



Library Collection Development Policy

POLICY OBJECTIVE

This policy provides an outline for the development, acquisition, and maintenance of the library collections of Goulburn Mulwaree Library and Goulburn Mobile Library.

The Policy states how the Library will identify, select, and manage the collection materials and resources required to meet the ongoing needs of Library members.

Goulburn Mulwaree Library is committed to providing free, impartial, and equitable access to collections and resources that meet the cultural, informational, educational, research, and recreational needs and interests of Library members. This policy supports the development of a collection that:

- Is a balanced and up to date collection of popular and enduring works
- Is diverse, uncensored, and freely accessible to all Library members
- Promotes literacy and lifelong learning
- Is maintained in good condition
- Meets the needs of community demographic profiles as provided by the Australian Bureau of Statistics
- Meets the baseline standard of expenditure on library materials as stipulated by the State Library of New South Wales

LEGISLATIVE PROVISIONS

NSW Library Act 1939

NSW Library Regulation 2010

Classification (Publications, Films and Computer Games) Enforcement Act 1995

Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

GUIDELINES

State Library of New South Wales (2015), Living learning libraries: standard and guidelines for NSW public libraries, 6th ed.

Australian Library and Information Association (2012), Standards and guidelines for Australian public libraries, 2nd ed.

POLICY STATEMENT

Definitions

“Library” refers to Goulburn Mulwaree Library and Goulburn Mobile Library collectively.

Selection and de-selection responsibility

Selection of Library resources is undertaken by Goulburn Mulwaree Library staff for Goulburn Mulwaree Library and Goulburn Mobile Library.

Weeding and de-selection of Library resources is undertaken in accordance to the guidelines stipulated in this policy.

Library staff reserve the right to accept or refuse any addition to the Library collections, and to de-select and dispose of any collection materials, under the following guidelines.

Scope of the collection

The Library’s collections will comprise a variety of materials suitable for children, young people, adults, and older people, with reading and learning abilities from birth to university entry level.

The following types of hard copy and electronic materials may be included in the Library's collections:

- Reference materials (e.g. dictionaries, encyclopaedias, language and study skills etc.)
- Fiction
- Non-fiction
- Biographies
- Audio books
- Newspapers and magazines
- DVDs and CDs
- Games
- Graphic novels
- Find Legal Answers and Drug Info, as stipulated by the State Library of New South Wales

The following types of materials are generally not included in the Library's collections

- Text books for formal courses of study
- Academic or specialist tests
- Curriculum materials
- Council documents
- Hardcopy reference materials where an online copy is available
- Fragile or easily damaged materials
- Second hand materials
- Materials that pose a risk to personal safety (e.g. small removable components etc.)
- Languages other than English

Expenditure on Library collection materials

The State Library of New South Wales provides guidelines for expenditure on library collections and resources in *Living learning libraries: standards and guidelines for NSW public libraries, 6th ed.*

Goulburn Mulwaree Library will adhere to these guidelines and will meet the baseline standard for annual expenditure on library collections and resources per capita of Council's resident population as stipulated by the Australian Bureau of Statistics.

The Library will also make its greatest efforts to adhere to the standards suggested for number of acquisitions per capita, overall collection age, and stock turnover.

Selection criteria

The following criteria are used in evaluating material for inclusion in the Library collection:

- Popular interest or current demand
- Current reading trends
- Relevance and interest to Library members
- Creative, literary and technical quality
- Relevance and accuracy of content
- Currency and permanency
- Reputation, popularity, and significance of the author/publisher/genre/subject
- Actual or potential community need and usage
- Relevance of the subject area to the rest of the collection
- Suitability of the format (ease of use, ease of storage, durability)
- Availability of similar information online
- Australian and/or local perspectives
- Cost (including purchase price, processing requirements, ongoing fees etc.)

For electronic resources, the following criteria are also applied:

- Accessibility and ease of use
- Vendor support
- Hardware and software requirements

The Library will generally only purchase a single copy of each item, unless in very high demand or for book club use.

