

North Western Library

Collection Development Policy



Contents

Policy Objective	2
Collection Development	3
Material Selection.....	4
Collection maintenance and retention	4
Deleting and Disposing of Items	4
Delegations	5
Legislation	5
References	5
Dispute Resolution	5
Individual Policies.....	5

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Policy Objective

The policy focuses on the Library collection as a significant community resource which needs to be managed efficiently and provides a framework which ensures equitable access to a diverse range of resources to meet the changing needs of the community.

The policy:

- Supports the identification and allocation of collection funds for current and future priorities.
- Ensures that objectivity and professional rigour inform the selection, allocation, rotation, and weeding processes.
- Informs guidelines for the collection including subject profiles, depth of coverage and resource formats.
- Ensures that the operation of the library service is in accordance with the relevant Acts, regulations and codes governing public libraries in New South Wales.
- Provides an essential tool for induction, reference, and ongoing staff training.

Definition

North Western Library	Encompassing Bogan, Coonamble, Gilgandra, Warren and digital library branches.
Councils	Bogan Shire Council, Coonamble Shire Council, Gilgandra Shire Council and Warren Shire Council.
Collection	Refers to all collections owned by the Library including physical and digital resources
Collection Development	The process by which information, educational and recreational resources are selected and managed to meet the libraries aims and objectives.

Aims and Objectives

- To provide a library collection developed to meet Australian Library and Information Association, State Library of NSW standards as well as community expectations.
- To provide quality recreational, information and educational resources in a wide range of formats.
- To provide resources which will appeal to members of the community.
- To provide collections which promote the enjoyment of reading in young people and facilitate the development of research skills.
- To provide both current and classic material in fiction and nonfiction formats.
- To provide reference material, which supports the provision of quality information.
- To provide Local History collections and information.

The North Western Library will meet these objectives by:

- Developing and maintaining balanced collections that reflect the needs of both the current and future clients.
- Regular analysis of stock and circulation statistics to evaluate usage.
- Annual stock taking schedule to increase evaluation of current available stock.
- Making use of area profiles to plan for improvement of collections.
- Sharing of resources with other libraries and ensuring clients with special needs are catered for.

Collection Development

Aims of the Collection Development Policy

- To assist staff in the selection of material
- To provide a resource that will indicate the way in which community needs are met through the collections.
- To provide council with an effective tool for evaluating the effectiveness of the library service.
- To demonstrate to the library network the commitment to development and management of collections for the North Western Library

The following are matters which may influence selection.

Requests for purchase by clients

Items requested will be given serious consideration for purchase where they meet the selection criteria.

Donations

The library can accept donations of books and other material that meet the selection criteria are managed at a branch level. The library reserves the right to dispose of donations through various means. Each member council makes the decision whether to accept donations.

Second hand material

Second hand material will not be considered for purchase.

Controversial material

The library has a duty to keep on its shelves a wide selection of material. Materials will cover topics of interest to clients which are not prohibited and will include a range of opinions and controversial subjects.

Under no circumstances will material be excluded from adult or young adult collections on the grounds that it is not suitable for children. It is the responsibility of the parent or guardian, rather than library staff, to decide on what is suitable for the child.

MA and R rated AV material may be purchased but is regulated by guidelines of the Office of Film and Literature Classification.

Material Selection

The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible. Materials will be selected for all ages and not excluded because of race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content. Materials will be provided in a range of formats including digital resources to meet growing community need.

General criteria for selection of library materials include but are not limited to:

- Community and stakeholder engagement
- Significance of author or subject
- Local significance or emphasis
- Literary merit
- Importance of the subject matter to the collection
- Accessibility
- Age

Exclusions

The Library does not collect the following categories of material:

- Expensive or rare items inappropriate to a public library collection
- Ephemeral material unless they have significance to the local area.
- Superseded formats
- Items prohibited by law.
- Old, out of date materials unless specially acquired for the Library regional history collection.

Collection maintenance and retention

The library collection is evaluated regularly to ensure it meets the needs of our community. Evaluation of library collections will utilise several mechanisms including:

- Turnover statistics
- Circulation
- Online/digital usage
- Stock held.
- Age of collection
- Acquisition and discard rates

Deselection of material from the circulating collection is an essential part of effective collection maintenance.

Deleting and Disposing of Items

Deleting and disposing of older items which are damaged or have met the libraries guide for deletions is at the digression of each branch librarian. Items once deleted may be disposed of using local branch criteria as follows:

- Items may be placed on sale tables at the branch library level – funds are retained at each branch for additional library purchases.
- Items may be donated to organisations such as homes for the elderly and disabled at both local and national level – any freight costs are the responsibility of the branch library.

Delegations

There are no delegations associated with this policy.

Legislation

The Library operates within the framework of the Library Act of NSW and its associated regulations. Relevant legislation and information informing this policy can be found at:

- ALIA Statement on Free Access to Information
- ALIA Statement on Information Literacy for All
- ALIA Statement on Online Content Regulation
- State Library of NSW Policies
- Australian Classification Board Guidelines

Current research and the collection policies of other libraries were also considered in the development of this policy.

References

There are no associated policies referenced.

Dispute Resolution

Persons raising an objection to the inclusion, or exclusion, of an item in the Library collection will be asked to provide a written explanation of their objections to the Head Librarian, citing specifics from the material in question. The Library will respond to the request in accordance with this Collection Management Policy and other applicable standards and regulations. The final decision will be made at the discretion of the Regional Librarian.

Individual Policies

Please note that each library has their own individual policies that also need to be referred to.