



# Albany Public Library



## Collection Development Policy 2022

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0.1	Library Team Leader	Revised 2022 CDP with minor update	05/12/2022
1.0	Library Team Leader	Minor changes and additions: 1.1 Inclusion of statement regarding Censorship 1.2 Inclusion of Murray in consortium 1.3 Added 3 years for stock take	14/03/2022
1.1	Library Team Leader	1.4 Addition of Ravensthorpe and Hopetoun into consortium, now 17 libraries and 11 LGAs. 1.5 Removal of Beryl Grant as micro-library 1.6 Removal of section related to UWA collection	05/12/2022

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## Objective

1. 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.

## Policy Statement

2. This policy relates to the collection building principles of the Albany Public Library, which aligns with the strategic priorities of the City of Albany. The policy provides a balanced, inclusive approach to collection development and management.

## Legislative and Strategic Context

3. APLA-ALIA Standards and Guidelines for Australian Public Libraries, May 2021.

## Review Position and Date

4.
  - a. Policy adopted on 14 March 2022. This policy will be reviewed every two years after general Local Government election, or earlier if Council considers it necessary.
  - b. This policy and procedure is to be reviewed by the document owner on or before 02 April 2024.

## Introduction

5. 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.

6. Our Vision
  - a. To be a Library committed to –
  - b. Creating an engaging, accessible and inspiring "home away from home" - a physical and virtual 'community hub'.
  - c. Being a place that celebrates knowledge and learning; and provides life-long learning opportunities
  - d. Providing a safe, inclusive and stress free space for all the community
  - e. Collaborating and building strong partnerships within the wider community
  - f. Collecting and preserving our social and documentary heritage for current and future generations.
7. Objective of the Policy
  - a. The policy provides a framework for the selection, maintenance, weeding and evaluation of the Albany Public Library's collection.

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

## 8. Censorship

Public Library collections reflect a balance of views and perspectives without seeking to promote or discourage particular viewpoints. The Albany Public Library's collections reflect the diversity of the community and aim to be as inclusive as possible. Providing materials do not breach federal and state government laws, the Library will not censor material.

## 9. 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. Known for its beautiful beaches and coastline it also has a rich Aboriginal heritage. Albany's connection to the ANZAC story is recognized the world over as the last port that 40,000 service men and women saw before leaving for Egypt and Gallipoli. In 2020 the urban population of Albany, estimated by the ABS, was 38 296.

## 10. Albany Public Library

In addition to the main Library, a branch is located at Wellstead, 100 km northeast of Albany. The Albany Public Library established and manages two self-service micro-libraries located at the Beryl Grant Community Centre and Albany Leisure and Aquatic Centre (ALAC)

## Consortium

11. Southern WA Library Consortium is a network of libraries in southern Western Australia. The consortium expands shared access to Library resources and support. Seventeen libraries across 11 local government areas are involved including Albany, Wellstead, Broomehill, Tambellup, Cranbrook, Frankland, Denmark, Gnowangerup, Ongerup Jerramungup, Bremer Bay, Katanning, Kojonup, Mount Barker, Murray, Ravensthorpe and Hopetoun.

## Physical Collections

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

## Digital collections

- a. 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 available through subscription services where clients create an account using their Albany Library membership number.
- b. A committee of Librarians throughout the state selects these digital collections. Suggestions for purchase of digital titles are available via the specific sites e.g. Borrowbox and Overdrive.

## Selection

### 12. State Library stock

- a. Western Australian public libraries have a close relationship with the State Library of Western Australia (SLWA.) Annual financial allocations from SLWA to each Library, based on the council area's population, allows for the purchase of stock, to build and maintain collections through Library suppliers. That stock arrives, partially shelf-ready, to each Library directly from the suppliers. Additional processing may be required on some items, which may include covering and spine labels.
- b. Suppliers using profiles created by Librarians select stock regularly, 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.

### 13. Local stock

Funds allocated by the City of Albany contribute to a significant portion of the Library's stock including: magazines, purchasing extra copies of popular items, items requested by clients that are unavailable through suppliers, and to fill gaps in the collection as needed.

### 14. Criteria

Selection of stock takes into consideration a number of factors. While there will always be room for flexibility, selection will mainly be against the following criteria:

- a. The popularity of a title, author or series
- b. The usefulness and relevance of the title to Library clients
- c. The likelihood of the item being used
- d. The available formats
- e. The cost
- f. To determine these factors the Librarians draw on their own expertise and knowledge, professional publications and reports that generated from the Library catalogue.

