



## Collection Development Plan 2023-2025

<b>Department</b>	Community and Cultural Services
<b>Responsible Officer</b>	Library Services Coordinator

### Introduction

The Vision of the Bega Valley Shire Library Strategic Plan 2020-2025 is to 'enrich the community through creative, future focused services, supporting lifelong learning and strong community connection'.

The collection, both in traditional and new technological formats, is at the core of its service provision and is considered a shared resource for the whole community.

Public libraries, by tradition, are expected to serve their communities without limits being imposed by customer groups or cohorts. It is, however, impossible for any library to have, locate, or provide every item that is required by every customer and to service all to the same degree. The quantity and range of materials that can be purchased in any financial year are limited by budgetary considerations. The collection building strategy is therefore based on clear priorities, with major collections and areas of perceived need being targeted on an annual basis for the purpose of allocating resources.

This Collection Development Plan (CDP) document will provide the guidelines for developing a collection that is relevant to both current and potential customers.

### COLLECTION DEVELOPMENT

The process by which information, educational, recreational and cultural resource materials are selected, acquired, managed and discarded in order to meet the Bega Valley Shire Library Strategic Plan 2020-2025.

### Aims and Objectives

This Collection Development Plain aims to:

- Provide overall direction for the selection, creation and management of the collection for Bega Valley Shire Library.
- Guide staff in the selection of materials.
- Inform members of the public of the Library's collection selection and development principles.
- Define the parameters of the Library's collections with consideration of future online resources.
- Provide a basis for the most effective use of the available funds and aid decision making when funding constraints require choices to be made.

- Provide measures for collection evaluation and performance to ensure the needs of current and future customers are met.
- Deliver library services in a professional manner to meet Australian Library and Information Association (ALIA), State Library of NSW (SLNSW) and various international standards (e.g. International Federation of Library Associations [IFLA])
- Develop and maintain balanced collections, facilities and services that meet and reflect the needs and interests of both current and potential library customers.
- Provide services and collections which encourage and promote the enjoyment of reading and the development of research skills.

## Selection Principles and Criteria

<p><b>Selection process</b></p>	<p>Selection refers to the decision to retain as well as to add to the collection. It is based upon awareness of the diverse needs and interest of the individuals in the community, balanced against evaluation of material and knowledge of the collection's strengths and weaknesses. It is the goal of the Bega Valley Shire Library to use objective criteria as guidelines. Evaluation includes the entire work, not just individual parts of the work. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials.</p>
<p><b>Collections budget breakdown</b></p>	<p>Budget allocations for the various collections are determined by evidence-based information on user demand, borrowing statistics and format trends.</p>
<p><b>General selection criteria</b></p>	<p>The Library considers all acquisitions, whether purchased or donated, in terms of one or more of the following selection criteria:</p> <ul style="list-style-type: none"> <li>• Library's strategic objectives</li> <li>• Currency and relevance to the existing collection</li> <li>• Demand, popular interest or usefulness</li> <li>• Long term relevance</li> <li>• Emphasis is given to Australian authors and subject matter</li> <li>• Community need and potential use</li> <li>• Authority and accuracy</li> <li>• Suitability for different age levels</li> <li>• High standards of quality in content and format</li> <li>• Cost, format, durability and ease of use</li> <li>• Inclusivity</li> <li>• Material not defamatory or illegal</li> <li>• Relevance in terms of local First Nations language(s)</li> <li>• Local relevance, including local authors</li> <li>• Value in supporting literacy for English and non-English speakers (e.g. non-fiction multilingual learning resources, adult literacy resources)</li> <li>• Value in supporting the recreational needs of multilingual library members given a demonstrated need beyond the NSW State Library's multicultural language delivery service</li> <li>• Available with vendor value added services</li> <li>• Vendor support and reporting features of electronic products</li> <li>• Condition of items (donations)</li> </ul>

