



**Darebin
Libraries**

Darebin Libraries Collection Development Guidelines

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INTRODUCTION

The Collection Development Guidelines have been developed to ensure a variety of material and formats are provided to reflect the diverse needs of the Darebin community.

Darebin Libraries provides a library service to all of Darebin's diverse community, including groups identified in the City of Darebin Equity and Inclusion Planning and Audit tool (EIPAT). Resources, program and service delivery is extended to everyone in the community who lives, works, studies or visits the council area. Detailed information regarding the community profile of Darebin can be found on the Darebin Council website www.darebin.vic.gov.au under Discover Darebin.

The purpose of this document is to set out the guidelines for the selection, acquisition and withdrawal of material both in print and digital. These guidelines should be reviewed bi-annually to reflect the Darebin Libraries Strategy, trends and innovations within the library profession, industry standards and community expectations.

1. PURPOSE OF GUIDELINES

The Collection Development Guidelines are designed to explain why Darebin Libraries collects particular material. The guidelines provide guidance for the Darebin community, Council and commercial providers to what should be included in the collection. All selected material should fulfil the selection guidelines and any specific criteria required for special collections.

Individual collections are categorised to reflect the demographics of the community. Each collection is supported by a Collection Plan created to outline information in order to make informed decisions in regard to future planning.

The guidelines are a useful tool to:

- Set uniform direction for the collection, including subject profiles, depth of coverage and resource formats
- Provide an opportunity for coordinating the collection with programs and services to serve the needs of the library's staff and customers
- Support the planning of the library's goals and objectives, identifying short and long term needs of customers and establishing priorities for allocating funds
- Ensure the library commits to serving all sections of the community
- Ensure objectivity and professionalism drives the selection and weeding processes
- Serve as an essential tool for induction, reference and ongoing staff training
- Provide a framework for dealing with requests for new material, feedback about items and limitations in the collection

The Collection Development Guidelines support and enact the '*Statement on free access to information*' developed by the Australian Library and Information Association (Appendix 1).

2. PRINCIPLES

2.1 Material selection

Material selections support the library's Collection Plans. Resources are selected to meet the needs of the Darebin community and consider current and anticipated long-term needs of the community.

2.2 Selection responsibility

The Coordinator Collections and Community Programs is responsible for the management of the collection, including material selection. Responsibilities and duties relating to material selection are delegated to the Collection Team Leaders. Input from library staff and the community is considered in the selection of material. Community input is welcomed and encouraged through customer requests, suggestions, feedback and surveys.

2.3 Budget

Material selection occurs within the budgeting framework of the City of Darebin. The collection budget is administered by the Collection Team Leaders who responsibly manage expenditure while maximising resource acquisition.

2.4 Collection access

The library's catalogue provides access to content and location of the collection. The floating of the collection enables items borrowed from one branch and returned to another to be shelved directly and made available to customers. The library reserves the right to make material only available for use in the library.

Floating collections results in items being shelved at the branch where they are returned. This allows for regular rotation of stock providing freshness and variety for customers.

2.5 Customer Feedback

Feedback regarding the collection is welcomed and will be taken into consideration by the Collections team. This will be evaluated using criteria presented in the Collection Development Guidelines. The decision to keep, withdraw or re-allocate items ultimately rests with the Coordinator Collections and Community Programs.

3. COLLECTION MANAGEMENT

Management of the collection is informed by the:

- Australian Library and Information Association, Guidelines, standards and outcome measures for Australian Public Libraries. July 2016. <https://www.alia.org.au/about-alia/policies-and-guidelines/alia-guidelines>
- Australian Library and Information Association. 'Statement on free access to information', 2007 <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

4. COLLECTIONS

All collections are floating with the exception of Reference and Magazines. Collection balancing maintains an effective distribution of stock according to the space available.

When demand changes substantially, collections will be re-evaluated and adjusted according to needs and trends. Multiple copies may be purchased to meet demand.

Darebin Libraries utilises CollectionHQ web software to support evidence based decision making in the balancing of all collections. CollectionHQ provides reports to support improved circulation of the collection and expenditure of collection budgets.

4.1 Fiction

Fiction books are provided for Adults, Youth and Children across a variety of genres in print, e-audio and e-book formats. This collection appeals to a broad cross section of the community and includes graphic novels, picture books and items in large print for ease of accessibility.

Paperback, when available, is the preferred format but hardback materials are also purchased.

Some titles are procured by standing order or profiling to ensure timely supply. Multiple copies of titles in high demand may be purchased to reduce delays in supply to customers.

4.2 Non-fiction

This comprehensive collection caters for different ages and reading levels in print, e-audio and e-book formats. Content varies in complexity, depth and subject range. The collection consists of material for self-education, leisure and general interests. Australian publications are given preference where appropriate.

Language learning and literacy material are available to assist people to develop their skills in English and other languages. Some literacy and ESL items are fiction stories created to assist learning with recreational reading.

