

CORANGAMITE REGIONAL LIBRARY CORPORATION

COLLECTION DEVELOPMENT POLICY

Part One

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1 PURPOSE

The aim of this policy is to provide a working policy and clear guidelines for CRLC staff, library members and the community. This policy also outlines the responsibilities and accountabilities in relation to selection, acquisition and public feedback.

The Collection Development Policy comprises three parts:

Part 1: Brief public policy statement in regard to collections, selection, acquisition, review and retention.

Part 2: Guidelines for staff for purchasing new materials. These guidelines include operational matters such as price, publisher, accuracy of information, number of copies purchased.

Part 3: Statements from professional bodies such as the Australian Library and Information Association on *Freedom to Read* and others.

A copy of the Part 2 Guidelines and Part 3 will be available at each service point and on the Regional Library's web site.

2 OBJECTIVES

- **Meeting community needs.**

Collection development will be on a just in time rather than a just in case basis.

Understanding user demand will be informed by circulation patterns, community analysis and current publishing trends.

Regular feedback from users will be encouraged through surveys, interviews and feedback forms in all libraries.

Also CRLC will collect material which documents the culture, history and creativity of the local region and reflects the cultural diversity of the population.

- **Diversity.**

The Library will seek to provide material which represents a wide diversity as well as the current popular publications.

CRLC will provide materials which meet the individual's need for practical information to develop skills and knowledge.

CRLC will provide materials which stimulate imagination and creativity.

- **Access.**

CRLC endeavours to make materials as accessible as possible, both within and outside the library.

Membership of CRLC is free to all residents. Registered members can borrow from the collection at any service point or access online resources off-site from home or work.

CRLC will maintain an efficient stock rotation scheme.

Continuous improvements will be implemented with internal processing and turnaround times (selection to shelf-ready).

3 PUBLIC LIBRARY ROLE

The role of the modern public library is diverse. As well as being an accessible source of information, education and recreation resources available to all citizens at no (or low cost), public libraries function as community 'hubs' or meeting places; provide community activities; facilitate the development of programs to foster literacy and social support; and are a central component of lifelong learning and the 'knowledge economy'.

Approximately 50% of the Victorian population (2.5 million) are registered borrowers with a public library. In 2003/04 Victorians recorded over 26 million visits in person to public libraries. Few services reach a broader section of the community as public libraries.

Public libraries are seen as having an especially important role in encouraging reading and promoting literacy. The variety of books and other resources held by libraries allows community members to constantly discover new material and topics of interest. (Libraries Building Communities Executive Summary p 12)

4 LIBRARY MISSION

- a. To provide RESOURCES for information, education, recreational and enrichment to all people in our community through library networks and other links.
- b. To offer SERVICES which are equitable, timely, responsive and efficient.
- c. To DELIVER service using staff expertise, teamwork and well designed, effective technology and systems.

5 PUBLIC COMMENT

Public feedback is welcomed and should be addressed in writing to the Branch Services Coordinator, Corangamite Regional Library Corporation, 105 Gellibrand St, Colac Vic. 3250

6 REVIEW PROCESS

CRLC will review its Collection Development Policy every two years

7 COLLECTION MANAGEMENT RESPONSIBILITY

The Branch Services Coordinator, in consultation with the Technical Services Coordinator, Branch Librarians and Branch Library Officers, is responsible for the implementation of this policy.

The Chief Executive Officer has overall responsibility for policy and review.

8 COMMUNITY ANALYSIS

The Corporation provides public library services to four municipalities: the city of Warrnambool and the Shires of Colac Otway, Corangamite and Moyne.

Services are provided through 10 branches located at Warrnambool, Colac, Camperdown, Cobden, Derrinallum, Timboon, Terang, Koroit, Mortlake and Port Fairy. The Mobile Library Service visits 17 sites over a two- week period and Home Library Services are provided at Warrnambool and Colac.

The population across the region is estimated (2005) 85,781 persons across an area of 13,800 sq.kms.

