

Policy History

Revision No.	Issue Date	WRL Committee Adoption Date
1	29/10/2020	29/10/2020
2		
Revision Schedule	To be revised every four (4) years.	
Responsible Officer	Regional Library Manager, Western Riverina Libraries	

2 Policy Objective

This Collection Development Policy is designed to provide guidance on the selection and management of Western Riverina Libraries (WRL) collections.

This policy is relevant to all WRL branch libraries and their patrons.

WRL comprises of five libraries and two mobile libraries across five Local Government Areas (LGAs):

- Griffith City Library
- Carrathool Shire Library
- Narrandera Shire Library
- Hay Shire Library
- Jerilderie Library
- Griffith and Murrumbidgee Mobile Library
- Carrathool and Narrandera Mobile Library

3 Policy Statement

The WRL collection serves the information and recreational needs, and reflects the diversity of culture and interests within our community. WRL endeavours to provide access to a comprehensive and balanced collection that meets the needs of our community as far as budget, space and availability of materials allows. WRL is committed to providing unbiased, free and equitable access to ideas and information.

WRL provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, unless restricted by law, even though the content may be controversial or considered to be objectionable by others.

Materials for children and teenagers are intended to stimulate their interests and broaden their views, promote education and literacy, and support reading for enjoyment. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own child's development.

4 Materials Collected

A range of resources is selected to meet the diverse ages, interests, cultures, languages and literacy levels of the communities served. The collection comprises items in the following areas and formats:

- Nonfiction
- Fiction
- Large print
- Audiobooks on CD
- Picture books
- Magazines
- DVDs
- Music CDs
- eResources: including eBooks, eAudiobooks, and eMagazines
- Reference material
- Local History resources

5 Selection and Maintenance Criteria

<p>Selection process</p>	<p>Each type of material must be considered on its own merits and the audience for whom it is intended.</p> <p>Data that informs the selection of items includes:</p> <ul style="list-style-type: none"> • ABS demographic data for the member LGAs • Library Management System data on the use of collections • Knowledge and experience of library staff, borrowers and commercial suppliers • Trends in publishing
<p>Collections budget breakdown</p>	<p>Budget allocations for the various collections are determined by:</p> <ul style="list-style-type: none"> • Demographics of each LGA • User demand & borrowing statistics • Format trends

<p>General selection criteria</p>	<ul style="list-style-type: none"> • Currency and reliability of material • Popular interest/demand • Favourable industry reviews or award nominations • Suitability of format • Price of the item • Australian content, particularly non-fiction • Ensure a balanced subject coverage • Durability for multi-use • Availability from preferred suppliers • Relevance to local history
<p>Selection methodology</p>	<ul style="list-style-type: none"> • Community profiling and staff knowledge of local interests • Standing orders for fiction, large print, and materials in other languages • Suggestions for purchase that meet the selection criteria • Evaluation of donations against the selection criteria
<p>Selection responsibility</p>	<p>The Librarian in charge of collections at each branch library is responsible for the selection of stock.</p>
<p>Resources not collected</p>	<ul style="list-style-type: none"> • Second hand materials, except in the case of donations and local studies material • Items of inappropriate physical characteristics, eg: too large, small or heavy to shelve and borrow easily; or, colouring, sticker or activity books designed for single use • Items prohibited by law • Expensive, low interest items • Items difficult to source, unavailable from preferred suppliers
<p>Duplicate copies</p>	<p>Duplicate copies are only purchased under a few circumstances:</p> <ul style="list-style-type: none"> • Popular, high demand items with extended waiting lists • High turnover picture books • Local history items
<p>eResources</p>	<p>WRL is a member of consortium of NSW public libraries which subscribes to the NSW.net suite of databases. Subscription to additional databases</p>

