

Collection Development Guidelines

1. Purpose

City of Swan libraries are committed to providing well managed, current collections and content that is accessible, discoverable, and meet and reflects the needs of customers and the community.

The Collection Development Guidelines are a framework to ensure that the library collection supports and expresses the City of Swan Library Services' outcomes while reflecting the diverse needs of the community and Place served by individual branch libraries.

The Guidelines will:

- Ensure the development and maintenance of branch collections relevant to their communities
- Assist in maintaining the integrity of the total collection
- Provide accountability within budget expenditure
- Establish priorities and parameters for selection
- Provide an explanation to the community about the Library Services' principles of selection

The Collection Development Guidelines are reviewed annually.

2. Guidelines

2.1 Our Libraries

City of Swan Library Services comprises six libraries. Ballajura, Beechboro, Bullsbrook, Guildford and Midland are public libraries. Ellenbrook is a community library run under a joint-use agreement with The Western Australian Department of Education.

2.2 The Collection

The total collection contains resources that have been purchased with funds provided by the State Library of Western Australia (SLWA), the City of Swan and the Western Australian Department of Education (DoE), and with the intention that all resources be available for loan or used within the library or online.

Library Services primarily serve the ratepayers and residents of the City of Swan; however through the Library Board of Western Australia Act (1951-1983) provision is made for access by the wider community.

The collection may contain resources in a wide variety of available formats. New formats will be included when professional assessment is made of suitability, space and budgetary requirements. The mix of formats is dependent on availability, budgetary considerations, client needs, community profiles and other evaluation tools.

The collection will reflect a wide variety of ideas and may contain controversial points of view.

2.3 Funding

The collection is funded through the City of Swan, SLWA and the DoE.

SLWA

Resources are selected by preferred suppliers using the SLWA annual public library funding allocations through a supplier selection arrangement, on behalf of each metropolitan LGA public library system.

City of Swan

Local stock is stock purchased with funds from City of Swan and is sourced from a variety of preferred library suppliers, retail outlets and subscription agencies.

DoE

A small percentage of resources are purchased by the Ellenbrook Secondary College in consultation with Library Specialists.

2.4 Selection

- Two methods of selection are used, both of which are overseen by Library Specialists.
 - a. Supplier selection – SLWA and Swan stock selections are provided by preferred suppliers. These are informed by branch profiles which are based on an understanding of local demographics and usage as well as analysis of statistical and trend data.
 - b. Community-led resource selection – Swan Libraries take a proactive approach to resource selection, and where practicable, put in place processes that allow the community to choose resources, in both physical and digital collections.
- Selection and purchases operate within the framework of the policies and processes determined by the City of Swan, SLWA and DoE.

Criteria for selection

1. The main points considered in the selection of new materials are:
 - a. Individual merit of each item; including content, accuracy, authority, readability, bias, quality, currency, literary merit, and physical suitability
 - b. Popular appeal / demand
 - c. Suitability of material and content for the local community
 - d. Availability and accessibility
 - e. Existing library holdings; including subject gaps, subject strengths and number of copies system-wide
 - f. Budget
2. Reviews are a major source of information about new resources. The lack of a review or an unfavourable review will not be the sole reason for rejecting a title which is in demand. Requests from library patrons and titles discussed in the media must be considered under the general criteria for selection. Resources are judged on the basis of the work as a whole, not on a part taken out of context.
3. Priority is given to content that is Australian and West Australian, which particular focus on the City of Swan area and/or authors living in the City of Swan. Indigenous resources focus on local languages, in particular Whadjuk/Noongar.

2.5 Scope

The City of Swan Library Services' collection is divided into the following categories and collections. The number and content of each category may vary at each library, depending on community needs, space, and budgetary considerations. Items may be in print or electronic format.

Adult fiction

Aims to provide patrons with the broadest possible selection of popular and contemporary fiction and literary classics. This may include Australian fiction, translations of major non-English speaking authors, best-sellers, classics, short-listed and award winning titles, and emerging writers.

Adult non-fiction

Aims to encourage life-long learning and satisfy the informational, recreational and cultural needs of the community. This includes resources covering a wide range of subjects and interest levels. As per SLWA guidelines we do not collect textbooks or tertiary education course material. There is a focus on up-to-date information.

Young people

Aims to provide the widest choice of materials that will support young people's informational, educational, recreational and cultural needs. Young people are defined as clients who are aged from 0 – 18 years of age. In conjunction with core Programs such as Storytime, the collection aims to contribute to the development of literacy and, through a broad range of formats, supporting different learning styles and needs.

The collection provides access for three different age groups:

Junior Kindergarten (0 – 6 years)

This collection contains a wide variety of picture books such as board books, concept books, nursery rhymes and some simple non-fiction suitable for this age group. Other appropriate formats are also included. There is a preference for Australian content.

Junior (6 – 12 years)

This collection contains both fiction and non-fiction resources in a variety of formats suitable for this age group. It may provide classics, award-winners and popular fiction. The collection offers some support materials to the education curriculum and the preference is for Australian content.

Young Adult (13-18 years)

This collection contains a range of fiction, non-fiction, and graphic resources in a variety of formats suitable for this age group. Particular consideration is given to paperback fiction books. The collection also offers some support materials to the education curriculum, and recreational reading needs of this age group.

Magazines and Newspapers

Aims to provide popular titles that reflect the current information needs and recreational interests of the community. The resources available are based on client interest, demand and availability.