### 15. Other considerations

Special consideration includes:

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

### 16. Processing

- a. 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.
- b. Before being available for loan, items purchased as local stock are fully processed. Processing includes cataloguing, covering, generating spine labels, encoding RFID tags, and applying any collection-specific labels. Collection labels can include:
- c. Genre labels for fiction books
- d. Format labels for DVDs and audiobooks
- e. Coloured labels for junior kindergarten books

- f. Reading level for junior items

## 17. Maintenance

- a. All Library staff assess items that pass through the system. For damaged or worn items, staff will determine whether the item remains in circulation or needs repair. Patrons are also encouraged to draw the attention of staff to any damage to items.
- b. Library items undergo fair wear and tear. Issues such as loose or torn pages, cracked DVD covers, lightly scratched discs and other potentially fixable problems are repaired in-house.
- c. Damaged or worn beyond repair items are removed from the collection and replacements considered.

## Resource sharing

### 18. ILLS

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

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

### 19. Regional

The libraries who form part of the Southern WA Library Consortium can reserve and share items. These are:

- a. City of Albany: Albany Public Library and Wellstead Public Library
- b. Shire of Broomehill-Tambellup: Broomehill Library and Tambellup Library
- c. Shire of Cranbrook: Cranbrook Library and Frankland Library
- d. Shire of Denmark: Denmark Public Library
- e. Shire of Gnowangerup: Gnowangerup Library and Ongerup Library
- f. Shire of Jerramungup: Bremer Bay Library and Jerramungup Library
- g. Shire of Katanning: Katanning Library
- h. Shire of Kojonup: Kojonup Library
- i. Shire of Murray: Murray Library
- j. Shire of Plantagenet: Mount Barker Public Library
- k. Shire of Ravensthorpe: Ravensthorpe Library and Hopetoun Library

## Weeding

'Weeding' refers to the systematic deselection of stock from the shelves. Weeding ensures the shelves are not overstocked, allows sharing of resources with other locations and to make space for new items.

### 20. Weeding guidelines

Library staff weed the collections. The criteria for deselection can change, but generally follow:

- a. Age and condition of the item
- b. Length of time since last loan
- c. Currency of information
- d. Presence of multiple copies in collection
- e. Adequate representation of the subject on shelves
- f. Need for space

### 21. Special consideration

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

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

### 22. Disposal

Weeded items belong to the Albany Public Library and are redistributed, sold or recycled.

## Stocktake

The purpose of a stocktake is to ensure that the Library Management System (LMS) accurately reflects holdings. Maintaining an accurate database of items and their location assists the loaning and sharing of resources both locally, and within the State public library system.

Stocktakes occur once every three years. The next stocktake is due in 2025.

## 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.



## Physical Collections: Books

### Adult Collections

23. Fiction
  - a. 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 represents 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. Additional duplicate copies of popular and heavily reserved items are purchased when necessary.
  - b. 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.
  
24. Non-fiction (ANF)
  - a. The non-fiction collection aims to provide information for lifelong learning, personal development, hobbies, practical support, and recreational and cultural enrichment.
  - b. The Library uses the Dewey Decimal System (DDC) to arrange non-fiction

### Junior collections

25. 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.

  - a. 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.
  
26. 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.
  
27. 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.
  
28. 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

- a. 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.
- b. A small collection of LOTE junior picture books is available 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

29. 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 occur in both Adult and Junior collections:
30. DVDs and Blu-rays(in Australian region format with Australian classifications)
  - a. Movies
  - b. TV series
  - c. Documentaries and instruction

31. Audiobooks
  - a. OnMP3
  - b. On CD if MP3 disc not available.
32. Large print books
33. Magazines and newspapers
34. Graphic novels
35. Toys & kits
  - a. The Library currently provides various kits (e.g. Story Bags and puzzles) for loan including jigsaws also for adults.
  - b. Varieties of special kits are also available (e.g. Stay on Your Feet Packs)
36. Collections: Other considerations
  - a. Donations

The Library will accept donations of materials from members of the public, with the exercise of discretion by Librarians in the acceptance of donations. Once accepted, the Library reserves all rights over the items.

Items accepted for donations, but not included as part of the Collection, will be sold in the Library's book sale, or recycled.
  - b. 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. Patrons can submit a purchase request 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 is unavailable any other way.

Purchase requests for the Library service are guided by the outline in the section above. Where an item is not available for purchase through any of the Library's available channels, notification will occur and the request cancelled.

Librarians manage all requests in a timely manner; however, there is no guarantee of receiving the item within a set timeframe.

## **Review of Collection Development Policy**

Review and revision of this policy occurs every three years