

	<p><b>Council Policy</b></p> <p><b>Library Collections Strategy</b></p>	
---	---	--

## Table of Contents

<b>Table of Contents .....</b>	<b>1</b>
<b>Policy .....</b>	<b>2</b>
Purpose.....	2
Scope .....	2
Lake Mac Libraries.....	3
Responsibilities.....	3
Community Overview.....	3
Lake Mac Libraries Collection Selection Criteria.....	4
Selection Methodology .....	4
Requested Items not held in the collection .....	5
Format .....	5
Controversial Materials.....	5
Collection Evaluation and Maintenance.....	6
Evaluation of the Collection .....	6
Collection Maintenance .....	6
Deselecting Exceptions.....	6
Supporting Documents.....	7
<b>Controlled Document Information .....</b>	<b>8</b>

---

This is a controlled document. Before using this document, check it is the latest version by checking it on Council’s intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

# Policy

## Purpose

The *Lake Macquarie Collection Strategy* documents the principles identified in the development and management of the Lake Mac Libraries collection. The strategy aims to:

- Comply with the legislative requirements of the NSW Library Act and Library Council of New South Wales Access to Information in New South Wales, New South Wales Public Libraries Guidelines
- Develop Lake Mac Libraries lending and information collections to meet the information and reading needs of Lake Macquarie residents
- Support freedom of information
- Provide a basis for the most effective use of available funds for stock
- Ensure responsible collection development procedures are followed to maintain a current, relevant and attractive collection
- Document the objectives and criteria upon which selection is made
- Meet the strategic goals of the Five-year Strategic Business Plan, 2019-2024
- Assist in developing a collection that promotes and encourages learning and literacy in the community
- Assist in developing a collection that provides supporting material for library programming

The *Lake Mac Libraries Collection Strategy* provides the framework for library staff to make decisions regarding collection development.

## Scope

The *Lake Mac Libraries Collection Strategy* is to apply to all lending and information material managed by Lake Mac Libraries. These guidelines apply to the following collections:

- Adult Non-fiction
- Adult Fiction
- Young Adult Fiction
- Young Adult Nonfiction
- Junior Fiction
- Junior Nonfiction
- Picture Books and First Readers
- Music CDs
- DVD's
- Large Print
- Books on CD
- Magazines
- Newspapers
- Reference
- Special Collections
- Digital Collections

## Lake Mac Libraries

The Lake Macquarie Local Government Area (LGA) has 10 Libraries and a mobile library the Rover. Loans total almost 1.3 million a year with visitations roughly 670,000 a year. The Library has a current membership of 60,000, representing about 30% of the LGA's population. The library currently holds a collection totalling over 400,000, comprising a range of materials and formats.

## Responsibilities

Lake Mac Libraries Collections Team have the responsibility for implementing these guidelines consistently across all locations. All branch locations have the responsibility of following the guidelines and maintaining their collection.

## Community Overview

Lake Macquarie has a population of 204,914, making it the third largest regional city in New South Wales by population (2018). More than 10,000 people moved to Lake Macquarie in 2016-17, and around 2200 babies are born in our City each year. Lake Macquarie is spread around a large lake, twice the size of Sydney Harbour with a circumference of 174km.

The biggest growth areas are Morisset/Cooranbong, Cameron Park, Toronto, and parts of Charlestown/Belmont.

Catherine Hill Bay is seeing more households, but as the population in Swansea is aging and seeing fewer people per dwelling, it is not seeing a lot of population growth, rather just a change in the population pyramid structure.

'In the 2016 Australian Population Census provided by the Australian Bureau of Statistics, 8032 residents in Lake Macquarie City stated they were of Aboriginal or Torres Strait Islander origin, or both. Of these, 96 percent were of Aboriginal descent (7721), two percent were of Torres Strait Islander descent (157) and 151 (two percent) identified as both.'

