


COMMUNITY SERVICES

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	Version Number: 1	Next Review: As Required
	Frequency of Review: Annually	
COLLECTION DEVELOPMENT POLICY		

Policy Statement

Council has developed the following Collection Development Policy to guide staff and to inform stakeholders and the public about the principles upon which the collections of the Copper Coast Libraries are developed and maintained.

1. Introduction

This Collection Development Policy is a document to assist, plan, build and maintain the library collection in response to the needs of the community. It takes into account the existing collection, the physical space and environment, and the finance available.

It should be noted that this collection development policy applies solely to public library stock located in the Copper Coast Libraries. Kadina is a joint use library between the District Council of the Copper Coast and TAFE SA Regional, and Moonta is a joint use library between the District Council of the Copper Coast and the Department of Education and Childhood Development, who have their own specific collection development policy for library stock selected and owned by them. Library staff are aware of the details of these different collection development policies and select materials accordingly.

This Collection Policy is written for members of the community, staff, managing bodies, and other stakeholders who may be interested in the collecting intentions and practices of the library service. Feedback from the community is welcome and will help inform future directions for the collection.

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COMMUNITY SERVICES

2. Applicable Legislation

Libraries Act 1982
Freedom of Information Act 1991
Broadcasting Services (Online Services) Act 1999
Local Government Act 1999

3. Integration with Corporate Objectives

Social Wellbeing - To enhance quality of our community by encouraging health, wellbeing and safety

Cultural Wellbeing - To promote community identity by enriching lifestyle experiences including arts, heritage, culture and leisure activities.

4. Definitions

Nil

5. Application

This policy

- a. is intended to ensure the development of a balanced, relevant and up-to-date collection
- b. is a public document available to all members of the community who are encouraged to have input into the development of the collection
- c. is a working tool to provide guidance to staff in the selection of materials
- d. establishes the parameters of the collection, and identifies its strengths and weaknesses, as well as areas for potential development.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library coordinator who operates within the framework of the policies determined by the District Council of the Copper Coast and partners.

Lifestyle location of choice

COMMUNITY SERVICES

Customers can make suggestions for material to be purchased via the Council website and email.

Criteria for Selection

These general criteria are taken into account for all materials selected for the Library Service. Materials selected for inclusion in the collection must meet one or more of the following criteria:

- appropriate to the needs and interests of intended users
- in appropriate formats for specific user needs (e.g. large print and audio books for sight impaired)
- at levels and language appropriate to specific user needs (e.g. children)
- in languages appropriate to specific user needs (e.g. Community Languages)
- provides current information
- published by popular authors and/or in popular demand
- Evaluations in review media
- an Australian focus
- local author
- of literary merit (e.g. award-winning titles)
- of local and/or historical significance to the local community
- covers a broad range of views and opinions
- falls within appropriate budget constraints

Selection Sources

The library subscribes to several periodicals and the Library Coordinator accesses a number of online resources which are used as review and evaluation sources for material selection. Among these are:

- Good Reading Magazine – periodical
- Australian Bookseller and Publisher magazine
- The Advertiser - newspaper
- The Australian - newspaper
- The Sunday Mail - newspaper
- Incite - periodical
- Public Library Services P2 System Selection Lists - website
- Amazon - website
- ALS - website
- Magpies – periodical and website
- Gould Genealogy
- Publisher booklets

Interlibrary Loan

The library service cannot provide all materials that are requested due to both limited budget and space and therefore interlibrary loan is used to obtain

lifestyle location of choice

COMMUNITY SERVICES

materials from other libraries that are beyond the scope of this library service's collection.

As part of the South Australian Public Library Services network through the One Card Network, the Library service agrees a reciprocal arrangement - to not only borrow from other libraries but also to lend its materials to other libraries. The library service holdings are listed so that its resources are accessible by other libraries throughout the state.

Donations

The library service accepts donations of books and other materials with the understanding that they will be added to the collection only if appropriate and required. Donated material not selected for inclusion in the collection will be sold in the Kadina Library as second hand book sales or disposed of in other ways. Any income from book sales will be used to purchase additional resources required by the library service.

Collection Evaluation

Each part of the collection should be evaluated at least annually. Attempts are made to fill any gaps in the collection and to maintain a relevant, well-balanced, current and functional collection. Use and user statistics may be used to assist in this process.

An emphasis on access to the collections is the primary focus, rather than preservation.

