

Collection Development Policy

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| Reference Number: | Section 5 No. 06 |
| Responsible Department: | Library Services |
| Related Policy/Procedure: | |
| Date of Adoption: | 23 May 2000 |
| Current Review Date: | 27 April 2021 |
| Minute Reference: | 12.2.1 |
| Version Number: | Amendment 4 |
| Applicable Legislation: | Local Government Act, 1999 Libraries Act, 1985 Commonwealth Classification (Publications, Films and Computer Games) Act, 1995 Copyright Act, 1968 Copyright Amendment (Digital Agenda) Act, 2000 |
| Next Review Date: | December 2024 |
| Review Frequency: | Triennially |

1. Purpose

Light Regional Council Library Service ('the Library') selects materials and develops collections in many different formats, including digital, to provide residents with a wide range of informational, recreational and educational resources that are easily accessible. The Library will acquire materials reflecting the full diversity of points of view on topics of interest to the public, therefore, items in the collection will not necessarily appeal to all community tastes and interests. The collection development process will consider the current and anticipated needs of the community.

2. Policy

- 2.1 An objective of the Library is to select, organise, preserve and make freely available, materials that help individuals and groups in the community to:
- Pursue continuing education;
 - Develop their creativity;
 - Become more responsible members of the community;
 - Enhance their employment skills;
 - Enhance their leisure time;
 - Obtain needed information.
- 2.2 The Library provides materials and services to residents of all ages. It seeks to stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
- 2.3 In its selection of materials, the Library endorses the Australian Library and Information Association (ALIA) 'Free Access to Information Statement' (<https://alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>).

- 2.4 The Library adheres to Section 4 of the Library Management System (LMS) Operations Guide – Collection Policy, which outlines the South Australia Public Library network’s agreements on standards for library collections.
- 2.5 The Library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for ratepayers.
- 2.6 The final responsibility for material selection lies with the Library Services Manager. The responsibility for initial selection of materials is shared by all library staff. Recommendations from the public for specific titles or subject areas are welcomed and encouraged, but the decision on whether to purchase these materials will be made by the relevant staff member in-line with this policy.
- 2.7 Challenges regarding specific materials will be reviewed upon written request. A form for this purpose may be requested from the Library Services Manager.
- 2.8 The Library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.
- 2.9 Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided.
- 2.10 Selection of materials is influenced by many factors, including but not limited to:
- Budgetary considerations;
 - Physical limitations of the Library buildings;
 - Suitability of the format;
 - Availability of specialised materials in other local libraries;
 - Availability of material through the state-wide OneCard Library System or interlibrary loan;
 - The need for added materials in subject areas;
 - The special needs of library patrons for materials in accessible formats;
 - Existing library holdings;
 - Individual merit of each item;
 - Physical condition of the material.
- 2.11 Occasionally the Library receives donations of materials with the understanding they will be evaluated using the same criteria as those applied to purchased materials. If the donations do not meet those criteria, the Library reserves the right to refuse or dispose of them.

- 2.12 The Library collection will be kept attractive and current by a continual programme of repairing, deselecting or replacing of worn and outdated material. This will be aligned with the South Australia Public Library network's weeding programme.
- 2.13 Materials may be reallocated between branches of the library to increase the exposure of the collections to the community.
- 2.14 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 the library must periodically withdraw library materials from the collection to make way for new items. Library materials have a limited useful life after which they must be disposed of.

Categories to be considered for deselecting (discarding?) materials include:

- worn or damaged items;
- 'read out' items;
- out-of-date materials/information;
- items that no longer meet the needs of the community;
- availability of information in other formats which may better serve the same purpose;
- availability of similar material or additional copies in the collection;
- physical space restrictions.

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

- sold to the public via book sales;
 - donated for use in aged care facilities, women's shelters, prisons, homeless shelters, and any other community organisation deemed appropriate;
 - overseas donation of selected materials;
 - donated to other libraries;
 - given to local charities; or
 - if they have reached the end of their practicable life the items will be sent for recycling.
- 2.15 Plans for the development of specific collections (ie Local History) may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools and maintenance of the specific collections. All such plans will comply with this policy.

Policy History

1. Original Policy adopted by Council 23 May 2000, refer Council Minute 15.2.2.1, Page 2000/161
2. Policy Amendment No. 1 adopted by Council on 22 August 2001, (change of Council name only amendment) refer Council Minute 13.2.1, Page 2001/278
3. Policy Amendment No. 2 adopted by Council on 22 October 2013, refer Council Minute 10.2.7, Page 2013/304.
4. Policy Amendment No. 3 Library Policy Review – Collection Development Policy (formerly 'Selection of Library Materials Policy ') adopted by Council on 25 October 2016, refer Council Minute 12.2.2, Page 2016/391
5. Amendment No. 4 adopted by Council on 27 April 2021, Minute Reference 12.2.1, Page Reference 2021/94