



NAMBUCCA SHIRE COUNCIL LIBRARY MANAGEMENT COLLECTION DEVELOPMENT PROCEDURE PROCEDURE NO: G04

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1.0 Procedure objective

- a To provide a balanced collection of resources that provide for the educational, informational, recreational and cultural needs of the people served by Nambucca Heads and Macksville Libraries;
- b To identify the strengths and weaknesses of the collection as a whole, and then to redress any weaknesses and to build on strengths; and
- c To act as a guide for future collection building.

2.0 Related legislation

Library Act 1939

Library Regulation 2010

Classification (Publications, Films and Computer Games) Act 1995

3.0 Definitions

ALIA: Australian Library and Information Association

4.0 Procedure Content

This policy endorses the ALIA Statement on free access to information; the ALIA Statement on public library services; and the Library Council of NSW Access to Information in NSW Public Libraries (see Appendices 1-3).

Notwithstanding the methods of selection outlined in this policy, further guidance may be obtained from the Population Profile prepared by the Australian Bureau of Statistics and other publications outlining particular characteristics of the community eg age, cultural diversity.

4.1 Selection Methodology

Selection is undertaken using a range of resources:

- Catalogues/reviews
- Bibliographic tools
- Library suppliers' visits and promotional material
- Standing orders
- Bookshop and warehouse visits
- Suggestions for purchase from members and staff

4.2 General Selection Criteria

- a Libraries must accept responsibility for providing free access to materials, presenting, as far as possible, all points of view on current issues.
- b Library staff must not select materials based on personal moral, political, social or ideological views, except where subject to State or Federal prohibition.
- c Each type of material should be evaluated on its own merits and its suitability for its intended audience.
- d Regular culling of the collection is needed to keep it useful and up-to-date.
- e School, TAFE and university text-books will not be collected unless no other suitable material is available.
- f Multiple copies of materials are only bought for high demand fiction, and to a lesser extent, non-fiction. In many subject areas, where interest is in the subject, rather than particular titles, the library should buy several different titles on the same subject. In this way, the library can add variety and depth to the collection. Duplicate copies of the following materials may be purchased: best selling fiction authors; literary award winners; reference books needed on a regular basis at each branch, and local history titles (loan and reference copies).

Materials considered for purchase, must meet one or more of the following criteria: client demand, content, arrangement and style, format, value for money.

4.2.1 Client Demand

- a Popular authors
- b New reading trends
- c Media influence eg. television programs

4.2.2 Content

- a Subject matter should be current or present current views on historical matters
- b Care should be taken that collection in a certain area is balanced and presents all viewpoints
- c Representation of significant genre or national culture

4.2.3 Arrangement and Style

- a Indexing and bibliographies should be included where appropriate
- b Arrangement, language and style should be suitable for the intended user

4.2.4 Format

- a The format should be suitable for the material presented, and convey the information to the user in the most appropriate way.

- b The material should be strong and durable - hardbacks with library binding are generally preferable, but paperbacks may be purchased where no hardback edition is available, or is too expensive. Paperbacks may also be purchased if they are deemed more suitable for the user group eg. members receiving the Home Library Service often prefer fiction in paperback format.

4.3 Reasons for not including an item

Notwithstanding that an item meets one or more of the selection criteria above, there may be overarching reasons for not including an item. For example instances where:

- a Items of a highly technical or specialised nature, or those fulfilling a one-off technical request which can be provided through Inter Library Loan.
- b The material is out of date, very expensive, or published in an unsuitable format.
- c There are suitable alternative titles in stock on the subject.
- d The material is classified by the Office of Film and Literature Classification as R rated.
- e Information is readily available via the Internet.

4.4 Censorship

Censorship powers are vested in both State and Federal governments. Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets library selection criteria. It is the responsibility of parents or guardians, rather than library staff, to determine the suitability of materials used by their children.

Materials prohibited by law will not be included in the collection.

4.5 Controversial Material

Libraries aim to provide materials which collectively represent all sides of controversial issues providing they are not prohibited by law.

4.6 Collection Statements

4.6.1 Reference Collection

The aim is to provide access to a broad range of up-to-date information for study and research. It should be of high quality in its content, format and expression. The reference collection is not for loan and includes a range of formats including both print and non-print formats such as on-line resources. The reference collection also encompasses a number of special collections including Legal Information Access Centre, Infocus and Drug Information @ your Library publications. Criteria for selection include:

- a Up-to-date
- b Written by an authority in the particular field
- c Easy to use, with appropriate arrangement for the subject, good indexes and bibliographies, illustrations, photographs, maps and timelines
- d Relevance to the needs of our members
- e Value for money

4.6.2 *Local Studies Collection*

The aim of the Local Studies collection is to provide a comprehensive collection of resources relating to the communities served by the Nambucca Shire Council Libraries. The collection is intended to preserve and make accessible materials of past, present and future of a cultural, historical, social and environmental nature in a variety of formats. Library branches collect material related to the local history of their area, including Council reports and other documents.