Given the need to provide a relevant contemporary library service to the community, Lake Mac Libraries collection profile is reviewed and updated on an annual basis. The collection profile considers the updated community profile with particular focus on:

- General demographic factors such as age, sex, income and work status
- The aged and disabled
- Children, youth and families
- People from culturally and linguistically diverse backgrounds
- Technology use
- Publishing and Industry trends

## Lake Mac Libraries Collection Objectives

The primary objectives of this policy are to develop and manage the collections of Lake Mac Libraries. That:

1. Provide a balanced range of resources for the Lake Macquarie community for recreation, education, information, and lifelong learning.
2. Provide a vibrant and dynamic collection that responds to the needs of the community
3. Is responsive to the changing needs of the Lake Macquarie community.
4. Establishes the library as an unbiased source of recorded knowledge and ideas.
5. To provide collections that encourage and promote the joy of reading in children.
6. To provide the community with access to local government and community information.
7. Provide equitable and equal access to information for all the Lake Macquarie community.

8. To provide the community with access to other materials and collections through the Inter-Library Loan system and NSW bulk loan system.
9. To share library resources with other libraries and institutions.

The policy also has secondary objectives to:

1. Provide a framework for the planning, selecting and de-selection of materials.
2. Provide an instrument for responding to client needs and demands.
3. Provide a document, which contributes to fulfilling the requirements for the accountability of the organisation and aids in assessing performance.
4. Provide a framework within which materials will be collected, including the breadth and depth of the coverage.

### **Lake Mac Libraries Collection Selection Criteria**

. Materials selected for the collection must meet one or more of the following criteria:

- Customer demand
- Currency of information
- Reasonable cost
- Popularity of author
- Appropriateness for the library and to the community
- Accuracy and reliability of information (against our criteria)
- Inclusion in selection profile

Additional criteria for works of Fiction include:

- Popular demand
- Best-selling authors
- Representation of a significant genre or national culture
- Originality
- Relevance to the local area
- Literary quality and award winners
- Sustained interest
- Completion of series

### **Selection Methodology**

By applying the following selection criteria, the library aims to provide an organised, accessible collection of material, planned to meet the information and recreational needs of the local community. The Library seeks to balance current requests for popular material against the long-term needs for a high-quality collection. The collection aims to reflect the changing needs of the community.

- Topicality - material should be current or anticipate interest
- The price and intrinsic value of an item
- Quality - material should be durable and strong enough for use by the intended readers
- The authority and reputation of author, illustrator, or publisher is taken into consideration.
- Favourable reviews
- The format chosen should be that which best encourages the use of the materials, and conveys the information to the user in the most appropriate way
- Emphasis to be given to Australian authors and subject matter
- Items are considered in the context of the overall balance of the collection.
- Titles, which are, or are anticipated to be in high demand, are purchased in multiple copies

- Material of a technical or highly specialist nature, including tertiary textbooks, is not selected. Interlibrary loans may be arranged for these items.

### **Resources not collected include**

- Expensive or rare items inappropriate for a public library service
- Ephemeral material of little value even in the short term
- Items of inappropriate physical dimensions, extremely small large or heavy
- Old, out of date or fragile items – unless specifically acquired for the Local History collection
- Items prohibited by law.
- Items unavailable through standard or appropriate specialist suppliers.
- Items prohibited by licensing

### **Requested Items not held in the collection**

The library will endeavor to obtain items requested either by purchase or Inter-library loan. The decision to purchase items requested for the collection is made after consideration of the above selection criteria, with particular emphasis on:

- Price
- Popularity
- Topicality
- Availability from publisher
- Availability from other libraries
- Similarity to other items already held in the system
- The library does not guarantee purchase of items requested for the collection and patrons will be notified if a request has been unsuccessful.

### **Format**

In today's society, informational, recreational, and educational resources are available in a variety of formats. Non-book and online materials are regarded as an integral part of the library collection. The Library continues to monitor the need for new and alternate formats. Decisions on format are based on consideration of cost as well as appropriateness. Developments in new and emerging technologies are monitored for library suitability.

The increased availability of information and publications on-line also influences the makeup and acquisition of the library's hard-copy holdings, particularly in the areas of reference, serials and community information. Government legislation, Australian Bureau of Statistics publications, for example, are no longer available in hard copy.