Lifelong learning is supported by this collection; however specific textbooks required for a course of study are viewed as the responsibility of individuals or educational institutions. The library may provide some recommended resources where these are the best authority available on the subject, or where they provide information not otherwise available.

4.3 Biographies

This collection includes biographies and autobiographies about people in a variety of professions, sports, literary careers and occupations.

4.4 Film

The film collection provides a wide range of fiction and non-fiction titles for all ages available on DVD, downloadable or streaming formats. The collection includes television series, movies, documentaries, and items with instructional and educational content. The Junior DVD collection contains only G and PG rated material. DVD material is selected in accordance with ratings classified by the Classification Board and Classification Review Board. (See 4.10 for films in languages other than English)

4.5 Music

The music collection offers a diverse range of music genres on compact disc, streaming and downloadable formats. The adult/general collection covers all age ranges from pre-teen to adulthood. The junior collection consists of resources targeted at children from birth to 8 years.

4.6 Audio

This collection contains fiction and non-fiction titles read aloud using CD and e-audio formats. The talking books are aimed at all customers and priority is given to unabridged material.

4.7 Reference

The Print Reference collection consists of 'not for loan' material providing for quick reference and local history. The focus of the collection is to provide information for ready reference enquiries as well as assistance with local and family history resources. Currency and quality of material are important factors.

4.8 Local and Family History

Darebin Libraries collects and maintains historical information relating to the area covered by the present day City of Darebin and areas formerly part of the Cities of Northcote and Preston. The collection is primarily focused on photographs and documents although some ephemera is included depending upon size of the item and historical relevance. Access to historical resources is through Darebin Heritage (<http://heritage.darebinlibraries.vic.gov.au>) and via the Archives catalogue.

A collection of genealogy resources including CD Rom, printed material, magazines and microfiche is available in the Local and Family History area at Preston Library. The subscription based online genealogy resources can be accessed at all branches. The focus is on Victorian resources, but some interstate and overseas material is also available.

4.9 Digital Resources

The Digital Collection provides access to a selection of e-resources that support the information and recreational needs of the community. Resources cater for children of all ages, students, local and family history researchers, and people learning languages.

The collection includes: eaudiobooks, ebooks, emagazines, digital newspapers, streamed films, downloadable and streamed music, and other online resources for education, recreation, language learning or research.

Material is selected according to design and content, anticipated demand, relevance to community, accessibility, technical support, usage statistics and cost. Some material does not have standard film classification ratings. New and emerging formats will be considered and trialled as appropriate.

4.10 Languages other than English (LOTE)

This collection provides a range of resources in the following Darebin Council core languages: Arabic, Chinese, Greek, Italian and Vietnamese. These core languages are based on census and library data about the local community. Newspapers in other languages are purchased based on availability and current community demographics.

Material includes books, talking books, CDs, DVDs, magazines, and newspapers, in fiction and non-fiction. The Junior LOTE collection encourages reading to children by parents and grandparents in the family's first language. Bilingual material in a broader range of language is collected for the Picture book collection.

4.11 Newspapers

The Newspaper collection provides information about local, national and overseas current events and issues to support the interests of the local community. Printed newspapers are for use in the library only and back issues are retained for up to one week. Access to digital newspapers is available at the library and from home.

Copies of The Northcote and Preston Leaders are archived and digitised annually to be made available as a local history resource.

4.12 Magazines

The Magazine collection provides broad subject coverage as well as popular topics and current trends. Magazines can be accessed in print or electronic formats. Annual subscriptions are assessed considering usage data, reputation of the title, information needs, special interests and relevance to the local community. Magazines cater for all ages and in some community languages.

5. SELECTION CRITERIA

Darebin Libraries endeavours to provide a wide range of material across a range of genres, subjects and formats to satisfy the extensive needs of the Darebin community. Selection of material is the responsibility of the Team Leader Adult, Team Leader Children and Youth and Team Leader Information and Community Learning in consultation with the Coordinator Collections and Community Program where appropriate.

Material selected for inclusion in the library's collection must meet some of the following criteria:

- Relevance and appeal to the community
- Authority and reputation of author, publisher, producer or illustrator
- Currency and accuracy of content
- Suitability of format for loans and library storage
- Quality of presentation
- Local interest (author or subject)
- Cost (a consideration, but not a deciding factor)
- Date of publication and availability
- Existing subject coverage in collection

5.1 Censorship

The powers of censorship are vested in both federal and state governments. Material prohibited by law or requiring closed access will not be included in the collection. Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the selection criteria.

Parents or Guardians are responsible for determining the suitability of resources used by their children. Selection of material will not be inhibited by the possibility that inappropriate items may inadvertently come into the possession of children.

6. PROCUREMENT GUIDELINES

Darebin Libraries is under contract to Procurement Australia to provide a tender evaluated panel of suitably experienced and qualified providers to supply all print and electronic material. Darebin Libraries is committed to purchasing only from these suppliers as contracted under contract number 1906-0836 - Library Collections, Furniture, Equipment & Associated Requirements. In circumstances where material is unable to be provided by any supplier on the Procurement Australia list, an exemption may be sought and approved by Procurement for auditing and governance purposes.