Membership for June 2005 is 27,000, which represent 33 % of the population.

Population analysis demonstrates the following:

1. High percentage of population over 65
2. Very small communities of languages other than English, such as Sudanese
3. Employment/income levels lower than Victorian average – pockets of disadvantage throughout the region
4. Education levels generally below state average
5. Household income
6. Impact of tourism – tourism and associated services are having a major impact on small communities along the Great Ocean Road and in the Otways as well as the major centres Colac, Warrnambool, Port Fairy and Camperdown.

9 REGIONAL COLLECTION

CRLC's books and materials form a regional collection accessible from all branches and the bookmobile. Collection development and selection are carried out on a regional basis.

Each branch and bookmobile holds a small reference collection and circulating collection.

Certain collections are permanently housed at one Branch. For example the Local History Reference Collection and the regional reference collections are at the Colac and Warrnambool libraries, but individual items from these collections are available for use/reference at any Branch.

The regional network allows for a much broader range of materials to be made available to members.

10 BUDGET

The 2005/06 Budget allocation is \$247,500 to purchase new stock. This has been supplemented by Book Bonanza funds (Department for Victorian Communities) of \$248,000 over three years.

2005/06, Year 2 Book Bonanza funding of \$86,500, has been allocated to the following collection areas - Talking Books, Large Print, Adult Fiction, and Picture Books.

Approximately 15,000 items will be added to the collection.

11 RANGE OF MATERIALS COLLECTED

A range of material is selected to meet the diverse ages, interests, ethnicity and learning abilities of the communities served. The collection comprises 127,000 items made up of the following collections:

- Fiction
- Non Fiction
- Picture Books
- Reference
- Large Print
- Talking Books
- Magazines
- Online resources
- Multi-media

12 SELECTION CRITERIA

The following criteria are to be considered in the selection of library materials. A combination of criteria is often used rather than adherence to all the criteria.

Non-fiction

Content

Authority of author and or publisher – e.g. qualification and reputation

Content appropriate for intended users

Local author, subject matter or publication

Internal presentation e.g. indexes, illustrations

Accuracy and currency

Material not defamatory or illegal
Content current and accurate (generally biased, propaganda and proselytizing material not collected)

Value to the collection

Likely usage - priority is given to material that is likely to be popular as well as relevant to local lifestyle and trends
Relationships to the existing collection – e.g. the items fill a gap in the collection

Physical format

Durability
Ease of maintenance
Appearance
Appropriate packaging of non-print media and store will be avoided
Dimensions – generally items too large, too small or too awkward to handle
The following formats are **not** included in the circulating collection: rag, “bath” books, elaborate pop-up books or items designed for user responses (e.g. albums, calendars, questionnaires, calendars etc)
Spiral binding is avoided wherever possible

Fiction

Demand and potential use by a wide range of users
Reputation of author
Literary merit, originality and imagination, effective plot and characterisation
Value to collection
Reviewed or recommended
Award winning titles – Premier’s literary Awards, Man Booker, Vogel, Children’s Book Council
Physical format affecting suitability and durability for library use

Price

Price is a consideration but not the sole deciding factor. (If price is prohibitive the item will not be selected)
Rare and or expensive items will not normally be purchased unless they are of intrinsic local interest

Availability

If the item is out of print or the time to acquire the item too long then interlibrary loan may be considered.

13 DONATIONS

Donations which meet the selection guidelines are considered for the collection. (See Donations Policy)

14 CONTROVERSIAL MATERIALS

The public library's role is to collect and maintain a representative selection of topics of interest, including items on all sides of controversial matters –moral, religious and political. The public library provides free and open access to the ideas and information available on all subjects covered in the media.

The library will select and make available materials for information, understanding, knowledge and enjoyment for all ages and levels of ability and interest. Material will not be rejected on the grounds that it offends some sections of the community. Selection is based on objective criteria rather than subjective views or opinions.

