

Objective

The City of Busselton Libraries aspire to provide a comprehensive and accessible library collection and information service equipped with up to date resources and technologies that meet the educational, informational, vocational and recreational needs of residents and visitors.

Purpose and Scope

The Collection Development Guidelines assist staff in developing collections that meet library goals and inform the public about the principles by which materials are selected, maintained and also deselected.

Reasons for Collection Development Guidelines include:

- To provide a consistent and planned approach to the selection, use, distribution, management and deselection of items within the library's collection
- To provide a reference point for staff to make informed decisions
- To ensure that the library's collection meets the current and future needs of its customers
- To inform the community of the principles upon which the library makes decisions regarding the selection, maintenance and use of the collection
- To support the library's objectives as outlined in the Library Service Business Plan

Collection Objectives

The library does not sanction particular beliefs or views, nor is the selection of any particular item equivalent to an endorsement of the author's viewpoint.

Collection development objectives are based on the principles stated in the UNESCO Public Library Manifesto 1994 that state:

- *The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status.*
- *Specific services and materials must be provided for those who cannot, for whatever reason, use the regular services and materials.*
- *All age groups must find material relevant to their needs.*
- *Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials.*
- *High quality and relevance to local needs and conditions are fundamental.*
- *Material must reflect current trends and evolution of society, as well as the memory of human endeavour and imagination.*
- *Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressure.*

In order to meet these principles, the library will:

- Provide the community with equal access to information and resources that are, where possible, representative of all view points on both current and historical issues.

- Ensure that materials selected for the collection are evaluated on merit and community need and are not excluded on moral, political, racial, religious or other grounds except where subject to lawful Federal and State conditions.
- Provide access to resources without exception where legally required.
- Make material available in a variety of appropriate formats including traditional materials and modern technology.
- Not censor the reading matter selected by any member of the public.
- Recognise that parents are responsible for supervising the library materials chosen by their children.
- Support the Australian Library and Information Association (ALIA) Statement on Free Access to Information. (See Appendix 1)

Collection Responsibility

The Collections Librarian is responsible for the selection of library material in accordance with these guidelines.

All staff and members of the public may make recommendations for purchase. All material acquired by purchase or donation will be subject to the criteria outlined in this policy.

Criteria for Selection

Library materials are selected to meet and anticipate community needs and trends. The library is therefore committed to the acquisition of a range of emerging digital media formats. Library staff will be open minded, flexible and responsible in the evaluation and re-evaluation of library materials.

The following criteria are used to evaluate and select items for the collection:

- Preference should be given to Australian authors and subject matter.
- Material should be of current or anticipated interest.
- Availability of titles from preferred suppliers
- Price and intrinsic value of an item.
- The material should be durable and strong enough for use by intended readers.
- Authority and reputation of author, illustrator or publisher.
- Favourable reviews.
- The chosen format should encourage use and convey the information in the most appropriate manner.
- Items are considered in the context of the overall balance of the collection.
- Items are relevant and reflect current trends and issues in the wider community
- Titles are selected in line with age appropriate guidelines, in liaison with publishers, suppliers and the State Library of Western Australia.

Unsuitable materials include:

- Superseded formats
- Content targeted for an academic audience
- Textbooks (only to be purchased if no other suitable material on a subject is available).
- Items more than five years old in all formats and subject areas (unless there is considerable demand for copies of a title)
- Self-published material unless of local or historical significance

Duplicate resources may be purchased for the following reasons:

- New release titles for the *Fast-Back 7 Day Loan* program
- Best-selling titles
- High interest/demand titles
- Literary award winners
- Standard picture books

The general focus of the collection is material in English. Small collections of materials for people who require resources in languages other than English will be maintained at the appropriate service point. The languages selected will reflect the needs of the community and will be reviewed regularly.

Resources on Aboriginal Australian culture and subject matter are prioritised for inclusion.

State Library supplied items float within the South West Library Consortia. After 6 months, stock floating from consortia libraries can be added to the City of Busselton Libraries collection, and vice versa. Once evaluated, items are added to the collection or returned.

Criteria on Gifts / Donations

Donations of print and non-print material are accepted as per the *Busselton Libraries Donations Guidelines*. The library is unable to accept conditional donations and reserves the right to include, sell or dispose of material in a manner deemed appropriate.

Acquisitions

Library materials are primarily acquired through the State Library of Western Australia's Supplier Select model. Material selected under this program are based on a current and updated library profile, supplied annually but reviewed quarterly by the librarian. Vendors are reviewed each financial year. The profile is based upon:

- Customer demographic information.
- Review of loan statistics collected on a quarterly basis, which highlights popular genre's, formats and age categories.
- Community trends and areas of interest such as local industries and common hobbies.
- An objective to ensure an informed community, giving opportunity to view our local environment from a global perspective.

LOTE material is acquired through the State Library of Western Australia's exchange programme twice yearly.

Locally owned materials are purchased through shelf-ready suppliers and other library stock specialists. *Fast-Back 7 Day Loan* titles and ad-hoc titles are acquired through a local supplier.

Library materials will not be purchased from unsolicited sources unless the item/s have a vital local significance and comply with all selection criteria.

