

Library Collections Policy

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Resolution number:	~~339/22~~ <u>TBC</u>
Next Policy review date:	~~March 2025~~ <u>TBC</u>
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Strategic Pillar	Community Choice
Responsible Branch	~~Community & Education~~ <u>Customer, Communication and Libraries</u>

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1 OUTCOMES

- 1.1 The Library Collection Policy is a valuable management tool that enables the Library to select and acquire a broad range of resources that best meet the needs of the community.
- 1.2 QPRC Libraries provide resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.
- 4.1.3 The Library's aim is to acquire and make available to the community a broad-ranging and balanced collection of resources. The collection aims to be as representative as possible, cover the principal fields of knowledge and be broad enough to answer any reasonable question by the public.
~~The Library Collection Policy is a valuable management tool to enable the Library to select and acquire a broad range of resources to best meet the needs of the community. This is in accordance with the Library's overall aim of providing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.~~

2 POLICY

- 2.1 ~~The Collection Development Policy is a valuable management tool to enable the Library to select and acquire a broad range of resources to best meet the needs of the community in accordance with the Library's overall aim of providing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.~~
- 2.2.1 The policy provides clear guidelines for the selection of new and donated resources, and the formats in which they are selected, and **also** provides accountability to the Council and the community through the criteria used for developing the collection within ~~the Library~~ budgets.

3 SCOPE OF THE POLICY

To provide the policy framework for the physical and digital collections of Queanbeyan-Palerang Libraries. This policy is to be read in conjunction with the Local and Family History Collections Policy.

4 DEFINITIONS

- 4.1 Collection – the physical and digital resources made available through Queanbeyan-Palerang Libraries
- 4.2 Council official — includes Councillors, Council staff, administrators, Council committee members and delegates of Council.

5 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

- 5.1 Relevant standards relating to public library collections are:
- Australian Library and Information Association (2015). Statement on free access to information. <https://read.alia.org.au/alia-free-access-information-statement>
 - State Library of NSW (2007). Access to information in New South Wales public libraries: Library Council of New South Wales Guideline. <http://www.sl.nsw.gov.au/public-library-services/censorship>

- c) International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom
<http://www.ifla.org/faife/policy/iflastat/iflastat.htm>
- d) IFLA Internet manifesto and guidelines <http://www.ifla.org/en/publications/the-ifla-internet-manifesto>

6 CONTENT

6.1 The QPRC library collections are available to access at:

- a) Queanbeyan, Bungendore and Braidwood libraries
- b) The Mobile Library (visiting schedule published online)
- c) Frank Pangallo Heritage Library
- d) Home Library Service delivery
- e) Library Lockers at Queanbeyan and Bungendore

6.1.6.2 The collection includes items in the following areas and formats:

- Adult fiction
- Adult non-fiction
- Children's fiction
- Children's non-fiction
- Children's picture books and early readers
- Graphic novels
- Large print
- Community languages
- English learning
- Local history
- Audio books (MP3 & CD format)
- Magazines and newspapers
- E-resources including eBooks, eAudio and eMagazines
- DVD's

6.3 Library staff use the following selection and maintenance criteria when adding items to the collection.

6.1.16.3.1 Selection aids including:

- a) print and web catalogues
- b) pre-publication lists
- c) review journals
- d) staff and reader suggestions

6.1.26.3.2 The library considers materials for acquisition on one or more of the following selection criteria:

- a) Accuracy and reliability of information
- b) Currency
- c) Demand
- d) Literary value and significance
- e) Format and durability
- f) Value for money
- g) Long term relevance
- h) Emphasis is given to Australian authors and subject matter

- i) Local relevance including local authors

~~6.1.36.3.3~~ The library does not collect the following materials:

- a) Textbooks – unless they are the best available source of information on a subject of general interest to the community
- b) Curriculum material
- c) Specialised research material
- d) Items difficult to source
- e) Items with inappropriate physical characteristics (size and weight)
- f) Items that are too expensive
- g) Items in poor condition

~~6.1.4~~ ~~6.2.5~~ The Library does not generally purchase duplicate copies of resources except in the following instances:-

~~6.1.5~~ A) Best sellers in fiction titles-

~~6.1.6~~ B) High interest or high demand titles or subjects-

~~6.1.7~~ C) Literary or children's award winners-

~~6.1.8~~ D) Local history titles of publications-

~~6.1.9~~ E) QPRC publications-

~~6.1.10~~ ~~6.3.4~~ In exceptional circumstances donations will be accepted at library staff discretion. One or more of the following criteria need to be considered:

- a) excellent physical condition
- b) titles published in the last two years
- c) fills a gap in a series
- d) popular titles with multiple reserves

~~6.1.10~~ ~~6.3.4.2~~ Where practicable, Council commits to purchasing all titles in a series that the library stocks.

~~6.3.5~~ Where items do not meet our requirements the library will not accept the donation. Community are encouraged to donate materials to street libraries or second-hand bookshops. For local studies donations, refer to the Local and Family History Policy.

~~6.1.11~~ ~~6.3.6~~ The Library does not generally purchase duplicate copies of resources except in the following instances:

- a) Best sellers in fiction titles
- b) High interest or high demand titles or subjects
- c) Literary or children's award winners
- d) Local history titles
- e) QPRC publications

~~6.1.12~~ ~~6.3.7~~ ~~6.2.5~~ The Library will accept purchase suggestions from the community; however, does not guarantee to purchase the suggestions. If a title does not meet the following criteria we can facilitate an inter-library loan.

- a) part of a series If the request is for a book that is a part of a series
- b) less than two years old, if it is still in print and is deemed to be in line with the selection criteria

~~6.26.4~~ De-selection is needed to maintain a collection which is current, reliable, in good condition and relates to the needs and interests of the community.

~~6.2.16.4.1~~ The following guidelines are used when making an evaluation of items to be withdrawn:

- a) Titles that contain inaccurate, superseded or out of date information are removed from the collections
- b) An item not borrowed for an extended period of carefully appraised for removal
- c) Items which no longer meet the selection policies are usually withdrawn
- d) Damaged and worn material which cannot be repaired are removed.

~~6.2.26.4.2~~ Local history, Australian Classic Literature and Australian biographies are generally not withdrawn and are retained for their historical value

~~6.2.36.4.3~~ Long overdue, lost or damaged items will incur a replacement fee equal to the value of the item, plus an ~~£~~ \$5 administration fee, as prescribed in the Council's Fees and Charges Policy.

~~6.2.46.4.4~~ The Library does not engage in censorship of collections unless legally required by Australian Classification.

~~6.2.56.4.5~~ The Library will discard weeded items and donations by any means that are considered appropriate which may include book sales, free tables, donation to other libraries, institutions or community groups, and recycling ~~as a last resort~~.

7 REVIEW

7.1 This policy will be reviewed every ~~two years~~ four years or earlier as necessary if:

- a) legislation requires it, or
- b) Council's functions, structure or activities change