	<p>In general, books are purchased only if they have been published in the last two years. Exceptions to this may include the replacement of damaged or lost items, classic titles or older items which meet one or more of the above criteria or core items as required.</p>
<b>Selection methodology</b>	<p>Regular analysis of stock and circulation statistics is used to evaluate collection usage and determine purchasing requirements. The Bega Valley's demographic and geographic profile is used to plan for the growth and development of specific collections.</p> <p>A variety of selection methods and resources are utilised to ensure a broad range of resources are considered for inclusion in the collection, such as:</p> <ul style="list-style-type: none"> <li>• Reviews from local bookstores, popular reading and literary magazines, media, podcasts, online resources and tools, and other library selection tools</li> <li>• Standing orders for adult fiction, audiobook and DVD collections</li> <li>• Selection of junior and adult non-fiction materials outsourced to library suppliers to meet strategic goals</li> </ul> <p>Other factors affecting selection are:</p> <ul style="list-style-type: none"> <li>• Budget and physical space limitations</li> <li>• Availability of desired items in other lending library collections</li> <li>• Interlibrary resource sharing practices</li> </ul>
<b>Selection responsibility</b>	<p>Responsibility for materials selection lies with the Library Services Coordinator, Collections Librarian and all Bega Valley Shire Library staff.</p>
<b>Resources not collected</b>	<p>Bega Valley Shire Library acknowledges the educational needs of students of all ages and the role of lifelong learning as an individual pursuit for intellectual and creative wellbeing. Text books and curriculum related materials are provided only where these materials also serve the general public or where they provide information not otherwise available.</p> <p>Bega Valley Shire Library does not collect:</p> <ul style="list-style-type: none"> <li>• Textbooks (unless the subject coverage meets selection criteria) and specialist/academic texts</li> <li>• School curriculum</li> <li>• Research material (i.e. an extensive collection of materials on a particular topic)</li> <li>• Expensive low interest items</li> <li>• Items prohibited by law</li> <li>• Items of inappropriate physical characteristics, e.g. too large, small or heavy to shelve and borrow easily; or colouring, sticker or activity books designed for single use</li> <li>• Items difficult to source or unavailable from preferred suppliers</li> <li>• Literature in languages other than English</li> <li>• Music CDs</li> </ul>
<b>Formats collected</b>	<p>A wide range of formats are collected, depending on demand and availability, including:</p>

	<ul style="list-style-type: none"> <li>• Print materials in normal and large print, with paperback or trade formats preferred for user friendliness and cost efficiency.</li> <li>• Magazines</li> <li>• DVDs</li> <li>• Audiobooks on CD and MP3-CD</li> <li>• Educational resources include games, flash cards, HSC support resources</li> <li>• Equipment to support learning and sustainability</li> <li>• Dyslexic format materials</li> <li>• Electronic formats – eBook, eAudio, eMagazines, eDocuments, streamed AV materials</li> </ul>
<b>Duplicate copies</b>	Duplicate copies are rarely purchased; exception is given to popular, high demand items with lengthy reservation lists
<b>eResources and databases</b>	<p>Bega Valley Shire Library is a member of the consortium of NSW public libraries which subscribes to the NSW.net suite of databases. Subscription to additional databases occurs when financially possible and in line with collection selection criteria.</p> <p>Consortia agreements are made with other public libraries to increase resource availability. Selection and management of these collections is subject to consortia agreements, licencing agreements and digital rights management.</p>
<b>Collections</b>	Collections are developed for adult, young adults and children for lending and reference in both fiction and non-fiction in a wide variety of formats.
<b>Local history reference collection</b>	<p>Preserving and maintaining a collection that relates to the First Nations history, settler history and the development of the Bega Valley Shire is recognised as an important role for the library. Collecting activity is focused on:</p> <ul style="list-style-type: none"> <li>• Local newspapers in digital format</li> <li>• Digitising significant local history images (when funding allows)</li> <li>• Scanning historical/ephemeral/out of print material where copyright allows</li> <li>• Creating content in collaboration with the local community e.g. oral histories, podcasts, recordings of discussion panels</li> <li>• Works by local authors which do not relate to the history of the shire will not be collected for the Local History Collection but may be included in the lending collection</li> <li>• Managing the digital rights and copyright of eContent collected</li> </ul>
<b>Purchase suggestions</b>	<p>Bega Valley Shire Library will take requests for purchase from all library users for all materials except DVD and Music CDs. The Library does not guarantee to purchase suggestions. Priority will be given to:</p> <ul style="list-style-type: none"> <li>• Material deemed to be in line with the selection criteria</li> <li>• Items that form part of a popular series</li> <li>• Items less than five years old (items greater than 10 years old are unlikely to be purchased)</li> <li>• Items still available for purchase</li> </ul>
<b>Replacement of long overdue, lost or damaged items</b>	Long overdue, lost or damaged items will incur a replacement fee equal to the value of the item, plus a processing fee as prescribed in Council's Fees and Charges. The Library does not guarantee to replace long overdue, lost or