Reader Suggestions and Requests

The library will endeavour to obtain items requested either by purchase or Inter-Library loan. The decision to purchase items requested is made after consideration of the general selection criteria with particular emphasis on:

- Price
- Popularity
- Topicality
- Availability for purchase
- Availability from other libraries
- Availability in digital format
- Age of item (items more than 5 years old will not be purchased unless there is considerable demand for copies of a title)

The library does not guarantee acquisition of every item requested, and will not purchase second-hand materials.

Deselection

The deselection or withdrawal of items from the collection ensure the continued relevance and usefulness in meeting the community's needs. It is an ongoing process undertaken by suitably qualified staff.

City of Busselton Libraries are responsible for setting own discard criteria as Tier 1 libraries.

Library materials are removed from the collection for the following reasons:

- Poor physical condition
- Obsolescence
- Insufficient use
- Currency of subject matter
- Over-representation of subject
- Multiple copies are no longer in demand
- Trends / interests
- Digital format availability
- Us
- Physical space – shelves should not be packed to capacity

The collection is intended for circulation and is not (with the exception of Local Studies) a collection of deposit.

Discarded items are included in the library book sale or disposed of in line with the City of Busselton waste and recycling guidelines.

Collection Areas and locations in the library

The selection of items is not influenced by the possibility that they may be accessed by children. Titles are categorised and shelved in locations that meet the criteria they are assessed as most appropriate. While we take every care in allocating resources to appropriate areas of each library, the reading and viewing activities of children and young people under 18 are the responsibility of their parents or caregivers, who can guide the selection of appropriate materials in overseeing their children's development.

Adult Fiction:

Current selection of popular and contemporary titles by Australian and international authors. Classics are also represented.

Adult Non-Fiction:

Current selection of popular and accurate information sources by reputable Australian and international publishers, as well as WA independent publishers and small presses.

Audio Material:

Collection of audio material to meet the needs of those with a visual impairment, and to provide an alternative option to print collection.

Book Club Sets:

Sets include 6-10 copies of the same title. The collection includes fiction and non-fiction content, with printed reading notes where available.

Fast-Back 7 Day Loans:

Collection consists of multiple copies of new release high demand titles, including fiction and non-fiction. The collection is restricted to one-week loan with no renewals and no holds. The titles are refreshed at the start of each month.

DVDs:

Collection of popular movies and TV shows for information and recreation by community members of all ages. Fiction and non-fiction titles included.

eResources:

Collection of online resources providing access to eBooks, eMagazines, eAudiobooks and video streaming services for all ages.

Graphic Novels:

Selection of comic and pictorial publications for community members of all ages.

Junior Fiction:

Current selection of popular stories available for beginner readers up to twelve years of age. Content covers a wide range of themes and reading interests.

Junior Non-Fiction:

Collection of current and accurate information resources for infants to children of 12 years. Content covers popular and high interest subjects.

Large Print:

Collection of material with a typeface larger than standard print to meet the needs of those who are unable to read standard print. A selection of popular fiction and a portion of non-fiction titles and biographies.

Local Studies:

Collection of material that reflects the local history of the Busselton region. Collection is preserved for long term retention.

The management of this collection is guided by the *Busselton Libraries Local Studies Collection Management Guidelines*.

LOTE:

A collection of titles which reflect the diverse language needs of the community.

Magazines:

Current selection of popular magazines which reflect the general and leisure interests of the community.

Newspapers:

Collection of local and popular Australian and Western Australian newspapers.

Picture books:

Collection of stories told with pictures and text. Consideration is given to materials that encourage interaction and promote early literacy.

Young adult fiction:

Current selection of popular titles and formats suitable for young people aged 13-25.

Young adult non-fiction:

Collection of current and accurate information resources for young people aged 13-25.

APPENDIX 1

'ALIA' is the Australian Library and information Association, founded in 1937. Its membership consists of professionals working in the library sector. It's role is support libraries and library professionals to ensure the sector remains strong and relevant in the current environment. Along with guidelines, it provides ongoing support for professional development for librarians in line with current industry standards and expectations.

Its objectives are:

- To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy, environment and democracy.
- To promote and improve the services provided by all kinds of library and information agencies;
- To ensure the high standard of personnel engaged in information provision and foster their professional interests and aspirations;
- To represent the interests of members to governments, other organisations and the community; and
- To encourage people to contribute to the improvement of library and information services through support and membership of the association.
- To endorse the principles of the United Nations Universal Declaration of Human Rights- Article 19 and the 2030 Sustainable Development Goals in response to the many challenges faced by the world today and into the future.

Its policies 'reflect the general position of the Association on issues that have an impact on the library and information sector, and provide direction and advice to those who choose to consider our policies and guidelines for their own use.'

ALIA's statement of 'Free access to information' informs the City of Busselton Libraries collection guidelines. It reflects a fair and equitable framework for the Librarian-Collections to acquire and assess the locally purchased collection and review what is received as part of the supplier select programme.



Free access to information statement

ALIA Constitution Objects addressed:

- To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy, environment and democracy;
- To endorse the principles of the United Nations Universal Declaration of Human Rights Article 19 and the 2030 Sustainable Development Goals in response to the many challenges faced by the world today and into the future.

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 individuals.
- 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, and therefore supporting internet neutrality
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.

Adopted 2001. Amended 2007, 2015. Reviewed 2018.

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