



Albany Public Library
Collection Development Policy 2019

Albany Public Library- Collection Development Policy

INTRODUCTION	5
Customer Service Charter	5
Our Vision	5
Objective of the Policy	5
Censorship.....	5
The Community	5
Albany Public Library	6
Consortium	6
Physical Collections	6
Digital collections.....	6
SELECTION	6
State Library stock	6
Local stock.....	7
Criteria	7
Other considerations	7
Processing	7
Maintenance.....	8
RESOURCE SHARING	8
ILLS.....	8
Regional	8
WEEDING.....	9
Weeding guidelines	9
Special consideration	9
Disposal.....	9

EVALUATION.....	9
PHYSICAL COLLECTIONS: BOOKS	10
Adult collections.....	10
Fiction (AF)	10
Non-fiction (ANF)	10
UWA Collection.....	10
Junior collections.....	10
Junior kindergarten (JK)	11
Easy readers.....	11
Junior fiction (JF).....	11
Junior non-fiction (JNF)	11
Young adult (YA).....	11
Special collections	11
Community language collection.....	11
Other collections and materials.....	12
Aboriginal	12
Newspapers	12
Stay on your feet packs.....	12
Home energy audit kits	12
Books on Prescription resource	12
Magazines	12
Jigsaws	12
Albany History Collection.....	12
Collections: other formats.....	12
Toys & kits.....	13
Collections: Other considerations.....	13
Donations.....	13

Purchase requests 13
REVIEW OF COLLECTION DEVELOPMENT POLICY 13

Collection Development Policy

INTRODUCTION

Customer Service Charter

Part of maintaining our reputation as a treasured public institution is the provision of quality customer service. To this end, and to support the City of Albany’s vision “to be Western Australia’s most sought after and unique regional City to live, work and visit”, the Albany Public Library has created a Customer Service Charter. This charter enshrines our commitment to our community and the Library vision.

Our Vision

To be a Library committed to –

- Creating an engaging, accessible and inspiring “home away from home” - a physical and virtual ‘community hub’.
- Being a place that celebrates knowledge and learning; and provides life-long learning opportunities
- Providing a safe, inclusive and stress free space for all the community
- Collaborating and building strong partnerships within the wider community
- Collecting and preserving our social and documentary heritage for current and future generations.

Objective of the Policy

The policy provides a framework for the selection, maintenance, weeding and evaluation of the Albany Public Library’s collection.

This Collection Development Policy ensures the Albany Public Library’s collection remains vibrant, informative, current, inclusive and sustainable.

Censorship

Public Library collections are developed to reflect a balance of views and perspectives without seeking to promote or discourage particular viewpoints. Providing materials do not breach federal and state government laws, libraries do not censor material.

The Community

The City of Albany is a port city in the great Southern region of Western Australia. Albany is the oldest colonial settlement in Western Australia, located 408km south of Perth. It’s known for its beautiful beaches and coastline and has a rich Aboriginal heritage. Albany’s connection to the ANZAC story is recognized the world over as the last port that 40,000 servicemen and women saw before leaving for Egypt and Gallipoli. In 2016 the urban

population of Albany was just over 33,000.

Albany Public Library

In addition to the main Library, a branch is located at Wellstead, 100 km north east of Albany.

Consortium

In 2018 a consortium was established with public libraries throughout the Great Southern region in order to expand shared access to Library resources. Albany, Wellstead, Broomehill, Tambellup Cranbrook, Frankland, Denmark, Gnowangerup, Ongerup Jerramungup, Bremer Bay, Katanning, Kojonup and Plantagenet (Mount Barker) make up the consortium.

Physical Collections

The collection is composed of books, DVDs, audiobooks, magazines, kits and jigsaws. All collection items are divided into age-appropriate categories, with the major segments being Adult, Young Adult, and Junior.

Digital collections

There are many options available for internet users on the Library website. Through the State Library of Western Australia (SLWA) partnership, all Western Australian public libraries have access to large collections of eBooks, eAudiobooks, eMagazines and video streaming (Kanopy). These resources are provided through subscription services where clients create an account using their Albany Library membership number.

These digital collections are selected by a committee of Librarians throughout the state. Suggestions for purchase of digital titles are available via the specific sites e.g. Borrowbox and Overdrive.

SELECTION

State Library stock

Western Australian public libraries work in close relationship with the State Library of Western Australia (SLWA) to build and maintain their collections. Annual financial allocations to each Library, based on the council area's population, are used by SLWA to purchase stock through Library suppliers. That stock is provided, partially shelf-ready to each public Library directly from the suppliers. Additional processing may be required on some items which may include: covering and spine labels.

Stock is selected regularly by suppliers using profiles created by Librarians. Selection is

divided into Adult Fiction, Adult Non-Fiction, and Junior in various formats including: print books, DVD, audiobook (CD or MP3 disc), graphic novel, and large print.

Local stock

A significant portion of the Library's stock is purchased with funds allocated by the City of Albany. This money is used for purchasing stock that is not provided by SLWA, and includes magazines. It is also used to purchase extra copies of popular items, items requested by clients that cannot be obtained through SLWA, and to fill gaps in the collection as needed.

