

# Collection Development Policy Template

*This template provides all elements of a collection development policy for you to modify to suit your individual library requirements. The collections listed can be expanded or removed depending on your libraries collecting practices. Delete this paragraph and update the footer on this document when you are saving it as your own*

*working Collection Development policy.*

## A. Objectives

The purpose of the \_\_\_\_\_ Public Library is to provide all individuals in the community with a selection of books and other materials to aid the individual in the pursuit of recreation and lifelong learning and to foster a love of reading. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a Collection Development policy with which to meet community interests and needs.

The collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises or on a designated periodic basis.

## B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library manager who operates within the framework of the policies determined by the Local Government. This responsibility may be shared with other members of the library staff; however, because the library manager must be available to answer to the Council and the general public for actual selections made, the library manager has the authority to reject or select any item contrary to the recommendations of the staff.

## C. Methods of selection

Library materials may be purchased from library suppliers, local retail outlets, subscription agencies or selected through an exchange of stock arrangement with other public libraries in Queensland.

## D. Criteria for Selection

1. The main points considered in the selection of materials are:

- o a. individual merit of each item
- o b. popular appeal/demand
- o c. suitability of material for the clientele
- o d. existing library holdings
- o e. budget

2. Reviews are a major source of information about new materials. The lack of a review or an unfavourable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## **E. Collection evaluation and assessment**

The collection needs continuous evaluation to ensure that the library is fulfilling its goal to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools (circulation reports, collection turnover and fill rates) as well as patron input via community surveys, requests for titles and feedback are also useful in evaluating the collection

## **F. Withdrawal**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

As a guide, items are identified for withdrawal when they are:

- factually inaccurate or obsolete
- worn beyond repair
- not circulated in a three-year period
- superseded by a new edition or a better title on the topic
- of no discernible literary or topical merit
- irrelevant to the needs of the community served
- available elsewhere through reciprocal borrowing or interlibrary loan.

## **G. Scope of Collection**

### **Adult Fiction**

Aims to provide readers with access to a broad selection of popular and contemporary fiction, by both Australian and international authors. Consideration is given to award winning fiction, emerging and local writers.

### **Adult Non Fiction**

Includes material across a wide range of subjects and interest levels and focuses on up-to-date information at the general interest level. Supplemented by online databases subscribed to through the State Library of Queensland and available via the website and/or the SLQ website.

### **Magazines**

Popular titles that reflect the information needs and leisure interests of the community. Selection is enhanced through the surveying of clients' preferences.

### **Reference Collection**

This collection can contain material of specific interest to the local community, up to-date information resources that respond to reference inquiries from the public, such as historical works, dictionaries and atlases. The collection can include Junior Reference material useful for homework and young people's career development.

All reference collections are supplemented by online databases subscribed to through the State Library of Queensland and available via the website and/or the SLQ website.

**Electronic Resources**

Includes Online Databases – newspapers, articles in journals, encyclopedias in multi-media formats.

**Junior Fiction**

Aims to provide readers with stories suitable for children beginning reading up to twelve years of age.

**Junior Non Fiction**

Includes information books that reflect young people's interests and information requirements.

**Picture books**

Stories told with pictures and text, suitable for younger and older children.

**Young Adult Fiction**

Aims to provide readers with stories suitable for young people aged 13 to 25.

**Young Adult Non Fiction**

This collection places an emphasis on young people's leisure and lifestyle rather than information.

**Young Adult magazines**

A selection of popular titles embracing the many and varied leisure topics of interest to young adults.

**Large Type**

This collection is comprised predominantly of fiction titles, with a smaller proportion of non-fiction. Australian content, current interests and popular authors are included.

**Ephemera**

Maintain Government/Council publications for display and consultation while they contain current information. Refer to retention guidelines determined by Council for local publications.

**Audio-Visual**

This material provides viewing, listening and/or instructional material to enhance the print collection. A wide range of formats is included and new emerging formats may be considered upon an assessment of their suitability.

**Local History**

Material relating to the local area is collected in various formats for use in the library. Only duplicates or second copies will be available for inter-library loan.

**Indigenous Resources**

Resources of interest and relevance to Indigenous peoples is held in all collections. All resources with specific Indigenous content is identified using Aboriginal or Torres Strait Islander spine labels to facilitate access.

**DVD / Blu Ray**

The collection complements the adult print collection and enhances many topics with its visual content. Junior material supports early learning and recreational viewing.

### **Adult Literacy**

A range of material including non-print and mixed media formats is retained to foster and improve adult literacy and numeracy skills.

### **Languages Other than English**

Material is available in a range of languages to support clients whose original language is not English, or those clients learning languages other than English or wishing to read a language other than English. This material may be on loan from other libraries and not form part of the permanent stock of the library.

## **H. Interlibrary Loan**

The library cannot collect comprehensively in every subject area due to a number of factors including space and budget. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilising interlibrary loan to satisfy the needs of our patrons, the \_\_\_\_\_ Public Library may choose to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

## **I. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, poor condition, or dated information the library administrator may dispose of them as they see fit. The same criteria of selection that are applied to purchased materials are also applied to gifts.

Donated items suitable for inclusion in the general lending collections must:

- meet the basic selection guidelines
- be published material in demand
- be in an appropriate format for public library usage
- be in robust condition ready for loan

Donated material accepted into the collection will be reviewed on a regular basis.

## **J. Censorship and Intellectual freedom**

Although materials are carefully selected, differences of opinion may arise regarding suitable materials. The .....Public Library refers issues related to censorship to the Public and Indigenous Library Service, State Library of Queensland's statement: In accordance with the State Library's *Intellectual Freedom Policy* and the affirmation of ALIA's *Statement on free access to information* (2001), .....Public Library defends the right to provide an unbiased source of recorded knowledge and ideas for all clients. The collection aims to be representative and balanced. The State Library does not initiate censorship of any material, although it is obliged to abide by Commonwealth and State Government law on banned and restricted publications.

.....Public Library also supports the following Australian Library and Information Association policy statements which can be visited at [www.alia.org.au](http://www.alia.org.au)