

Library Collections Policy

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Strategic Pillar	Community Choice
Responsible Branch	Community & Education

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1 INTRODUCTION

- 1.1 The Collection Development Policy is a valuable management tool to enable the Library to select and acquire a broad range of resources to best meet the needs of the community in accordance with the Library's overall aim of providing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.
- 1.2 The policy provides clear guidelines for the selection of new and donated resources, and the formats in which they are selected, and also provides accountability to the Council and the community through the criteria used for developing the collection within the Library budgets.
- 1.3 The Library's aim is to acquire and make available to the community a broad-ranging and balanced collection of resources. The collection aims to be as representative as possible, cover the principal fields of knowledge and be broad enough to answer any reasonable question by the public.

2 SCOPE OF THE POLICY

- 2.1 To provide the policy framework for the physical and digital collections of Queanbeyan-Palerang Libraries.

3 COLLECTION RESPONSIBILITY

- 3.1 The development of the collection is the responsibility of the Program Coordinator Library and the professional library staff who possess expertise and knowledge in the area. The community is encouraged to make suggestions and requests for new resources, and these are always considered in the context of the collection policy.

4 RANGE OF MATERIAL COLLECTED

- 4.1 The collection comprises items in the following areas and formats:
 - Adult fiction
 - Adult non-fiction
 - Children's fiction
 - Children's non-fiction
 - Children's picture books
 - Graphic novels
 - Large print
 - Community languages
 - Local history
 - Audio books (MP3 & CD format)
 - Magazines and newspapers
 - E-resources including eBooks, eAudio and eMagazines
 - DVD's

5 MATERIAL NOT COLLECTED

- 5.1.1 The Library does not collect the following:
 - Textbooks – unless they are the best available source of information on a subject of general interest to the community
 - Curriculum material
 - Specialised research material

- Items difficult to source
- Items with inappropriate physical characteristics (size and weight)
- Items that are too expensive

6 SELECTION AND MAINTENANCE CRITERIA

Evaluating and selection	<p>Library staff use a variety of selection aids and processes. These include print and online catalogues, pre-publication lists, review journals, and staff and reader suggestions. The Library considers materials for acquisition on one of more of the following selection criteria:</p> <ul style="list-style-type: none"> • Accuracy and reliability of information • Currency • Demand • Literary value and significance • Format and durability • Value for money • Long term relevance • Emphasis is given to Australian authors and subject matter • Local relevance including local authors
Donations	<p>Due to the cost of making an item shelf-ready, the library will not accept donations of materials and resources. Community are encouraged to donate materials to street libraries or second-hand bookshops.</p>
Duplicate copies	<p>The Library does not generally purchase duplicate copies of resources except in the following instances:</p> <ul style="list-style-type: none"> • Best sellers in fiction titles • High interest or high demand titles or subjects • Literary or children’s award winners • Local history titles of publications • QPRC publications
Purchase Suggestions	<p>The Library will accept purchase suggestions from the community; however, does not guarantee to purchase the suggestions. The selection process is as follows:</p> <ul style="list-style-type: none"> • If the request is for a book that is a part of a series, or is less than two years old, if it is still in print and is deemed to be in line with the selection criteria, the Library may purchase the title. • If the item is older than two years, not part of a series currently held, or does not fit the selection criteria then the requestor would be asked to request an inter-library loan.
De-selection and weeding	<p>De-selection is needed to maintain a collection which is current, reliable, in good condition and relates to the</p>

	<p>needs and interests of the community. The following guidelines are used when making an evaluation of items to be withdrawn:</p> <ul style="list-style-type: none"> • Titles that contain inaccurate, superseded or out of date information are removed from the collections • An item not borrowed for an extended period of carefully appraised for removal • Items which no longer meet the selection policies are usually withdrawn • Damaged and worn material which cannot be repaired are removed. <p>Local History, Australian classic literature and Australian biographies are generally not withdrawn and are retained for their historical value.</p>
Replacement of long overdue, lost or damaged items	Long overdue, lost or damaged items will incur a replacement fee equal to the value of the item, plus a \$5 administration fee, as prescribed in the Council's Fees and Charges Policy.
Censorship	The Library does not engage in censorship of collections unless legally required
Disposal of unwanted donations or withdrawn books	The Library will discard weeded items and donations by any means that are considered appropriate (book sales, free tables, donation to other libraries, institutions or community groups, and recycling as a last resort).

7 REFERENCES AND RELATED DOCUMENTS

- 7.1 Australian Library and Information Association (2015). Statement on free access to information. <https://read.alia.org.au/alia-free-access-information-statement>
- 7.2 State Library of NSW (2007). Access to information in New South Wales public libraries: Library Council of New South Wales Guideline. <http://www.sl.nsw.gov.au/public-library-services/censorship>
- 7.3 International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom <http://www.ifla.org/faife/policy/iflastat/iflastat.htm>
- 7.4 IFLA Internet manifesto and guidelines <http://www.ifla.org/en/publications/the-ifla-internet-manifesto>

8 REVISION OF THIS POLICY

- 8.1 This policy will be revised every two years.