Collection Maintenance

The collection is maintained using the following measures:

- **Replacement and repair of materials** – The decision to replace damaged materials is based on relevancy. Damaged materials that are assessed as still of value to the collection are repaired at the discretion of the Library Coordinator. Attempts are made to replace damaged materials that can not be repaired that are still of value to the collection.
- **Stocktaking** – A regular removal of very long overdue and missing items is undertaken from monthly reports.

Review of the Collection Development Policy

This Collection Development Policy will be reviewed periodically and endorsed by the District Council of the Copper Coast.

Weeding / Maintenance

The collection is maintained and weeded (deselected) through an ongoing process of collection analysis.

lifestyle location of choice

COMMUNITY SERVICES

Regular weeding aims to identify and withdraw incorrect or outdated materials, remove from the collection those materials that are no longer being used, including superfluous duplicates and remove worn or damaged materials.

Weeded material in reasonable condition is offered for sale as second hand book sales with any income these sales being used to purchase additional resources needed by the library service.

The library will not withdraw an item simply because a patron wishes to purchase it.

Central Collections

Copper Coast Libraries receive a materials subsidy from the Libraries Board of SA. A percentage of this is used by PLS to fund the following Central Collections.

Community Languages (Languages other than English, LOTE) items are purchased by PLS and distributed to specialist language libraries within the PLS network and then rotated throughout the year. Rotation and ILL is used to share the collection.

Audio Books (non commercial audio books) are accessed on a rotational basis through the PLS network.

Electronic databases are selected and purchased centrally. The selection, based on usage and value, is reviewed annually by a PLS sub committee, with feedback from all SA Public Libraries.

E-Books are available as downloadable print or audio options.

Freedom to Read

The primary objective of a public library is to serve as a free and open access to the ideas and information available on all subjects in all formats.

Library staff will not censor the reading matter selected by any member of the public.

Parents are responsible for supervising the selection and suitability of library materials chosen by their children.

The Library endorses the Australian Library and Information Association Statement on free access to information and the Australian Library and Information Association core values statement as stated in Appendix 1 A and 1 B. As such, it is not the role of the library to censor materials. Censorship is carried out by State and Federal Government censorship bodies. While materials prohibited by law are not being included in the collection, the library reserves the right to select material which offers a range of opinions on controversial subjects.

Statement of Concern

Any individual may express his or her objections to particular library materials by completing a "Statement of Concern about Library Materials" form (Appendix 2). After lodging the completed form with the Library Coordinator, it will be submitted to a Library Review Committee composed of the Library Coordinator, a library

lifestyle location of choice

COMMUNITY SERVICES

staff member and a member of the District Council of the Copper Coast Community Services team. The material will be reviewed objectively with the best interests of library customers under consideration. The Library Coordinator will then respond to the person making the objection.

Confidentiality of Patron Records

The library service recognizes each patron's right to confidentiality. No information regarding any patron record, including the items circulated to that patron will be divulged.

Item Types

Code	Collection	Format	Scope	Retention *
AF	Adult Fiction	Print	Includes all types of fiction, both popular and literary written in English. Includes popular authors and bestsellers.	
AFPB	Adult Fiction Paperback	Print	Includes all types of fiction, both popular and literary written in English. Includes popular authors and bestsellers.	
LP	Adult Large Print	Print	Both fiction and non-fiction title for people in the community with visual impairment.	
NF	Adult Non-Fiction	Print	Resources suitable for both informational and recreational purposes which supports individuals of all ages pursuing their interests or independent life-long learning	
AB	Audio Books	AV –CD & Cassette	Popular fiction and non-fiction in a range of AV formats. Both abridged and unabridged formats are included	
Ref	Adult Reference	Print	Up to date and accurate resources covering all major subject areas, for use within the library.	
DVD MA15+	Adult AV 15+	AV – DVD	The collection will include: <ul style="list-style-type: none"> • Classic movies • Popular mainstream TV series • Popular movies. for borrowers 15 years+ unless parental permission has been given	
BB	Big Book	Print	The collection supports staff in delivering library sessions to children in the early years	