The collection will include monographs, newspapers, periodicals, annual reports, pamphlets, photographs, maps, sound recordings, video recordings, manuscripts, microforms, CD-ROMs and press cuttings. All subjects related to the local area will be covered including history, biography, geography, social conditions, Aboriginal and migrant groups and local industries. Careful attention will be paid to the proper conservation and storage of items. The Library will not collect realia such as costume or furniture (with the exception of some artefacts for display purposes), as this is the responsibility of the local historical societies.

Libraries will acquire items for the Local Studies collection through purchase, donations and transfers from other Council departments.

All local history titles will have at least one copy “not for loan”, with duplicate copies available for loan, if resources allow.

4.6.3 *Non-fiction Collection*

The non-fiction collection contains resources for the recreational and informational needs of all people of all ages in our communities. Material should be collected that allows people to understand and participate in our society, to follow personal interests and to pursue life-long learning. The non-fiction collection should also support school (and other) students carrying out research for projects, local business people and council employees in the course of their work. Hardcover and paperback monographs are collected, with hardcover being the favoured format, depending on price and availability. Criteria for selection:

- a Material should be accurate, up-to-date, and non-biased (or if a work presents a clearly-stated viewpoint, it should generally be balanced by another work presenting a differing viewpoint).
- b Authority of author(s) and publisher
- c Easy-to-use and containing indexes, bibliographies, photos, illustrations, maps and timelines (depending on the nature of the work)
- d Relevant to the needs of our members
- e Good quality
- f Value for money

4.6.4 *Adult Fiction*

This collection includes all types of fiction suitable for adult readers, including literary and popular works with particular attention being paid to buying Australian fiction. The purchase of hardback books with library binding is preferred (but not essential due to the cost involved), with paperback editions being purchased to provide additional copies or where the book is not published in hardback. Multiple copies of best-sellers and award winners may be purchased. Criteria for selection:

- a Literary merit
- b Imaginative writing
- c Effective plot and characterisation

- d In popular demand
- e Part of existing series
- f Standard genre fiction - western, mystery, romance, thriller, science fiction and fantasy.

4.6.5 *Large Print*

The Large Print collection is targeted at those members who have difficulty reading normal print. It consists largely of fiction titles, with some popular non-fiction (such as biographies) included. It should include all genres and best-sellers. While the preferred format for large print is hardback, softcover will sometimes be bought in preference, in consideration for aged or arthritic users. Criteria for selection:

- a Literary merit
- b Imaginative writing
- c Effective plot and characterisation
- d Standard genre fiction to be included
- e In popular demand
- f Bestselling authors

4.6.6 *Magazines*

The magazine collection should contain titles of general interest to all ages of the community. Australian publications should be the preferred option, and should complement and add currency to the general collection. Criteria for selection:

- a Of general interest to the community
- b Reputable publisher
- c Regular publishing schedule
- d Australian publications preferred
- e Cost
- f Popularity
- g Content

4.6.7 *Young Adult Collection*

This is aimed at children between the ages of 12 and 18 years. It will include both literary and popular authors, with an emphasis on Australian writers; and should contain books of high interest to teenagers to encourage the habit of reading for pleasure. Criteria for selection:

- a Literary merit
- b Original writing
- c Effective plot and characterisation
- d Subject matter of interest to young adults
- e Includes latest trends and genres
- f Attractive format, including graphic novels
- g Award winning titles and authors

4.6.8 *Junior Fiction*

This collection is for children 6-14 years. The collection will include both literary and popular authors, with an emphasis on Australian writers. The collection should contain books of interest to children, to foster and encourage a lifelong love of reading and literature.

Criteria for selection:

- a Literary merit
- b Original writing
- c Effective plot and characterisation
- d Of interest to children in primary school
- e Includes latest trends and genres
- f Attractive format, including graphic novels
- g Award winning titles and authors

4.6.9 *Junior Easy*

The collection is for children from 0-6 years and includes picture books, nursery rhyme/fairytale books, books for parents to read to children, and easy books for children who are learning to read. Australian authors and illustrators should be emphasised. This collection should introduce children to reading as an enjoyable and rewarding experience by providing a range of titles, which stimulate the imagination, introduce children to language and their cultural heritage, and add to their knowledge of the world. Criteria for selection:

- a Literary merit
- b Illustrations that enhance text
- c Original writing
- d Attractive presentation
- e Suitability for the age
- f Award winning titles

4.6.10 *Audio Books*

The Audio book collection (ie books in CD or downloadable format) is to provide clients of all ages access to a wide range of books in a spoken word format. Criteria for selection should be similar to that used for print material, taking into account the needs and interests of members of this collection, as well as the following criteria. Criteria for selection:

- a Unabridged versions where possible
- b Quality and clarity of reader's voice
- c Physical quality of CD cases
- d Availability of replacement CDs
- e Companies offering downloadable books will be selected on the range of their catalogue and cost of items

It will be necessary to monitor trends in technology to ensure that the talking book collection is providing clients with new and alternative formats as they are developed.

