



Library Collections Guidelines

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Brimbank Libraries

Connect, Learn, Grow

As an essential Council service, Brimbank Libraries is committed to providing free and open access for all. The Library Collections guidelines are underpinned by two key strategies the Library Strategy 2020-2025 and the Strategic Framework for Library Collections 2020-2025

Library Strategy 2020-2025 provides a framework for the planning and development of library collections, community engagement and online services, to meet changing community needs. This strategy was developed through a consultation process with the community, local service providers and council staff. It is underpinned by Council's strategic direction of creating a community of lifelong learners

Strategic Direction 1: A community of lifelong learners

1.1 Responsive services and programs

1.2 Welcoming and flexible library spaces

1.3 A strong online presence

The funding for the Library Collection is provided by Brimbank council through the budgeting process each year.

1. Scope

The aim of the Library Collection Guidelines (the Guidelines) is to direct the development of collections within a set of agreed priorities, principles and criteria. It is subject to financial investment in collections and the building and information technology infrastructure available. Council is committed to providing library collections of high quality resources with format, presentation and content that reflect the diverse interests.

The following principles underpin the Collection Guidelines:

- We will purchase items that meet our customer's interests
- We will respond to community demand by focusing our purchasing on new and popular adult, junior and young adult fiction and non-fiction, picture books, audio-visual, magazines, audiobooks, large print and online and digital material.
- We will provide free access to all material to all people regardless of gender, age, disability, ethnic origin or economic status.

- We will support the Brimbank community by providing access to resources for information, learning, leisure and enjoyment in a variety of languages and formats.
- New formats and technologies and increased spending in areas identified as in need.
- Multiple copies of high demand items purchased and distributed throughout the library service where funding and space considerations allow.

2. Application

2.1. Access and selection

The collection is accessible via six service points: Deer Park Library, Keilor Library, St Albans Library, Sunshine Library, Sydenham Library and the Online Library.

Council aims to provide all members of the community with fair and equitable access to collections and resources in keeping with the Brimbank *Social Justice Charter*.

The library provides free access to its collections and is able to provide interlibrary loans from Australian libraries for a fee.

2.2. General Selection Criteria

The selection of material is undertaken by specialist staff using their professional judgement in applying the following criteria:

Content must be:

- 2.2.1. Appropriate to the general community and its current and anticipated interests and needs;
- 2.2.2. Current and up to date, preferably published or produced within the last two years;
- 2.2.3. Exempt from classification by the Australian Classification Board, or rated MA15+ or lower; R rated material is generally excluded but will be considered where it has literary merit, significant local relevance, or has received critical acclaim.

Items must be:

- 2.2.4. Of a physical format, quality, and durability appropriate for use in a public lending library.
- 2.2.5. In a format readily accessible to the broader community and reflective of community trends.
- 2.2.6. Available for purchase at a reasonable price, through council endorsed suppliers, with reliable ongoing supply (where relevant)
- 2.2.7. Compliant with quality and safety standards, and space and manual handling requirements

Purchase of items is considered in the context of the annual budget and overall balance of the collection. Collections may be impacted by floor space constraints.

Selection criteria may be relaxed where material has significant local relevance.

2.3. **Additional Selection Criteria for electronic resources and new and emerging formats**

- 2.3.1. Existing and ongoing vendor support
- 2.3.2. Technical considerations (in particular, authentication)
- 2.3.3. Ease of use and access (in particular consideration of publisher lending versus lease agreements)
- 2.3.4. Age of resource and frequency of updates
- 2.3.5. Software compatibility
- 2.3.6. Technical features (in particular compatibility with existing hardware, speed of downloading)
- 2.3.7. Complements print collection
- 2.3.8. Licensing arrangements

2.4. **Censorship**

Council's library upholds the "*Statement on free access to information*" produced by the Australian Library and Information Association (ALIA). Items will not be excluded or removed from the collection on the basis that their content is controversial, except as required by law.

2.5. **Community language collections**

In addition to English, the library holds print and non-print collections in a range of community languages.

The library provides access to material in other community languages through a free bulk loan service from other library services, and to an array of languages through online resources.

