

Policy Type	Corporate
Function	Arts and the Library
Policy Owner	Manager Community Development
Policy Contact	Manager Library
Review Schedule	24 Months
Resolution No.	1468906

## 1. Purpose

Burdekin Library's Collection Development Policy provides a framework for the acquisition and maintenance of the library collection.

## 2. Scope

This policy applies to all library branches and library staff.

## 3. Exceptions

Not applicable.

## 4. Definitions

**Collection** means the total accumulation of books and other materials owned by the Burdekin Shire Library, organised and catalogued for ease of access by its users.

**Library** means Burdekin Library

**Resource** means an item acquired for the library collection including print material, photographs, streaming services, digital devices, etc.

## 5. Objectives

Because of the volume of publishing, as well as the limitations of budget and space, the Library must have a framework within which it can work to meet the information, educational, recreational and cultural needs of the community.

The collection development policy is used by Library staff in the selection of resources and also serves to acquaint the general public with the principles of selection.

The basic principles underlying the policy are:

### **Access**

Burdekin Library will provide free, adequate and convenient access to ideas, information and creative endeavour in a variety of formats whether held within the Burdekin Library or obtained from other sources.

### **Equity**

Burdekin Library will provide resources for all people regardless of class, gender, age, disability, ethnic origin or economic status.

### **Participation**

Burdekin Library will be adaptable to the changing needs of the community and actively seek informed community involvement including continuous feedback from customers. The Library encourages purchase suggestions from the community.

### **Effective Citizenship**

Burdekin Library will provide information to assist the individual, or community groups, to be effective citizens in the social, political, economic, cultural and natural environment in which they live. Such information is necessary to enable the individual to be aware of their civil rights, to safeguard those rights and to interact effectively within society.

### **Cultural Relevance**

Burdekin Library will endeavour to match resources with customer requirements for diversity of ethnicity, interest and experience and will also acknowledge the needs of special groups.

### **Creativity and Leisure**

Burdekin Library will provide resources which the individual can use to foster their creative and leisure pursuits.

### **Education**

Burdekin Library will support lifelong learning in the form of self-education, thus helping to develop economic value in the community.

## **6. Policy Statement**

### **6.1 Criteria for selection**

- The Library's objective is to provide a quality collection of resources that cater for the recreational and information needs of all sectors of the community. Issues such as the expansion in knowledge based media, changing social values, technological advances and increasing awareness of cultural differences will be considered part of the selection criteria requiring library staff to be flexible, open-minded and responsible in the evaluation of library resources considered for acquisition.
- Resources should support and be consistent with the general aims of Burdekin Library.
- Resources should meet the broad spectrum of community needs
- Resources may not be excluded from selection based on personal taste, moral or political viewpoints, social or ideological variance.
- Biased resources may be selected to meet specific objectives and to ensure that all viewpoints are represented in the collection.
- Resources will be considered for selection based on their own merit and the audience for whom it is intended. Resources are judged on the basis of the work as a whole, not on a part taken out of context.
- Priority is given to resources that are popular as well as being relevant to Burdekin lifestyles and trends
- Resources should be at levels and language appropriate to the various users of the Library.
- Physical format and appearance of library resources should be suited for their intended use and users.

- Resources must be suitable for public lending purposes with consideration to appropriate distribution and licensing agreements.
- Resources deemed important as a local historical record for present and future use will be acquired.
- Multiple copies of resources may be acquired when probable usage justifies it.
- Within the guidelines set by this policy, the knowledge and experience of Library staff influences the choices of library resources, as does their familiarity with the local community, other resources available, the current collection profile and the limits of the library budget.

## **6.2 Methods of selection**

- Library resources may be purchased from library suppliers, local retail outlets, subscription agencies or through consortia arrangements with other libraries.
- Where possible, library resources will be ordered utilising library profiles and selection profiles, standing orders, and online ordering through allocated suppliers to ensure a regulated supply of materials.
- Additional mechanisms such as staff selection and public requests will also be utilised.
- Resources will not be purchased from unsolicited sources unless they are of vital local significance and comply with the specific collection statement.
- Criteria by which vendors are chosen include but are not limited to; type and range of stock, price of stock, discount offered, reliability and speed of supply, reporting procedures of unfilled orders, ordering and invoicing procedures, LGA approved supplier.
- All procurement of library resources is managed in accordance with Council's Procurement Policy.