### **Controversial Materials**

Lake Mac Libraries seeks to provide the residents of Lake Macquarie with a balanced library collection while responding to a broad range of customer needs. Lake Mac Libraries is obliged to comply with the decisions made by the Office of Film and Literature Classification in regards to restrictions placed on access to publications ([www.oflc.gov.au](http://www.oflc.gov.au)).

Supervision of material read or accessed by persons under 18 years of age remains the responsibility of the parent or legal guardian.

Lake Mac Libraries supports the Australian Library and Information Associations (ALIA) policy statements on access to information, especially their statement on “Freedom to Read.” These policy statements are available from [www.alia.org.au/policies](http://www.alia.org.au/policies).

## Collection Evaluation and Maintenance

### Evaluation of the Collection

Fair and equitable access to the collection is a key objective. Loan limits and periods are responsive to customer needs, reflective of the scope of current collections, compliant with digital rights management and State Library of NSW reporting guidelines.

Collections are evaluated on a regular basis against *Living, Learning Libraries* guidelines to ensure ongoing effectiveness.

Continuous evaluation is done by:

- Review of subject coverage in relation to success in satisfying user requests
- Customer input, including requests, surveys and comments
- Circulation and collection statistics, including digital collections, reflecting use and age
- In-library use. There is a selection of the collection that is not available to be borrowed but used in the library (reference material, newspapers).

### Collection Maintenance

Continual revision, evaluation, weeding (de-selection), replacement, repair, and relocation are essential to maintain a relevant, current, and functional collection.

De-selection practices support the discard standards in *Living Learning Libraries* and ALIA’s *Towards a Quality Service* publication. De-selection is an essential part of collection management, and is undertaken on an ongoing basis.

Deselecting allows current formats and content to be maintained, and provides an ongoing mechanism for ensuring the collection reflects the needs of the community.

Items are removed if they are out of date, contain inaccurate information, are in poor physical condition, or are no longer relevant to the collection. Items that have been superseded may be replaced with new editions, or updated subject material.

### Deselecting Exceptions

On occasion, items that meet the de-selection criteria may be retained. Examples include:

- Works of literary merit
- Works related to local studies

Library material deselected from general branch use, but deemed of significance to the Lake Macquarie area, or, of ongoing, but infrequent use may transfer to one of the special collections or the library stack. These items still need to be in suitable physical condition.

Deselected items not retained by the library may be:

- Sold at library book sales.
- Offered to suitable community groups and organisations
- Recycled

## **Supporting Documents**

Lake Macquarie Libraries Library Collections Policy

## Controlled Document Information

### Authorisation Details

<b>Folder No:</b>	F2019/01323	<b>TRIM Record No:</b>	D09462519
<b>Audience:</b>	External - Library Staff		
<b>Department:</b>	Arts, Culture and Tourism		
<b>Officer:</b>	Cultural Support and Assets Coordinator - Katherine McNaughton		
<b>Review Timeframe:</b> Max < 4 years	4 Years	<b>Next Scheduled Review Date:</b>	2 February 2024
<b>Authorisation:</b>	Adopted by Council - 2 February 2020		
<b>Authorisation - Council Adoption Date:</b>	2 February 2020		

### Related Document Information, Standards & References

<b>Related Legislation:</b>	(Legislation Name)	(Relationship/Context)
<b>Related Policies (Council &amp; Internal):</b>	(Policy Name)	(Relationship/Context)
<b>Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:</b>	(Document Name)	(Relationship/Context)
<b>Standards COP's &amp; Other References</b>	(Standard, COP or Other References)	(Relationship/Context)

### Definitions

Term / Abbreviation	Definition

### Consultation (update for each version created)

<b>Key Departments, Teams, Positions, Meetings:</b>	Arts Culture and Tourism, Executive, Councillors and external stakeholders
---	--

### Version History

Version No	Date Changed	Modified By	Details and Comments
1	10/09/2019	Katherine McNaughton	New policy created

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.