2.6. **Location of current Language collections**

The spread of Language collections across the five libraries is determined by the following considerations:

- 2.6.1. The spread and concentration of a population speaking the language within Brimbank, as per the Australian Bureau of Statistics (ABS) census.
- 2.6.2. Population trends identified in census figures and included in City of Brimbank Population Forecast.
- 2.6.3. Sustained community support demonstrated through a pattern of active collection or library use, or expressed demand for a collection over a period of at least two years.
- 2.6.4. Size of collection and if there is space to accommodate a collection.

- 2.6.5. Where a decline in populations and community support is identified in one or more locations consideration may be given to consolidate or relocate a collection.

2.7. Establishment of emerging language collections

Emerging language groups who have not yet reached the threshold for establishment of a new language collection may be supported with the establishment of a limited collection.

Consideration will be given to the establishment of an emerging language collection when the following indicators are met:

- 2.7.1. Australian Bureau of Statistics (ABS) census indicates that there is a population within Brimbank of more than 1,000 people speaking the language;
- 2.7.2. Predicted continuing growth;
- 2.7.3. English is not widely spoken and read by members of this language group;
- 2.7.4. Ability to source appropriate print newspapers, magazines and DVD resources in reasonable quantities in accordance with Council procurement requirements;
- 2.7.5. Commercial services exist that can provide cataloguing records in the language.

2.8. Establishment of new language collections

Consideration will be given to the establishment of a new language collection when the following indicators are met:

- 2.8.1. Australian Bureau of Statistics (ABS) census indicates that there is a population within Brimbank of more than 2,000 people speaking the language;
- 2.8.2. Demonstrated community interest in reading in the language;
- 2.8.3. English is not widely spoken and read by members of this language group;
- 2.8.4. Ability to source appropriate resources in reasonable quantities in accordance with Council procurement requirements;
- 2.8.5. Commercial services exist that can provide cataloguing records in the language.

2.9. Removal of community language collections

The following factors will be considered when deciding if a community language collection is to be removed:

- 2.9.1. Current ABS statistics show that the population has fallen to below 1,000 people in Brimbank;
- 2.9.2. There is a lack of demonstrated community support for the continuation of the collection;

- 2.9.3 Material in the language that satisfies the selection criteria is not readily available.

2.10. Acquisition of materials

Supply of library resources is by:

- 2.10.1 Contracted suppliers and Council approved suppliers. Suppliers are selected following formal tendering processes undertaken in line with State and Local Government policy, and identified during the evaluation process as best fulfilling tender specifications.
- 2.10.2. Approaches from self-published authors or non-standard suppliers may be considered for items of merit or local relevance when titles cannot be sourced through contracted suppliers.

Selection Approach

Standing orders

Standing orders are titles automatically ordered prepublication in predefined quantities. Standing order lists are reviewed annually and are modified to suit the demands of customers and budget availability. Standing order lists may include adult fiction, children's and young adult series, non-fiction such as travel guides and other items that are regularly updated. Each standing order item or author is ranked according to anticipated demand, thus determining the number of copies to be acquired in the first instance.

Profiles and Supplier Assisted Selection

Selection profiles assist suppliers in selecting the right content in line with the library collections specifications within each profile. Profile specifications are continuously monitored to optimise the alignment with library needs and adherence to annual budget.

Community Suggestions and requests

The Library encourages recommendations for items not already in the collection. Items will be purchased where appropriate, in line with selection criteria, published within the previous 2 years and budget considerations. Items must be commercially available; pre-publication items will only be considered within 12 weeks of being commercially available. Items which do not meet the selection criteria will be assessed for the inter-library loan service.

Inter-Library Loan (ILL)

The Library does not and cannot hold every item requested by customers. Access to items may be provided through the inter-library loan service. Materials asked for via interlibrary loan are supplied at a fee to individual clients. The Library is a major contributor of document supply to other public libraries and institutions.

Stock requests

Items with very high turnover are often in poor condition and therefore need to be replaced. If still available then these items are purchased.

Subscriptions

Subscriptions to electronic databases and other e-services materials will not be purchased where licence terms of the resource cannot be adhered to by Brimbank City Council or where acceptable licence terms cannot be negotiated.