	<p>damaged items with the same title; all acquisitions must meet the selection criteria above.</p> <p>The Library can accept replacement copies for long overdue, lost or damaged items. This will be negotiated with the library member, with the age of the item being a consideration.</p>
<b>Multicultural and Inter Library Loans</b>	<p>Bega Valley Libraries will meet any demands for multilingual resources through the Multicultural Service available from the State Library of NSW.</p> <p>Items that do not fit the above selection criteria can be sourced for library members through the fee-applicable Inter Library Loan process.</p>
<b>Donations</b>	<p>Bega Valley Shire Library accepts donations of books and other materials that meet the selection criteria above. Donations are accepted on the understanding that no conditional terms are applied.</p> <p>The Library reserves the right to reject unsolicited donations of unsuitable material.</p>
<b>Deselection</b>	<p>To maintain a collection which is current, reliable, in good condition, well used and which relates to the needs and interests of the residents of the Bega Valley, materials are withdrawn (weeded) on a systematic and continual basis. Evidence based decision making is used to support weeding of the collection based on Library Management System reports.</p> <p>Weeding ensures space is available for new resources and facilitates the browsing capacity of the collection. Criteria for weeding consideration include:</p> <ul style="list-style-type: none"> <li>• Currency of information</li> <li>• Physical condition of the item</li> <li>• Use of the item (e.g. if not borrowed for a two year period, an item is considered seldom used)</li> <li>• Potential future use</li> <li>• Unnecessary duplication</li> <li>• Online availability</li> <li>• Capacity of library buildings and space</li> <li>• Long term relevance</li> <li>• Whether an item is part of an incomplete set or series</li> </ul>
<b>Disposal of unwanted donations and withdrawn items</b>	<p>The Library will discard weeded items and donations by any means that are considered appropriate including, but not limited to: book sale, donation to other libraries, hospitals, institutions or community groups, and recycling. Sustainability is important to the Bega Valley Shire Library - repair, reuse and recycling of materials is preferred.</p>
<b>Access Restrictions for under 18 year olds</b>	<p>Access will be restricted to age-appropriate material according to the Australian Classification Board ratings for video material and games.</p>
<b>Censorship</b>	<p>In common with libraries across Australia, Bega Valley Shire Library defends the right to provide an unbiased source of recorded knowledge and ideas for all customers. The collection aims to be representative and balanced. The Library does not censor any material but abides by Commonwealth and State Government law on banned and restricted publications.</p>

	Bega Valley Library's Collection Plan is aligned to the Australian Library and Information Association (ALIA) policy on Free Access to Information (2001) - see Appendix 1.
<b>Controversial material</b>	<p>Bega Valley Shire Library upholds the right of individuals 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>
<b>Complaints</b>	<p>All requests for review of selection or deselection decisions are to be addressed to:</p> <p>Library Services Coordinator Bega Valley Shire Library PO Box 448 BEGA NSW 2550</p> <p>or emailed to: <a href="mailto:library@begavalley.nsw.gov.au">library@begavalley.nsw.gov.au</a></p>

## References and Related Documents

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

Library Council of New South Wales [LCNSW] (2014). Living learning libraries: Standards and guidelines for NSW Public Libraries (6th ed.). Available from: <http://www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries>

State Library of New South Wales (2007). 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>

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Bega Valley Shire Library (2019). Bega Valley Shire Library Strategic Plan 2020-2025. Available from: [https://begavalley.nsw.gov.au/cp\\_themes/default/page.asp?p=DOC-PNS-34-28-00](https://begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-PNS-34-28-00)

## APPENDIX 1 - Australian Library and Information Association (ALIA) STATEMENT ON FREE ACCESS TO INFORMATION

### **ALIA objects addressed**

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

### **Principle**

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

### **Statement**

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believe that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.