CRLC is obliged to comply with the decisions made by the Office of Film and Literature Classification in regard to restrictions placed on the access to publications.
(www.oflc.gov.au)

Supervision of material read or accessed by persons under 18 remains the responsibility of the parent or guardian.

15 COMPLAINTS

Any person disagreeing with the inclusion or exclusion of materials in regard to the collection has the right to appeal. Complaints about library materials should be submitted to the Chief Executive Officer on the appropriate form. (Appendix A) The material in question will be re-evaluated using CRLC selection criteria and a reply provided to the complainant.

16 SUGGESTIONS

If a member wishes to borrow an item, which is not currently held, the Library will give serious consideration to purchase if it is:

- Within budget allocation. (Magazine and newspaper titles are reviewed once per year)
- Within selection guidelines
- Available for purchase
- Without copyright restrictions
- Not prohibited by law

17 COLLECTION PRIORITIES

The 2005/06 collection priorities are Adult fiction, Large Print, Talking books, Reference and materials for children.

CRLC has undertaken an extensive Collection Review. Collection gaps and replacement copies will be purchased within selection guidelines and budget.

18 STOCK ROTATION

CRLC provides service via a network of 10 static branches and a book mobile. It is recognized that each service point and its membership have a number of common features as well as identifiable differences in needs and interests. CRLC purchases multiple copies but rarely for every branch. Categories of resources are rotated between branches.

Whenever an item is transferred to another branch the information in the catalogue is updated.

Regardless of its temporary or permanent location any item can be reserved by a library member at any branch and collected or used at a nominated branch.

19 REVIEW AND WITHDRAWAL

To ensure the collection is attractive and current it is essential to regularly remove old stock. Items may be removed from the shelves for a variety of reasons – physical condition, age, information no longer current/accurate/ factually misleading, the subject is no longer of interest or relevant to the collection, or the item has not been borrowed over the last 2 years.

Items with cultural or literary significance may be kept for longer.

20 ACCESS TO OTHER SERVICES

Whilst CRLC endeavours to meet the reading and informational needs of all residents, it can not succeed due to budget limitations and publishing output. CRLC provides an interlibrary lending service to members, as well as Internet access to other libraries or information providers.

CRLC cooperates with other groups and organisations in the community particularly on a local basis, in the provision and use of information services.

CRLC acts as an initial point for referral of request to other agencies such as the State Library of Victoria.

An interlibrary loan is the preferred method of supply for:

- Items which are out of print
- Academic/tertiary focused curriculum material
- Expensive items to purchase/ low interest/specialist items
- Requests for resources in a community language for which the library does not maintain a collection
- Some urgently required items

In offering an interlibrary loan CRLC

- May charge fees for the service, including fees imposed by the lending library
- Ensures conditions imposed by the lending library are fulfilled
- may exclude some items from loan to other library services or agencies

21 NOT COLLECTED

It is not the role of the public library to provide curriculum support for students at all levels. The public library seeks to provide a collection to support lifelong learning for all ages. Therefore CRLC does **not** collect

- Text books (unless the subject coverage meets selection criteria)
- Specialist/academic texts
- Curriculum materials (such as readers, maths kits etc)
- Research material (an extensive collection of materials on a particular topic) would not generally be considered for purchase)
- Extensive duplication to meet class assignments
- Expensive low interest items
- Collectors' items

**CORANGAMITE REGIONAL LIBRARY CORPORATION
Collection Complaint Form**

PLEASE COMPLETE THE ALL SECTIONS OF THE FORM

BORROWER INFORMATION

Name.....

Address.....

Telephone Contact **Day** **After Hours**

DETAILS OF BOOK, MAGAZINE, VIDEO, DVD or ONLINE DATABASE

Title.....

.....

Author.....

Publication Date

Reason for Complaint

.....

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.....

Did you read the entire book, article, magazine etc?

.....

**Please send the completed form to
Chief Executive Officer, Corangamite Regional Library Corporation,
105 Gellibrand Street, Colac. Vic 3250**