4.6.11 *DVD's*

The aim is to develop a DVD collection that enhances the fiction and non-fiction collections. It will support and stimulate the information, educational, recreational and cultural needs of the community and is aimed at providing viewing, listening and instructional materials to complement and/or supplement the print collections. Particular emphasis will be on:

- a Documentaries
- b Do-it-yourself and instructional presentations
- c Performance of dramas or screenplays with particular emphasis on Australian works
- d Popular series, classic films, drama, comedy, award winning films and films with an Australian interest

4.6.12 CD-Roms

The aim is to complement materials already held in the reference, local studies and non-fiction collections. CD-Rom's offer an alternative format for presentation of information and in some cases may be the only comprehensive format available in a particular subject area. The collection should also include appropriate educational children's games.

4.7 On-line resources

The Libraries provide their clients with access to a range of electronic databases some of which provide remote access for clients. A plethora of information is available through the Internet.

4.8 Donations

Donations of material are accepted on the understanding that they become the property of the library and as such the library staff reserve the right to evaluate, use, or dispose of the materials as deemed appropriate. Any books not considered suitable for our needs will be sold at a library book sale, given to charity or recycled. Donations must meet the selection criteria outlined in the Collection Development Policy for each individual collection area.

4.9 De-selection

De-selection is an on-going process that ensures the collection maintains its effectiveness, quality, currency and integrity.

In general, factors for de-selection mirror those used for selection: content, arrangement and style, format and so on. Additional criteria for de-selection include:

- a Physical condition – dirty, tatty or items damaged beyond repair should be discarded
- b Titles that have not been borrowed for two years
- c Items that contain outdated or inaccurate information should be removed
- d Items superseded by a new edition should be removed
- e Incomplete sets or series may be withdrawn, depending on the usefulness of the remaining parts of the set or series

Material that is withdrawn from stock is not automatically replaced unless it is a standard work, a popular title or subject. Withdrawn items are sold or recycled.

5.0 Related Procedures or Documents

ALIA Statement on free access to information
ALIA Statement on public library services
Library Council of NSW, Access to Information in NSW Public Libraries

6.0 History

Department:	Community Development	Last Reviewed	Resolution Number
Procedure	Organisational Procedure		
Endorsed By:	General Manager		
Approval Authority	General Manager		
Policy Owner	Manager Community Development		
Contact Officer	Manager Community Development		
Document No.	46146/2018		
First Adopted	2012-05-16		
Resolution No:	3391/2012		
Review Date:	January 2023		

APPENDIX 1

ALIA Statement on free access to information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

- 1 asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
- 2 adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
- 3 ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
- 4 catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
- 5 protecting the confidential relationships that exist between the library and information service and its clients;
- 6 resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
- 7 observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

APPENDIX 2

ALIA Statement on public library services

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

To promote and improve the services provided by all kinds of library and information agencies.

Principle

Freedom of access to public library and information services is essential to the democratic process and to the social well-being of the Australian community.

Statement

Each member of the Australian community has an equal right to public library and information services regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment.

A public library services its community through the provision of access to knowledge, information and works of imagination through a range of resources and services. It does this through access to materials in any format in order to meet the needs of individuals and groups for education, information and personal development including recreation and leisure.

Public libraries have an important role in the development and maintenance of a democratic society by giving individuals access to a wide and varied range of information, ideas and opinions.

Public libraries serve as a first point of access for information for the general public and for the public's access to the national system of library and information services.

The satisfaction of a person's information needs must be independent of an ability to pay.

Local, state/territory and Commonwealth governments have an obligation to provide public library services to all members of the library's clientele without direct charge to the user.

Australians resident in rural, regional and remote areas should have access to the library and information services they require at a level comparable to that available to Australians who reside in metropolitan areas.

The Australian Library and Information Association believes that public library services have particular responsibilities to monitor and respond to the changing demographic characteristics and trends of their communities, to consult with their communities and to meet information, learning and recreational needs of an increasingly diverse society. Public library services should ensure that they have policies in place to respond to and meet relevant legislative requirements.

APPENDIX 3

Library Council of New South Wales Access to Information in New South Wales Public Libraries

Guideline and Introduction

This guideline is framed with reference to the *Library Act 1939* and the principles expressed in the Australian Library and Information Association Statements on Free Access to Information and Online Content Regulation and the International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom.