Criteria

Selection of stock is based on a number of factors. While there will always be room for flexibility, selection will mainly be against the following criteria:

- The popularity of a title, author or series
- The usefulness and relevance of the title to Library clients
- The likelihood of the item being used
- The available formats
- The cost

To determine these factors the Librarians draw on their own expertise and knowledge, professional publications and reports that can be generated from the Library catalogue.

Other considerations

Special consideration will be given to:

- Content created by local authors and artists
- Australian, and particularly Western Australian, content
- Award winners, shortlists for prizes, and other significant accolades

Processing

Items selected through Supplier Direct arrive from the suppliers already processed. Staff at Albany Public Library add collection-specific labels and initialize the item on the Library's RFID system.

Items purchased as local stock need to be fully processed before being made available for loan. Processing includes: cataloguing, covering, generating spine labels, tagging with RFID tags, and applying any collection-specific labels. Collection labels can include:

- Genre labels for fiction books
- Format labels for DVDs and audiobooks
- Colored labels for junior kindergarten books
- Reading level for junior items

Maintenance

All Library staff assess items that pass through the system. If items are damaged or worn, staff will determine whether the item can be borrowed or needs repair. Patrons are also encouraged to draw the attention of staff to any damage to items

It is expected that Library items will be subjected to fair wear and tear. Issues such as loose or torn pages, cracked DVD covers, lightly scratched discs, and other potentially fixable problems may be sent to in-house repair.

If an item is damaged or worn beyond repair, it will be removed from the collection and considered for replacement.

RESOURCE SHARING

ILLS

An arrangement with the State Library allows for patrons to request items from other libraries through the Inter-Library Loan (ILL) system. These items include:

- Adult fiction and non-fiction titles over 12 months old
- DVDs required for education purposes and not available for purchase
- DVD series where extensiveness of series is cost-prohibitive
- Supply of Large Print and Audio for housebound customers
- Access to materials for people with disabilities
- Access to information for people from culturally and linguistically diverse (CALD) backgrounds

Regional

Through the establishment of the Great Southern regional consortium resources can be reserved and shared by the libraries who form part of the consortium. These libraries include:

Albany	Gnowangerup
Wellstead	Ongerup
Broomehill	Jerramungup
Tambellup	Bremer Bay
Cranbrook	Katanning
Frankland	Kojonup
Denmark	Plantagenet (Mount Barker)

WEEDING

'Weeding' refers to the systematic deselection of stock from the shelves. In most situations, it is carried out to ensure the shelves are not overstocked, to share resources with other locations and to make space for new items.

Weeding guidelines

Weeding is carried out by Library staff. The criteria for weeding can change, but stock is usually deselected under the following guidelines:

- Age and condition of the item
- Length of time since last loan
- Currency of information
- Presence of multiple copies in collection
- Adequate representation of the subject on shelves
- Need for space

Special consideration

When weeding, Library staff will be conscious of the following criteria. These items are generally retained:

- Have Indigenous content, or are by Indigenous authors or artists
- Have a heavy focus on the local area, particularly Albany and the Great Southern and surrounding areas
- Are hard to replace, such as out-of-print or rare books
- Are considered classic, core parts of the collection.

Disposal

If weeded items belong to SLWA, the SLWA Discard policy applies and they may be sent back for redistribution or made available for Albany Public Library to sell.

If weeded items belong to the Albany Library, they will either be put out for sale or recycled.

EVALUATION

Collection evaluation happens on a regular basis. The Librarians evaluate the Collection for use, coverage, currency, popularity and gaps. Evaluation methods can include list-checking for segments of the collection; for example, the shortlist for a literature prize, the top 100 Australian books, or current bestsellers.

More formal and organization-wide procedures including stocktaking are also part of the evaluation cycle. The last stocktake was completed in 2016.

PHYSICAL COLLECTIONS: BOOKS

Adult collections

Fiction (AF)

The adult fiction collection aims to provide an appropriate balance of popular recreational reading, contemporary literature, genre fiction, and classics. Every effort is made to acquire fiction which is representative of the community the Library serves and to satisfy the diversity of interests and needs of its users. Requests from clients and the use of titles already in stock will strongly influence selection of adult fiction. When necessary duplicate copies of popular and heavily reserved items will be purchased.

Adult fiction is arranged by the author's surname. Albany Public Library also divides the fiction into genres to enhance the browsing experience for clients. These genres include: Sci-Fi & Fantasy, Rural Romance & Romance, Thrillers & Mystery, Historical, Horror, War & Naval, Westerns, Classics, Humour and Australian. Fiction that does not fall into a specific genre is shelved in the General Fiction collection.

Non-fiction (ANF)

The non-fiction collection aims to provide information for lifelong learning, personal development, hobbies, practical support, and recreational and cultural enrichment. The Library uses the Dewey Decimal System (DDC) to arrange non-fiction.