Library staff may use a variety of tools to assess and select collection materials, including but not limited to:

- Supplier selection profiles and standing orders
- Promotional literature and catalogues
- Reviews
- Suggestions for purchase and recommendations from Library members
- Personal knowledge and professional experience

Electronic resources

Goulburn Mulwaree Library is a consortium member of the NSW Public Libraries Association South East Zone, and will participate in shared zone subscriptions and utilise the NSW.net suite of databases. Subscription to these resources is subject to consortia and licensing agreements.

Subscription to additional databases may also be undertaken as required.

Restricted materials

The Library will not purchase or accept into the collections any materials which have been refused classification, are banned, or are classified as R18+ and above by the Australian Classification Board.

Suggestions for purchase

Library members may make suggestions for the purchase of Library collection materials. Suggestions will be reviewed by Library staff to ensure they satisfy the guidelines stipulated in this policy, and may be purchased for the Library collection if they are deemed suitable. Library staff reserve the right to accept or decline suggestions as required.

General Donations

The Library may accept donations of books and other resources from Library members, provided the materials are:

- Not already held in the Library collection
- Less than two years old, or filling gaps in the collection
- In 'as new' condition with no wear or damage

Any materials donated to the Library become the sole property of the Library, and Library staff reserve the right to transfer, discard, sell, or otherwise dispose of materials as required. Terms and conditions cannot be stipulated by the donor.

Any materials donated to the Library that are not accepted into the collection will be sold or disposed of at the discretion of Library staff.

Weeding and de-selection

Library collections will be reviewed and weeded regularly to maintain the integrity and quality of the collection. Material may be chosen for de-selection under any of the following criteria:

- Factually inaccurate, or misleading content
- Aged and out-dated, or obsolete content
- Newer editions, online editions, more up to date, or superior works available
- Damaged or in poor physical condition
- Low usage and borrowing rates
- No longer relevant to the Library collection
- No longer relevant to user needs

Disposal

Materials chosen for de-selection may be:

- Sold at library book sales
- Donated to other libraries, Government bodies, charities, community groups, or retirement homes
- Destroyed or otherwise disposed of

Magazine and hardcopy newspaper issues will be retained for a maximum of 12 months and then destroyed or otherwise disposed of.

Local Studies

Local studies collections are exempt from the general selection, donation, weeding, and de-selection criteria.

The collection is specifically for the use of local history and family history research, and is generally not available for loan. The collections will include current and historical resources relating to Goulburn Mulwaree Council’s LGA, including resources about people, places, events, geography and natural history, industry, and administration of the area dating from pre-European settlement to the present day where possible.

Local Studies collections may also be supplemented by the collections of the:

- Goulburn and District Historical Society
- Goulburn District Family History Society
- State Archives and Records NSW

Local Studies collections are not limited by format, and may include both hard copy and electronic materials. Formats may include, but are not limited to:

- Published and unpublished monographs and indexes
- Newspapers, newsletters, and periodicals
- Pamphlets, ephemera, and objects
- Photographs
- Maps
- Sound and video recordings
- Microfilm and microfiche
- Electronic materials, both digitised and born digital

Materials may be added to the Local Studies collections by purchase, donation, or long term loan. Local studies staff will work in consultation with the governing body of the Library to select materials suitable for inclusion in the collections. Access conditions may be applied to unpublished donations or long-term loans at the time of their inclusion into the collections.

Local studies staff may also undertake digitisation activities to increase access and ease of use of particular collection materials. All copyright and other access conditions will be adhered to during any digitisation activities.

Selection, donation, weeding, and de-selection activities may occur at any time at the discretion of Local Studies staff in each Library.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	12/12/2018	2017/514	12/12/2018	12/12/2018



GOULBURN MULWAREE COUNCIL LIBRARY COLLECTION DEVELOPMENT POLICY

All policies can be reviewed or revoked by resolution of Council at anytime.				

DIRECTORATE: Growth Strategy & Culture
BUSINESS UNIT: Library