Policy Statement

The State Library of New South Wales and the state-wide network of public libraries provide free and equitable access to information for the people of New South Wales.

Collections

Public libraries develop and maintain collections of resources to meet the information needs and interests of their communities. Libraries have collection development policies and guidelines to assist in the selection of library material.

- 1 A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.
- 2 Libraries should endeavour to provide access to comprehensive and balanced collections that meet the needs of their communities as far as budget, space and availability of materials allow.
- 3 Library materials that have not been subject to Federal and State restriction or prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other sensitive grounds alone. Nor should library materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.
- 4 The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, eg. by holding them in special collections available on request, can be an indirect form of censorship. No materials should be held in closed access except for the express purpose of protecting them from injury, theft or due to Office of Film and Literature Classification restrictions
- 5 Adult collections should not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading of children is the responsibility of their parents or guardians.

Library Use

- 6 Everyone has the right to use a public library whatever their age, sex, race, religion, cultural identity, language, disability, socioeconomic status, individual lifestyle, political allegiance or social views.
- 7 Library clients must be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens located in public areas (see explanatory note). Where a client is found to be using Library computers to access pornographic, offensive or objectionable material, or for any unlawful purpose, the Library reserves the right to direct the client to leave the Library, to direct that the client not re-enter the Library for a specified period and to report unlawful conduct to the relevant authorities.
- 8 The Library Council does not support the use of censoring software as it inhibits free access to information (see 3) and it does not provide adequate protection for children from all material that may be harmful on the Internet.

- 9 The Library Council supports the right and responsibility of parents and guardians to direct the use of the Internet by their children. Parents and guardians who wish to limit or restrict access by their children should personally oversee their use of the Internet and other forms of electronic information.

Role of Public Librarians

- 10 Librarians should not exercise censorship in the selection of materials by rejecting, solely on the grounds mentioned in (3), material which is otherwise relevant and which meets the standards of the library concerned.
- 11 Notwithstanding their opposition to censorship, librarians must strictly observe laws, which may ban or restrict access to certain material.
- 12 Librarians have a role in educating clients in the safe and informed use of the Internet, guided by acceptable use policies.

The continuous review of library materials is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.

Explanatory note:

The *Library Regulation 2010, Section 17(1)(b)* states that library users may be directed to leave if the person's conduct or manner is likely to give offence to any person in the library or to interfere with any other person's use of the library. This may include accessing websites that may reasonably be considered to offend. Examples may include displaying images of deceased persons which can cause offence to Aboriginal and Torres Strait Islander people, or displaying adult content. Alternatively, there may be legitimate reasons for accessing such material requiring special arrangements to be made with the library staff.

Procedures

It is recommended that public libraries implement procedures to address certain situations or offences that may occur. These include:

- Under the Classification (Publications, Films and Computer Games) Act 1995 persons are taken to have publicly exhibited a film or computer game where they have "superintendence of management" of the public place where the exhibition or demonstration takes place. It is advisable that the Library develop appropriate procedures to be observed where clients are found to be accessing material on library computers or on library premises which would otherwise be restricted under this Act.

The suggested procedure is for staff to instruct the client to stop accessing the material. In some circumstances it may be appropriate for staff to contact the relevant authorities. In other circumstances it may be appropriate to suggest that the client accesses the material in a different part of the library not accessible to the general public.

- It is possible that the Library may, as a result of a client's unlawful internet use, inadvertently come to possess child pornography (if downloaded to a computer drive). Section 91H of the Crimes Act 1900 contains defences that should protect library staff from criminal liability in these circumstances. It is advisable that the Library develop a policy to address circumstances where clients are found to have accessed child pornography.

Such procedures would involve reporting the incident to the NSW Police Force, ensuring that the material is not able to be accessed by other clients using the computer(s), and once advised by the authorities that is appropriate to do so, deleting the material from the Library's system.

Related documents

Library Regulation 2010 - www.legislation.nsw.gov.au

Access to Information in New South Wales Public Libraries 3 File number: 8547 & 8450 - Library Council of NSW

Children's Policy Guidelines for NSW Public Libraries March 2005

http://www.sl.nsw.gov.au/pls/policies/pdf/childrens_policy_2005.pdf

ALIA Statement on Free Access to Information <http://alia.org.au/policies/free.access.html>

ALIA Statement on Online Content Regulation <http://www.alia.org.au/policies/content.regulation.html>

International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom <http://www.ifla.org/V/press/pr990326.htm>

Library Council of NSW, www.sl.nsw.gov.au/pls/policies

Information on this Guideline is available from the State Library of NSW, Public Library Services division.