UWA Collection

The City of Albany and the University of Western Australia have formed a partnership to provide Library services to the undergraduate students of the University of Western Australia, Albany Centre. The collection contains books relevant to the courses and units offered by UWA. Sections of the collection will be quarantined as 'overnight loan' during University semesters and available only for UWA Albany students. When no longer required to meet the students' needs items are made available to the general public.

The UWA collection remains the property of UWA but is maintained and managed by the Albany Public Library's Adult Services Librarian in collaboration with UWA.

Junior collections

Junior kindergarten (JK)

The junior kindergarten collection consists mostly of picture books and board books for infants and preschool-age children. This collection aims to cater for a range of ages and reading levels and includes fiction and some non-fiction.

Easy readers

Easy readers comprise a range of introductory fiction intended to cater for new and reluctant readers. The collection also forms an intermediate stage between books for preschool and primary school-aged children. Books are divided into three levels based on reading competence and can be both fiction and non-fiction.

Junior fiction (JF)

The junior fiction collection is provided principally for primary school-age children. Selection is on a similar basis to adult fiction, balancing new and noteworthy titles with the need for popular recreational reading and classics. Consideration is given to the acquisition of popular film and television tie-ins to meet demand. Similar to AF, the JF books are arranged by author surname; however, some popular authors or series will be grouped and shelved together to enhance the finding experience for children and parents.

Junior non-fiction (JNF)

Junior non-fiction materials are selected on the basis of usefulness to younger clients in reflecting popular interests and hobbies, as well as supplementing resources for schoolwork. The non-fiction collection must also cater for a range of reading levels within subject areas.

Young adult (YA)

The young adult collection is aimed at the twelve to seventeen year age group. It is a transitional collection for the reader moving from children's books to adult books. Young adult materials are selected by the same criteria as adult materials but with the focus on the interests of young people. In recent years the popularity of young adult titles has grown exponentially, and many titles are now read by adults as much as by teenagers.

Special collections

Community language collection

The Languages other than English (LOTE) collection contains materials in the following languages: Arabic, Bosnian, Chinese, Czech, Croatian, Danish, Dutch, Farsi, French, German, Hindi, Hungarian, Indonesian, Italian, Japanese, Polish, Portuguese, Russian, Serbian, Spanish, Swedish, Tagalog, Tamil, Thai, Turkish, Urdu and Vietnamese and includes both fiction and non-fiction adult titles.

There is a small collection of LOTE junior picture books that are in the following languages: Arabic, Chinese, Czech, Dutch, Farsi, French, German, Greek, Hebrew, Indonesian, Italian, Japanese, Malay, Polish, Portuguese Russian, Spanish, Tagalog, Thai and Vietnamese. Other language materials may be added as demand is identified and materials become available.

Other collections and materials

Aboriginal

Newspapers

Stay on your feet packs

Home energy audit kits

Books on Prescription resource

Magazines

Jigsaws

Albany History Collection

Items that relate directly to the Albany area, including ephemera produced by the Council and locally-produced information and history, are collected with the aim of preserving local information for current and future interest. Most items will be made 'Not for loan' to reflect their irreplaceable nature.

The Albany History Collection will also keep copies of books written by local authors (includes both adult and junior titles). For further information related to the development and management of the Albany History Collection see: Albany History Collection Development Policy.

Collections: other formats

The Library provides a wide range of fiction and non-fiction in multiple formats. The criteria for these are the same as for books, with caveats depending on cost, popularity and availability. The following formats are all provided in both Adult and Junior collections:

- DVDs and Blu-rays (in Australian region format with Australian classifications)
 - Movies
 - TV series
 - Documentaries and instruction
- Audiobooks
 - On MP3 disc
 - On CD if MP3 disc not available.
- Large print books

- Magazines and newspapers
- Graphic novels

Toys & kits

The Library currently provides various kits (e.g. Story Bags and puzzles) for loan including jigsaws also for adults.

Collections: Other considerations

Donations

The Library will accept donations of materials from members of the public. Discretion by Librarians will be applied in the acceptance of donations, and the Library reserves all rights over the items after they have been accepted.

If items are accepted for donations, but are not included as part of the collection they will be sold in the Library's book sale, or recycled.

Purchase requests

Wherever possible, client requests will be satisfied with reservations on locally-held items or by placing inter-Library loan (ILL) requests if the request falls within the SLWA Inter-Library Loans Policy. If the request cannot be satisfied by either of these options, a purchase request can be made by patrons through the Library website, or by speaking with a staff member. Library staff may also create a purchase request when they are certain an item cannot be found any other way.

Purchase requests are treated as selection for the Library service, and selection will be guided as outlined in the section above. Where an item is not available for purchase through any of the Library's available channels, the client will be notified and the request will be cancelled.

The Librarians in charge of purchasing will be notified about the request and will try to find the requested item in a timely manner; however, there is no guarantee of receiving the item within a set timeframe.

REVIEW OF COLLECTION DEVELOPMENT POLICY

This policy will be reviewed every year and revised at least once every three years.