



Gladstone Regional Council

Council Policy

Title	LIBRARY SERVICES COLLECTION DEVELOPMENT
Policy Number	P-2019-30
Business Unit/s	REGIONAL LIBRARIES
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

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 Procurement Policy
- Queensland Public Library Standards and Guidelines - Operational Service Standard
- Queensland Public Library Standards and Guidelines - Library Collections Standard
- 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

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

“**Collection**” means resources that have been deliberately acquired and which are grouped according to format, topic, audience or use.

“**Information Resource**” means items that provide information via a variety of formats.

“**Library Resource**” means an item available for use in, or for loan from, a library.

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. Gladstone Regional Libraries aims to develop a collection that:

- Encourages lifelong learning and literacy;
- Provides a range of resources that 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 local history materials, most of the libraries’ collections are available for loan. All collections are available via the library catalogue and Library App.

Library collections are regularly refreshed by transferring items between branches. 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, digital and electronic 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 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.

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 or from within the library, dependant on publisher's terms and conditions. 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 Collection is a collection of records and information of local relevance to the Gladstone Region rather than those that may be of state or national significance. Items may include:
- Published or unpublished material including, but not limited to, biographies, genealogies, oral histories, statistical information, photographs, newspapers, maps and other ephemera; and
 - Resources and indexes for genealogy and family history research, 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.

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 MECHANISM:

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

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	19 March 2013	G/13/1462	
Amendment 1	15 September 2015	G/15/2568	
Amendment 2			
Amendment 3			

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