Comics and Graphic Novels

Aims to provide a selection of mainstream and popular culture publications which will stimulate and encourage visual learners and unmotivated readers to explore other literature. Preference will be given to the selection of age-appropriate material, with care taken to clearly identify as adult resources, publications which contain mature language and situations.

Large Print

This collection includes a wide range of available titles, covering both fiction and non-fiction. Australian content, current interests and popular authors are included. It may be appropriate to include the same title as is already available in other formats.

Audio & Audio-Visual

Aims to provide recreational viewing, listening and /or instructional material to complement and/or

enhance the print collection. A wide range of formats is included, currently DVDs and audiobooks in physical format, and movies and e-audiobooks via electronic platforms. Emerging formats may be considered upon assessment of their suitability. Consideration is given to the hardware and software capabilities of clients; therefore preference is given to the current predominant technologies.

World Languages

Aims to provide a range of resources in languages other than English. The selection of languages to be collected is dependent on availability, client demand, and those pertinent to the local area. The collection is primarily provided by SLWA. Preference is given to material published originally in the specific World Language and not translations of English language works.

Adult Literacy & English as a Second Language (ESL)

Aims to provide resources to support the learning of language, literacy and numerical skills both for people whose first language is English and people from non-English speaking backgrounds. The collection contains print and non-print materials in a range of formats and reading levels. Instructional resources, recreational reading resources and resources to support tutors are included.

Indigenous Collection

Aims to provide resources and information of interest and relevance by and about, Indigenous peoples. This includes non-fiction, fiction and junior resources in various formats. There is a preference for material that is written by local Indigenous (Whadjuk/Noongar) peoples with a focus on ensuring that resources support the retention and learning of local language. Consultation with Aboriginal leaders is undertaken to determine needs and suitability of resources.

eResources

Aims to provide current information that supports life-long learning and the informational, educational and recreational needs of the community, including the virtual community.

Local History

Aims to collect, preserve and make accessible a permanent collection of current and retrospective materials in a variety of formats relating to the study of all aspects of the City of Swan. Where appropriate, digitization of the Local History collection is a priority. For more detailed information see the Local History Collection Policy Statement

Reference

This collection aims to provide a small collection of up-to-date ready-reference material and resources that complement the main collection in areas of interest to the local community.

Library of Things

This collection aims to give the community access to a varied range of 'things' including appliances, equipment, tools and games. The collection supports the sharing economy, offers an opportunity to 'try before you buy', and gives access to 'things' that may be financially or otherwise inaccessible.

Series

Due to budgeting constraints and space limitations it is not possible to have comprehensive series collections available - whether in print or audio-visual material such as DVDs. The purchase of titles in a series must meet the same criteria for selection as any other title.

2.6 Censorship and Intellectual Freedom

Although materials are carefully selected, differences of opinion may arise regarding the suitability of library materials. The collection endeavours to provide an unbiased source of recorded knowledge and ideas, while aiming to be comprehensive and balanced.

City of Swan Library Services support the following Australian Library and Information Association policy statements, while recognising it is obliged to abide by Commonwealth and State Government law on banned and restricted publications and productions.

Statement on free access to information

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

Statement on information literacy for all Australians

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians>

Statement on libraries and literacy

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-libraries-and-literacies>

Statement on library and information services and Aboriginal and Torres Strait Islander peoples

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/libraries-and-information-services-and-indigenous-peoples>

Statement on library services for people with disabilities

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/library-and-information-services-people-disability>

Related Legislation

The Australian Broadcasting Act (1992)

www.acma.gov.au

Office of Film and Literature Classification (OFLC)

www.classification.gov.au

2.7 Gifts, bequests, donations and unsolicited material

Complimentary and/or gifted copies of unsolicited material will only be accepted if they meet the criteria for selection and are free from any conditions i.e. unencumbered.

Bequests will be managed on a case-by-case basis but must meet the Collection Selection criteria.

Donations of second-hand material will not be accepted.

Local History material will be considered on a case-by-case basis and assessed by the Library Specialist, Local History before being accepted for the Collection.

2.8 Evaluation and Assessment

The Collection is continuously evaluated to ensure that the library is fulfilling its goal to provide resources in a timely manner to meet patrons' interests and needs within budgetary constraints. Statistical tools such as circulation, usage and collection turnover reports, in addition to patron input via community surveys, informal feedback, and requests for titles, are used in evaluating the collection.

2.9 Withdrawal

An up-to-date, attractive and useful collection is maintained through a continuous withdrawal and replacement process. Replacement of worn resources is dependent on current demand, usefulness, more recent acquisitions meeting the same needs and the availability of newer editions.

As a guide, items are identified for withdrawal when they are:

- Factually inaccurate or obsolete
- Worn beyond repair
- In an unappealing physical condition
- Irrelevant to the needs of the community served
- Not circulated in a two year period, or in the case of electronic items when lending model limits are reached (e.g. 52 checkouts or 2 years)
- Non-fiction items published more than 10 years ago
- Superseded by a newer edition
- Of no discernible literary or topical merit
- Obsolete format due to technological advances and market availability
- Available elsewhere through interlibrary loan and have specialised appeal

This general guide is to be used for all material acquired from SLWA, local stock funds and Department of Education funding.

Guideline

Document control

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2.	

Document responsibilities

Custodian:	LCM, Content & Collection	Custodian Unit:	Community and Library Services
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