practice that is consistent with the Library's draft strategic plan and the overall direction, goals and objectives of the Library. This policy contributes to Newcastle City Council's Community Strategic Plan 2030 and the vision of a smart, liveable and sustainable city.

## 2 Definitions

- 2.1 **The Library** means Newcastle Region Library.
- 2.2 **Council** means Newcastle City Council.

## 3 Scope

- 3.1 Through the adoption of the Joint Library Agreement the Newcastle Region Library provides a range of services to three local Government areas:
  - Dungog Council
  - Newcastle Council
  - Port Stephens Council
- 3.2 This Collection Development Policy applies to the libraries situated in the Newcastle Local Government area only. For details about the policies and procedures of the other two (2) joint library partners please refer to their individual documentation.
- 3.3 This policy provides direction for the acquisition, maintenance and retention of all materials for the collection.
- 3.4 The Library's collection development goals are to:
  - 3.4.1 support reading, learning and creative services and programs for the benefit of the community through the acquisition of a relevant, well-balanced collection;
  - 3.4.2 respond to changes in community expectations; and
  - 3.4.3 maintain accessible and cost effective storage programs to create long term access to the local history collection.

## 4 Principles

- 4.1 The Collection Development Policy supports the curation of a dynamic collection that:
  - 4.1.1 contains a comprehensive range of resources representative of our communities' needs and interests, for both recreation and personal development;
  - 4.1.2 is popular and inclusive as well as enduring;
  - 4.1.3 enables equitable access to all by providing resources in multiple formats across a variety of media;
  - 4.1.4 stimulates the community to be creative and innovative by providing a framework for the introduction of new technologies and related programs to the community;
  - 4.1.5 manages and preserves materials of local historical and heritage value, plus those of relevance to the community;
  - 4.1.6 provides specialist resources to support library programs, events and outreach services;
  - 4.1.7 provides special resources to support research of local history;
  - 4.1.8 encourages the development of early literacy skills and lifelong learning in the community; and
  - 4.1.9 reflects the demographic diversity of Newcastle's community.

## Part B Policy Details

### 5 Range of Materials Collected

- 5.1 A range of resources are included in the collection to meet the diverse ages, interests, cultures, languages and literacy levels of the community served.
- 5.2 The lending collection comprises items in the following areas and formats:
- Non-fiction, fiction and large print books
  - Audiobooks on CD
  - Picture books
  - Magazines
  - DVDs
  - Music CDs
  - eResources: including eBooks, eAudiobooks, and eMagazines
  - Reference materials
  - Specialist collections such as 'Tech for loan'
- 5.3 The Local History collection is not a lending collection. Local History is a repository for NSW State Records. This collection is of regional significance and includes:
- Newspapers
  - Archives of businesses, community groups and individuals
  - Books
  - Maps
  - Photographs
  - Plans
  - Family history research

### 6 Collection Selection and Acquisition

- 6.1 Selection of Purchased Materials
- 6.1.1 The Library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.
- 6.1.2 Library members, Library staff members and the community are able to recommend materials for purchase.
- 6.1.3 Materials will be selected for all ages and not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.
- 6.1.4 General criteria for requesting and selecting library materials include, but are not limited to:
- Customer interest and demand
  - Items with broad community and customer appeal
  - Significance of author or subject
  - Publication date and availability of material
  - Local significance and/or emphasis
  - Diversity of viewpoint
  - Authority and accuracy
  - Literary merit and current trends
  - Library usage and collection utility data
  - Importance of the subject matter to the collection

- Permanent or timely value
- Budgetary considerations

## 6.2 Acquisition

- 6.2.1 Stock for the Library is purchased from reputable vendors that provide quality resources.
- 6.2.2 The Library uses professional sources, for example, book reviews, publisher's journals and book lists to acquire knowledge of new materials for purchase.

## 6.3 Acceptance of Donated Materials

- 6.3.1 Local Authors and Self-Publishing - Authors who live within the boundaries of Newcastle and the Hunter region may donate copy(ies) of their materials.
- 6.3.2 Gifts - The Library will consider donations of recently published materials and items in 'as new' condition.
- 6.3.3 Acceptance of donated items does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library.

# 7 Collection Maintenance and Retention

- 7.1 Our collection is continuously assessed and materials regularly removed to maintain a high quality, current and appealing collection which is also easy to use.
- 7.2 Deselection of material from the circulating collection is an essential part of effective collection maintenance.
- 7.3 An item may be deselected for several reasons, including, but not limited to:
- 7.3.1 Item no longer responds to current needs or interests;
- 7.3.2 Item contains out-of-date or unreliable information;
- 7.3.3 Item has not been borrowed for a reasonable period of time;
- 7.3.4 Wear or damage; or
- 7.3.5 Material is in a format no longer collected.
- 7.4 Deselected items may be:
- 7.4.1 Gifted to a local not-for-profit organisations; or
- 7.4.2 Recycled at the discretion of the Library in accordance with applicable standards and regulations.

# 8 Censorship

- 8.1 The Library is a member of the Australian Library and Information Association which upholds intellectual freedom of information for all and does not practice censorship, outside of legislation requirements.
- 8.2 Individual items, which in and of themselves may be controversial or offensive to some patrons or staff members, may be selected if their inclusion will contribute to the range of viewpoints in the community as a whole and the effectiveness of the Library's ability to serve its community.
- 8.3 The Library adheres to the legislation and rulings of the Australian Classification Board and the Australian Communications and Media Authority.

- 8.4 Persons raising an objection to the inclusion, or exclusion, of an item in the Library collection will be asked to provide a written explanation of their objections, citing specifics from the material in question. The Library will respond to the request in accordance with this Collection Development policy and other applicable standards and regulations. The final decision will be made at the discretion of the Manager Libraries.

## **9 Ongoing Evaluation and Supporting Documentation**

- 9.1 This Collection Development Policy will be reviewed annually and updated every 4 years to ensure its relevancy.
- 9.2 Any revisions will take into consideration the goals and objectives of the Library, the intent of the collection, and changes to the library and information industry.
- 9.3 The Collection Development Policy is supported by a range of internal and external planning tools and related procedural documentation.