Self-published authors or the use of non-standard suppliers

The use of self-published authors or non-standard suppliers will be considered for items that meet selection criteria, are items of local relevance, or merit when titles cannot be sourced through contracted suppliers. The library reserves the right to use or dispose of unsolicited material as it deems appropriate.

2.11. Donations

The library may at our discretion accept print donations

- 2.11.1. The library may accept print donations that meet the selection criteria listed in these guidelines and are in as new condition.
- 2.11.2. Audio visual materials will not be accepted.
- 2.11.3. Once material is accepted for donation the library reserves the right to use or dispose of donated material as it deems appropriate.

2.12. Collection Maintenance

Decisions on adding or removing collections are based on analysis of:

- 2.12.1. Collection usage
- 2.12.2. Community demographics
- 2.12.3. Ongoing and sustainable supply of resources that meet the selection criteria
- 2.12.4. The inclusion of new or the deletion of old formats is determined by market forces in combination with the availability of technology in the community to support a format.
- 2.12.5. Budgetary considerations and annual priorities.

2.13. Discards

To ensure the library collection remains relevant and appealing, de-selection or the discard of items occurs on an ongoing basis. Library materials are removed from the collection for the following reasons:

- 2.13.1. Poor physical condition
- 2.13.2. The content is out of date
- 2.13.3. A more up-to-date and authoritative alternative is available
- 2.13.4. Insufficient use
- 2.13.5. The subject area covered is no longer of current interest
- 2.13.6. The subject is over-represented
- 2.13.7. Multiple copies are no longer in demand

2.14. Disposal

The Library follows the Brimbank Council asset management processes. Materials removed from the collection are discarded, or recycled through nominated community based organisations. Library items will not be discarded for, or kept for disposal to, any individual person.

2.15. Collection size

The library collection size varies as items are added or removed from the collection on an ongoing basis. Council aims for approximately 80% of the collection to have been purchased within five years or less to comply with the national standards.

2.16. Community Consultation

Brimbank Libraries encourages community feedback on its collections. Customer feedback on library collections is sourced via the following means:

- 2.16.1 Customer feedback forms;
- 2.16.2 Customer surveys;
- 2.16.3 Community outreach and engagement;
- 2.16.4 Customer requests and suggestions;
- 2.16.5 Customer selection events.

2.17. Complaints

Any complaints or queries regarding the selection of library items should be submitted in writing. Queried titles will be reviewed by the Library Collections Team Leader. If the item conforms to the selection criteria, the title in question will remain in the collection. If a complaint is considered valid, the title will be reassigned to another more appropriate collection or withdrawn. All written complaints will be responded to. The final decision rests with the Director, Community Wellbeing.

3. Responsibilities

The Library Collections Team Leader has overall responsibility of the day to day application of these Guidelines.

The Senior Library Coordinator has overall responsibility for the content, development of the Libraries' collection and for overseeing the development, implementation and review of the Library Collection Guidelines. The Library Collection Guidelines are reviewed every year and outline how the collection is to be managed.

The Manager, Community Learning and Participation is responsible for addressing any complaints with regard to these Guidelines.

The final decision regarding any complaints about the implementation of the Guidelines rests with the Director, Community Wellbeing.

4. References and/or definitions

'Library' means any library outlet under the management and control of Council

'Council' means the Brimbank City Council

'Collections' includes print, non-print and online resources.

'Library material' includes any library item such as a book, magazine, newspaper, DVD, CD, console game, toy, multimedia resource, device or equipment; digital resource, or any other article of a like nature that form part of the library collection.

'Weeding' / 'De-selection' means the removal of items from the collection that no longer meet library needs.

The Library Collections Guidelines draws on a wide range of broader policy documents including:

ALIA Statement on Free Access to Information

ALIA Statement on Information Literacy for All

ALIA Statement on Online Content Regulation

UNESCO Public Library Manifesto

Australian Classification Board Guidelines

Current research and the collection policies of other libraries were also considered in the development of this policy.

History of amendments

| Rev | Review date | Reason for amendment | Next review date |
|-----|-------------|----------------------|------------------|
| | 5/04/2017 | Endorsement by EMT | 4/04/2018 |
| | 24/06/2019 | | 1/06/2020 |