



Gladstone Regional Council

Policy

Title	LIBRARY SERVICES COLLECTION DEVELOPMENT
Policy Number	P-2015/11
Responsible Directorate	CORPORATE AND COMMUNITY SERVICES
Responsible Officer	REGIONAL LIBRARIAN
Date of Adoption	15 SEPTEMBER 2015
Resolution Number	G/15/2568
Date Review Due	15 SEPTEMBER 2018

1.0 PURPOSE:

The Library Services Collection Development Policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of library materials which meet the needs of the community within the Gladstone Region. It defines the scope and standards of the various collections.

As the community changes, the libraries will need to reassess and adapt their collections to reflect new and differing areas of interest. Therefore the Library Services Collection Development Policy will be periodically evaluated and revised as necessary to provide guidance in implementing changes in the collection.

2.0 SCOPE:

This Policy applies to all Gladstone Regional Council operated libraries within the Gladstone Region.

3.0 RELATED LEGISLATION:

Libraries Act 1988

4.0 RELATED DOCUMENTS:

- Gladstone Regional Council Library Membership and Borrowing Policy
- Gladstone Regional Council Contracting and Procurement Policy

- Queensland Public Library Standards and Guidelines - Operational Service Standard
http://plconnect.slq.qld.gov.au/_data/assets/pdf_file/0012/144102/144102_Operational_Services_Standard.pdf and Library Collections Standard
http://plconnect.slq.qld.gov.au/_data/assets/pdf_file/0020/146261/Library_Collections_Standard_2013.pdf
- State Library of Queensland - Service Level Agreement for Public Library Services between Library Board of Queensland and Gladstone Regional Council
- Australian Library and Information Association's (ALIA) policy statements including Statement on Public Library Services and Statement of Free Access to Information (<https://www.alia.org.au/about-alia/policies-standards-and-guidelines>)
- Gladstone Regional Council Collection Development Criteria
- Gladstone Regional Council Collection Maintenance Guidelines.

5.0 DEFINITIONS:

Nil.

6.0 POLICY STATEMENT:

Council is committed to providing free, impartial and equitable access to library resources and services that support the informational, educational, recreational and cultural development needs of the community. Therefore Gladstone Regional Libraries aims to develop a collection that:

- Encourages lifelong learning and literacy;
- Provides a range of resources which can include popular and bestselling material as well as enduring works;
- Proactively respond to changing community needs within the Gladstone Region; and
- Preserves the history and cultural heritage of the Gladstone Region.

Library collections will be evaluated regularly to ensure currency, accuracy, quality and appeal. Evaluation includes weeding and discard practices in addition to regular stocktaking as outlined in State Library of Queensland guidelines. Acquisitions per annum are currently recommended at 0.25 items per capita with a discard rate of age of collection (recommended < 5years) and turnover frequency (recommended 5 loans per item).

With the exception of reference or Local History materials, most of the libraries' collections are available for loan. Access to all collections is via the library catalogue.

Library collections are regularly refreshed by the method of transferring items from one branch to another. Resource sharing will be further implemented by the use of inter-library loans.

The following principles apply to the future development of the library collection:

6.1 General collection

This Library Services Collection Development Policy and associated procedure will ensure that materials are available in a variety of formats, which may include, but are not limited to, print, serial, audio-visual and digital formats. In general, material with distribution restrictions will not be purchased, however electronic resources may be made available as reference items via the library catalogue or web page. Collection size should strive to meet that recommended by State Library of Queensland (2 - 3 items per capita for >50,000 population and 66% of collection be of adult content) Note:

- a. Materials prohibited by law will not be considered for purchase or added to the collection.
- b. Gladstone Regional Council and libraries do not act as censoring bodies. No material will be rejected or removed from the collection solely on the basis of artisan or doctrinal disapproval, or because of concern that children may access some materials intended for adults. Parents or guardians are responsible for the suitability of materials read or borrowed by their child.
- c. Council supports the principles of equity and access outlined in the Australian Library and Information Association's (ALIA) policy statements including Statement on Public Library Services and Statement of Free Access to Information.
- d. Donated material is accepted on the understanding of the donor that the libraries may dispose of items which fail to meet the collection development criteria or may be discarded in accordance with collection maintenance guidelines.
- e. In general textbooks are not purchased. However, at times, if textbooks are the most appropriate material available on the subject they may be considered.
- f. Members of the community have the right to suggest materials for consideration for purchase. Specific titles requested may be purchased if they meet the collection development criteria. Material not purchased may be obtained, where possible, by inter-library loan.
- g. Criteria utilized when making selections includes:
 - The suitability of the item in terms of subject, style, accuracy, level and language. Priority is given to material that is popular as well as relevant to the lifestyles and trends within the community;
 - The quality of the item. Material should be attractive, well made and durable;
 - Potential use of the item. Staff members selecting material, use their experience, knowledge and statistical data to anticipate demand and identify potential turnover of new titles and resources;
 - Collection considerations – items are considered on the basis of how they may strengthen, fill a gap, supplement or update the existing collection. Consideration is also given as to the availability of the item; and
 - Cost and availability. Purchasing decisions are made for each item based on merit. Library resources will be purchased in accordance with the Council's Procurement Policy.

6.2 Information Resources

Information resources will be made available in the most appropriate format to ensure both accuracy and currency of information. These resources, when possible, will be made available to the community outside regular opening hours via online access. Preference is given to electronic resources, supplemented by print items when necessary.

6.3 Languages other than English

The library service borrows small collections in languages other than English from the State Library of Queensland. These collections are reviewed regularly and supplemented according to statistical data and customer request. Bilingual material may be included in the collection.

6.4 Online resources

Online resources are provided for the benefit of the community and are available to access both remotely and from within the library. These resources may be available as downloadable, streaming or other content including, but not limited to, eBooks and eAudio. 10 - 15% of Stock investment to be allocated to purchase of such materials.

6.5 Local Collection

- a. The Local Studies Collection is a collection of records and information of local value rather than those of state or national significance. Items may include:
 - Published or unpublished material including biographies, genealogies, oral histories, statistical information, photographs, newspapers, maps and other ephemera which may be of interest; and
 - Births, deaths, marriages and cemetery indexes, shipping lists, Council minutes and publications.
- b. Donations of heritage materials are always appreciated, but are accepted on the understanding that the library may dispose of those items which do not meet the criteria of the collection development policy. Items must be of significant themes relating to its history, heritage and character.

6.6 Internet (Public Access)

Electronic information, services, and networks provided directly or indirectly by the libraries will be readily, equally, and equitably accessible to all library users. There will be publicly accessible computers available at each branch, as well as a wireless service. The Gladstone Regional Council does not monitor and has no control over the information accessed and will not be held responsible for the content, accuracy or quality of the information so retrieved.

7.0 ATTACHMENTS:

Nil.

8.0 REVIEW TRIGGER:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 3 years from date of adoption.

TABLE OF AMENDMENTS		
Originally Adopted	19 March 2013	G/13/1462
Amendment 1	15 September 2015	G/15/2568
Amendment 2	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>
Amendment 3	<INSERT DATE COUNCIL MEETING>	<INSERT RESOLUTION NUMBER>

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STUART RANDLE
CHIEF EXECUTIVE OFFICER