The Collections Team Leaders are responsible for the development and maintenance of the collections. New material selected is in accordance with the limitations of financial and space restrictions. Team Leaders ensure suppliers provide a range of material using the following methods:

1. Profiles - detailed specifications are provided to suppliers and items ordered pre-publication to support anticipated demand and ensure timely delivery of material.
2. Standing Orders – lists provided to suppliers specify the minimum number of copies of newly published titles and are automatically purchased by the supplier.
3. Customer requests – requests from the community are considered in accordance with the selection criteria and may be purchased or obtained via Inter-Library Loan if available.
4. Online selection – supplier websites are used to select and order material.
5. Inter-Library Loan – items not available or inappropriate for purchase may be obtained through the Australian Inter-Library Loan network. These are fulfilled and renewed at the discretion of the lending library.

7. DONATIONS

The library accepts donations of materials that meet the selection criteria applied to new material. All donations become the property of the library without conditions imposed by the donor. The library reserves the right to evaluate, use or dispose of donated material as deemed appropriate.

8. COLLECTION MANAGEMENT

Evaluation of the strengths and weaknesses of the Collection is ongoing, as is the monitoring of the effectiveness and appropriateness of the Collection Development Guidelines. Collection management incorporates the selection of new material and the withdrawing of material no longer required to ensure a current and relevant collection within the financial and space limitations of Darebin Libraries. The management of the collection is assessed through the expertise of library staff, customer feedback and supported by use of web based software CollectionHQ to provide evidenced-based reports on the performance of the collection.

8.1 Collection balancing

Collection balancing is regularly undertaken to ensure an even distribution of stock. This prevents large portions of the collection accumulating in one branch and ensures material is available to all customers. The use of CollectionHQ can support the movement of materials not circulating to be sent to other branches where demand is higher to improved efficiencies in the collection.

8.2 Weeding

Ongoing weeding ensures the relevancy, currency and quality of the collection. A variety of criteria, such as poor physical condition, date, circulation data or space limitations, are used to determine material to be withdrawn. The local history collection is an exception and is assessed on case by case basis.

8.3 Disposal and discarding procedures

Items in reasonable condition are sold to the public at book sales associated with Darebin Libraries, given to local educational institutions or charitable organisations. Material in poor physical condition or that cannot be sold is sent for recycling or discarded.

Requests by individuals for specific library items are not able to be accommodated.

9. TECHNICAL SERVICES

9.1 Shelf Ready – Cataloguing and Processing

Darebin Libraries utilises external providers to have material arrive fully catalogued and processed to improve purchase of materials to shelf timelines. Detailed specifications have been developed using the current library standards RDA, Library of Congress subject headings and Dewey classification to maintain quality control and the integrity of the catalogue.

Catalogue records of Darebin Libraries materials are contributed to Libraries Australia. With the exception of magazines and newspapers, all processing of library materials is handled by external providers.

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 individuals 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 personal level, individuals 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 individuals to information regardless of age, citizenship, political belief, physical or mental ability, gender identity heritage, education, income, immigration and asylum seeking status, marital status, origin, race, language religion or sexual orientation;
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 individuals have access to information from a variety of sources and agencies to meet their needs and that an individual'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.

References

Australian Library and Information Association (2015). *Statement on free access to information*, Retrieved from <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information> 2017

Lehmann, V., & Locke, J. (2005). *Guidelines for Library Services to Prisoners* (3rd ed.) (IFLA Professional Report No. 92). The Hague: International Federation of Library Associations and Institutions (IFLA). Retrieved from <http://www.ifla.org/publications/ifla-professional-reports-92>

Amended 2007, 2015

(Replaced "Free library services to all, freedom to read. Adopted 1971, amended 1979, 1985)

APPENDIX 2

Classification Guidelines

Darebin Libraries aims to provide a representative coverage of all subjects of interest to its community. The library complies with the advisory categories as classified by the Classification and Review Board - <http://www.classification.gov.au/Pages/Home.aspx>

Advisory classifications—G, PG and M



This classification is for a general audience. There may be some films and computer games in this category that are of no interest to children and young teenagers.



Material in this classification might upset, frighten, or confuse children and young teenagers, and an adult may be required to provide guidance.



This classification is recommended for people who are 15 years and over.

It is not against the law to lend this material to younger people, however, this category is more suited to mature audiences because the films and computer games may contain themes and scenes which require a mature perspective.

Restricted classifications—MA 15+ and R 18+



This classification is also suited to people who are 15 years and over.

Material in this classification is stronger than the M classification.

This classification is legally restricted. The restrictions apply to persons who are under 15 years. If people under 15 years want to borrow these films or computer games they must be accompanied by a parent or adult guardian.



This classification applies only to films.

The material in this classification is for adult audiences.