	<p>occurs when financially possible and in line with collection selection criteria.</p> <p>As a member of the South West Zone Digital Library Consortium WRL provides access to a collection of eBooks, eAudiobooks and eMagazines. Selection and management of these collections is subject to consortia agreements, licencing agreements, and digital rights management.</p>
Local History	<p>WRL collects and preserves material relating the history and development of the member LGAs. Each branch library is responsible for the development and maintenance of its own Local History collection. These collections are publicly accessible but not for loan.</p> <p>Future development of this collection will focus on digitisation and the use of technology to improve preservation, accessibility and value to the community.</p> <p>Western Riverina Libraries adopted a dedicated <i>Local History Collection Development Policy</i> on 29 October 2020. A copy of this policy can be found at www.wrl.nsw.gov.au</p>
Stack	<p>Items of low use or deteriorating physical condition that are considered to be of significant historic, cultural or literary value to the collection are transferred to Stack. Items in the Stack collection are still available for loan, however, it is not directly accessible to the public.</p> <p>This collection is reviewed on a regular basis to ensure that it continues to meet the criteria for inclusion.</p>
Purchase suggestions	<p>WRL is committed to building a collection that is relevant and meets the needs of the community. Recommendations for addition to the collection are welcomed and encouraged. Suggestions will be evaluated against the selection criteria and budget constraints.</p>

	<p>WRL does not guarantee to purchase recommendations.</p>
<p>Replacement of long overdue, lost or damaged items</p>	<p>Long overdue, lost or damaged items will incur a replacement fee equal to the value of the item.</p> <p>WRL does not accept replacement copies for long overdue, lost or damaged items due to the time and resources required to prepare an item for lending. Decisions to replace an item will occur in line with the selection criteria.</p>
<p>Donations</p>	<p>WRL accepts donated material on the understanding that items will be evaluated using the selection criteria. WRL does not accept donations accompanied by any conditional terms. Exceptions may be made for donations of local history material.</p> <p>WRL retains the right to accept or reject donated materials.</p>
<p>Deselection</p>	<p>WRL is committed to achieving better than baseline performance against NSW standards for age of collection: 40% of library collection purchased in the last 5 years; 70% in last 10 years (LCNSW 2020).</p> <p>The collection is weeded in accordance with the CREW guidelines (Larson, 2012). Material will be withdrawn from the collection if it is:</p> <ul style="list-style-type: none"> • Dated, obsolete and/or inaccurate • In poor physical condition • Infrequently used • Duplicated • Part of an incomplete set or series <p>The Local History collection is exempt from deselection protocols.</p>
<p>Disposal of unwanted</p>	<p>Items withdrawn from the collection are offered for sale, recycled or offered to community organisations such as nursing homes, women’s shelters, etc.</p>

donations and withdrawn items	
Censorship	WRL does not engage in censorship of collections unless legally required.
Controversial material	<p>WRL serves a community diverse in age, culture, and interests and does not place one customer's needs or preferences over another's. WRL upholds the right of the individual to access information, where not restricted by law, even though the content may be controversial or considered objectionable by others.</p> <p>Parents and guardians are responsible for determining the suitability of library materials to be used by their children, and ensuring that they do not access content deemed to be inappropriate.</p>
Complaints	<p>Complaints and/or requests to remove items from the collection can be made in writing. Complaints will be assessed by the WRL Committee in relation to:</p> <ul style="list-style-type: none"> • WRL Collection Development Policy • Access to information in New South Wales public libraries: Library Council of New South Wales Guideline (2019) • Australian Library and Information Association Statement on free access to information (2018) <p>A person will be notified in writing of the outcome of the WRL Committee decision.</p>

6 References

Australian Library and Information Association. (2018). *Statement on free access to information*. Available from: <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

Larson, J. (2012). *CREW: A weeding manual for modern libraries*. Available from:
<https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Library Council of New South Wales. [LCNSW] (2020). *Living learning libraries: Standards and guidelines for NSW public libraries* (7th ed.). Available from:
<http://www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries>

State Library of NSW. (2019). *Access to information in New South Wales public libraries: Library Council of New South Wales Guideline*. Available from:
<http://www.sl.nsw.gov.au/public-library-services/censorship>

7 Related Documents

Australian Library and Information Association. (2015). *Statement on libraries and literacies*. Available from: <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-libraries-and-literacies>

Australian Library and Information Association. (2015). *Statement on public library services*. Available from: <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-public-library-services>

8 Acknowledgements

The following public library Collection Development Policies informed the development of this document:

Riverina Regional Library. (2018). *Riverina Regional Library collection development policy*. Available from: <http://rrl.nsw.gov.au/riverina-regional-library/policies/>

Denver Public Library. (2018) *Denver Public Library collection development policy*. Available from: <https://www.denverlibrary.org/content/collection-development-policies>