Lifestyle location of choice

COMMUNITY SERVICES

CAF	Teenage Fiction	Print	The collection will include a wide range of attractive high interest fiction to encourage interest in reading for young adults in a wide range of genres. Will also include titles to support the Premiers Reading Challenge.
CANF	Teenage Non-Fiction	Print	Informational and recreational books for youth with an emphasis on the culture, customs, and history of people from the individual states and countries of the world; physical and natural science; the environment; the arts and handicrafts; sports; poetry and biography.
CD	Music CD	CD	Music compact discs of as many popular genres as possible
CDVD	Childrens DVD	DVD	The collection will include: <ul style="list-style-type: none"> • Classic childrens movies • Popular childrens movies • Popular mainstream childrens TV series
CEF	Childrens Easy Fiction	Print	The collection will include a wide range of attractive high interest fiction to encourage interest in reading for children aged under 10 in a wide range of genres. Will also include titles to support the Premiers Reading Challenge.
CF	Childrens Fiction	Print	The collection will include a wide range of attractive high interest fiction to encourage interest in reading for children under 12 in a wide range of genres. Will also include titles to support the Premiers Reading Challenge.
CP	Childrens Picture Book	Print	The collection will include Board books, wordless books, concept books (alphabet, numbers, colours, shapes), classic and contemporary/popular preschool picture book stories and fairy or folk tales. Will also include titles from the Little Big Book Club and the Premiers Reading Challenge.
CPB	Childrens Paperback	Print	The collection will include a wide range of attractive high interest fiction to encourage interest in

lifestyle location of choice

COMMUNITY SERVICES

			reading for children in a wide range of genres.	
CS	Class Set	Print	Multiple copies of resources to support TAFE programs and Book Club	
CSER	Childrens Series	Print	The collection will include a wide range of attractive high interest series fiction to encourage interest in reading for children in a wide range of reading levels. Will also include titles to support the Premiers Reading Challenge.	
DVD	Adult DVD	DVD	The DVD collection will include: <ul style="list-style-type: none"> • Documentaries of an informative or educational nature • Self help and do-it-yourself titles. • Classic movies • Popular mainstream TV series • Popular movies. 	
ER	Electronic Resource Computer Game	CD	The collection will include : <ul style="list-style-type: none"> • Format predominately Windows based. • For adults, youth and children. 	
FH	Family History Resource	Print	Resources purchased by the Yorke Peninsula Family History Group for inclusion in the Local History Room for research purposes	
GN	Graphic Novel	Print	The collection will include a wide range of attractive high interest resources in the graphic novel format to encourage interest in reading for children, youth and adults.	
IT	Data Projector Electronic equipment	ICT	The audio visual equipment collection will include: <ul style="list-style-type: none"> • Projection screen • Data projector 	
LH	Local History Resource	Print	All materials relating to the history, character and development of the Copper Coast and district area. Materials written by local writers. Histories of local families and memoirs with significant reference to the district. Local organizations records, including action groups and committees.	
MAG	Magazine	Print	The collection will contain titles of general interest. Magazines are collected for informational,	Weekly publications are kept for 6 months. Monthly and quarterly

Lifestyle location of choice

COMMUNITY SERVICES

			recreational and leisure reading. Local interest, appeal, subject matter and demand are considered.	publications are kept for a minimum of 2 years dependent on shelf space
P	Pamphlet	Print	Ephemeral publications.	
TNF	TAFE Non-Fiction	Print	Resources of an informative or educational nature in the program areas supported on campus to support the learning needs of TAFE students and staff.	
TOY	Childrens Toy	Toys Puzzles	Toys and puzzles to support the early learning needs of pre-schoolers	
TV	TAFE AV	Videos DVDs CDs	AV resources of an informative or educational nature to support the learning needs of TAFE students and staff	
	Newspapers	Print	Local, state and national daily and/or weekly newspapers	Local newspapers are kept for 12 months at Kadina. State and national newspapers are discarded after 1 month.

*Unless otherwise specified the retention policy is as per Section 5 of this document : Collection Management

6. Delegation

For further information regarding this Policy please contact the Director of Community Services.

7. Adoption and Review

This Policy will be reviewed as required, with the review being undertaken by the Community Services Department and a report provided to Council for consideration and adoption.

Lifestyle location of choice

COMMUNITY SERVICES

8. **Availability of Policy**

This Policy will be available for inspection without charge at the Council's Principal Office and libraries during normal business hours, and on Council's website.

A copy of this Policy may be obtained on payment of a nominated fee from Councils' principal office or may be down loaded from Councils' website.

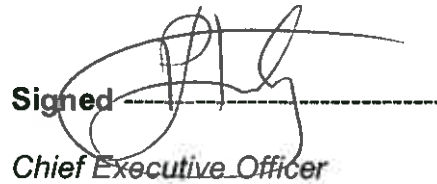
Signed



Mayor

Date

Signed



Chief Executive Officer

Lifestyle location of choice