

Library Collection Development Policy

NOTE: Council regularly reviews and updates its policies. The latest controlled version can be obtained from the Policy Register on Council's intranet or by contacting Council's Corporate, Governance & Strategy Branch. A hard copy of this electronic document is considered uncontrolled when printed.

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1. POLICY STATEMENT

The purpose of this policy is to establish guidelines for the development and management of South Burnett Regional Council's ('Council') library resources with reference to the Queensland Public Library Standards and Guidelines.

2. SCOPE

This policy applies to all Council operated libraries.

3. GENERAL INFORMATION

3.1. Collection content

The composition of collections will vary between library branches to suit local needs, each library provides access to the following essential collections:

- fiction and non-fiction across all age groups;
- fiction and non-fiction with content that reflects the diversity of the community;
- large print, literacy support and LOTE;
- magazines and newspapers; and
- electronic collections across all age groups;
- electronic collections with content that reflects the diversity of the community; resource selection.

Librarians use their professional judgment, experience, and knowledge to develop and maintain the collection, with decisions surrounding the addition of resources based on the following criteria:

- the resource is appropriate to the interests and needs of the community in terms of subject, style, currency, and language;
- a high demand for the resource;
- the resource provides current information;
- the resource is presented in an appropriate format;
- the resource is presented in a language appropriate for the community;
- the resource is important as a historical record;
- the resource strengthens the collection by filling a gap or updating an existing resource; or
- the resource is attractive, well made, and durable.

Council receives financial assistance from the Queensland Government through State Library of Queensland to purchase and process collection items.

3.2. Collection procurement

South Burnett Libraries ('Libraries') shelf-ready procurement model enables physical collection items to be acquired and processed by nominated suppliers according to library service specifications.

3.3. Request for purchase

Requests made by customers for the purchase of specific resources not held in the collection are considered if they meet selection criteria.

3.4. Inter Library Loans

3.5. Resources that do not meet selection criteria for purchase may be requested for interlibrary loan between the Queensland public library network. Gifts and donations

Libraries accept donations but reserve the right to decline or redistribute them as appropriate if they do not meet the selection criteria. Items not included in the collection will be given to charity, discarded for recycling, or included in a library book sale.

3.6. Collection Maintenance

Library collections, whether physical or electronic, are evaluated regularly by suitably experienced Council employees to ensure their currency, quality, and appeal, as well as their continued ability to meet demands. Worn, incomplete and outdated material is discarded as part of a regular evaluation program. Collection age, usage, condition, access periods, platforms, licensing arrangements and ability to download to a wide range of devices, are all useful indicators for collection evaluation.

Items withdrawn from the collection that are in fair physical condition, along with donations which do not meet selection criteria may be sold or donated to suitable community/charitable organisations.

Deselection practices support the discard standards in the State Library of Queensland's Standards and Guidelines.

3.7. Resources not collected

The following resources are not routinely collected by libraries:

- expensive or rare items which are inappropriate for public library use;
- ephemeral material;
- items of inappropriate physical dimensions;
- old, out-of-date, or fragile items – unless specifically acquired for local history collections;
- text books;
- advertising material; or
- items prohibited by law, for example, pornography.

Exceptions may be made and will be treated each on its merits.

3.8. Censorship

Libraries support the Australian Library and Information Association's Free access to information statement.

No material will be rejected or removed from the library collection on the grounds of partisan or doctrinal disapproval alone.

Access to suitable materials by children under 18 years of age remains the responsibility of parents and/or guardians.

4. DEFINITIONS

Council employee means a person employed by Council who performs work, under the direction and control of Council, on an ongoing basis with an ongoing expectation of work entitled to superannuation contributions paid by Council.

Librarians means professional staff who have undertaken a tertiary course of study in librarianship

and information science which qualifies them for admission to Associate membership of the Australian Library and Information Association. Librarians develop and implement policies and deliver programs and services to meet the needs of library clients. In public libraries, this includes collection development, the organisation of resources, the provision of assistance to users in the retrieval of information and library resources and promotion of services.

Library Collection means the collection located within the South Burnett Libraries.

South Burnett Libraries means Council's library facilities located at Blackbutt, Kingaroy, Murgon, Nanango, Proston, and Wondai.

5. LEGISLATIVE REFERENCE

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

6. RELATED DOCUMENTS

South Burnett Regional Council Employee Code of Conduct – Statutory011

South Burnett Regional Council Libraries Operations Policy – Strategic021

South Burnett Regional Council Technology Public Access Policy – Strategic019

Queensland Public Library Standards and Guidelines

7. NEXT REVIEW

As prescribed by legislation or September 2027

8. VERSION CONTROL

Version	Revision Description	Adopted Date	ECM Reference
1	Development of policy	19 September 2012	1042277
2	Review of policy	20 October 2021	1042277
3	Administrative amendment – organisational structure review – resolution 2022/432	27 April 2022	1042277
4	Review of policy	18 September 2024	2846870


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