## **6.3 Access to the collection**

The majority of Burdekin Library's collections are available for loan to all members of the Burdekin community. Access restrictions are those required by law or government legislation. There are collections that are only available for use in the library, for example local history resources.

Access to the Burdekin Library's collections is provided free of charge as outlined in the Australian Library and Information Association (ALIA) policy on Free Access to Information (available at [www.alia.org.au/policies](http://www.alia.org.au/policies)) and as required by the Service Level Agreement for Public Library Services between the Library Board of Queensland and the Council.

## **6.4 Responsibility for selection**

Collection development funding is a partnership between Burdekin Shire Council and the Queensland State Government. The Library Services Manager has formal responsibility for collection development and its budget. Responsibilities and duties relating to resources selection are also delegated to other library staff referring to input from the public and other team members.

## **6.5 Inter-Library Loan**

Burdekin Library will borrow, where possible, material that is not available for purchase or which does not meet the selection criteria. Burdekin Library provides Inter-Library Loans in

accordance with the industry-accepted Inter-lending Code. Conditions imposed by the lending library apply.

## **6.6 Gifts and donations**

Donated materials which meet the selection criteria, and which are offered without condition may be accepted. All donated materials become the property of Burdekin Library and the Library reserves the right to discard donated materials at any time and by any means which are deemed appropriate and to refuse donated materials.

The acceptance or purchase of materials for memorial donations from individuals, institutions or community organisations will be arranged with the Library Services Manager within the requirements of this 'Library Collection Development' policy. A record of memorial donations will be retained at the Library.

## **6.7 Censorship**

The primary objective of the Burdekin Library is to facilitate free and open access to the ideas and information available on all subjects utilising all possible formats. The Library will not acquire any resources that are prohibited by law. Library staff will not censor the information selected by any member of the public. Supervision of material read or accessed by persons less than 18 years of age remains the responsibility of the parent or legal guardian.

The Burdekin Library supports the Australian Library and Information Association's (ALIA) policy statements on free access to information. ALIA policy statements are available for access at [www.alia.org.au/policies](http://www.alia.org.au/policies).

## **6.8 Challenged materials**

Burdekin Library accepts the possibility that some people may be offended by material held in the collection. These people have a right to express their view but not to force their beliefs on other members of the community or to deface library materials to record their disapproval.

Any person disagreeing with the inclusion or exclusion of materials in regard to the collection has the right to appeal. Complaints outlining specific concerns about library materials should initially be submitted to the Library Services Manager in writing. The material in question will be re-evaluated using Burdekin Library's selection criteria and a reply provided to the complainant.

## **6.9 Collection evaluation and maintenance**

Burdekin Library will evaluate the effectiveness of the library collections through analysis of performance data and regular stocktakes. Data collection is undertaken to develop the collection appropriately and to satisfy the requirements of the Library Board of Queensland's Service Level Agreement.

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. This ongoing process is the responsibility of the Library. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. As a guide, items are identified for withdrawal when they are:

- factually inaccurate or obsolete
- worn beyond repair
- no longer in demand
- superseded by a new edition or a better title on the topic
- of no discernible literary or topical merit
- irrelevant to the needs of the community served

- available elsewhere through reciprocal borrowing or interlibrary loan.

### 7. Legislation

Libraries Act 1988

## 8. Related Documents

Document Title	Description
Library Collection Development Operational Standard	Detailed description of selection criteria per collection
Request for Reconsideration of Library Materials	Form for recording complaints regarding library material
Guidelines and standards for Queensland public libraries	State Library of Queensland standards
Public library services	Australian Library and Information Association policy regarding freedom of access to public library and information services
Free access to information	Australian Library and Information Association policy regarding the free flow of information and ideas
Procurement policy	Burdekin Shire Council policy to regulate and guide all Council procurement and contracting activities

## 9. Document History

Revision Number	Revision Details	Approved By (Officers Name)	Resolution Number	Date
1.0	Adopted	Ordinary Council Meeting	1112957	13/08/2013
2.0	Adopted	Ordinary Council Meeting	1468906	24/07/2018