

# 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 Library Collection Development Policy establishes guidelines for the development and management of South Burnett Regional Council's library resources with reference to the Queensland Public Library Standards and Guidelines.

## 2. SCOPE

South Burnett Libraries aim to develop a collection that:

- provides a balanced range of resources including popular, bestselling material and enduring works;
- encourages literacy, the enjoyment of reading and lifelong learning;
- is flexible to meet the changing needs of the South Burnett community;
- provides equitable and equal access to information for all members of the community; and
- preserves the cultural heritage of the South Burnett region.

## 3. GENERAL INFORMATION

### 3.1. Collection content

South Burnett Libraries provide access to a comprehensive range of collections for community members of all ages and backgrounds, including those with differing abilities. Collections are current and available across multiple formats to meet the recreation, learning, work and life skill needs of the community. While the composition of collections will vary between library branches to suit local needs, each library in the South Burnett 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 including children from birth, people with disabilities, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds and LGBTIQ+;
- large print, literacy support and LOTE;
- magazines and newspapers; and
- electronic collections across all age groups and reflective of the diversity in the community, including eBooks, eAudiobooks, eMagazines, movies and electronic resources for reference, research and learning.

### **3.2. 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;
- there is 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.

South Burnett Regional Council receives financial assistance from the Queensland Government through State Library of Queensland.

### **3.3. Collection procurement**

South Burnett Libraries shelf-ready procurement model enables physical collection items to be acquired and processed by nominated suppliers according to library service specifications, delivered to specific service points, and associated records sent directly to the library service based on agreed profiles.

### **3.4. 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. If staff are unable to purchase the resource requested, attempts will be made to obtain the item via interlibrary loan or online information.

### **3.5. Gifts and donations**

South Burnett 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**

South Burnett Libraries collections, whether physical or electronic, are evaluated regularly by suitably experienced staff 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 South Burnett 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

South Burnett Libraries supports the Australian Library and Information Association's (ALIA) 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

**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 (ALIA). 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 Information Technology Resource Services Policy – Strategic019

South Burnett Regional Council Libraries Operations Policy – Strategic021

## 7. NEXT REVIEW

As prescribed by legislation or October 2023

## 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       |

  
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