



Coffs Harbour City Library & Information Service Collection Development Policy

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Section 1

Vision Statement

The Library is a vibrant service, anticipating community needs and interests. It is inviting and relevant. Through stories and information it opens doors to a world of imagination and knowledge. It is the living room of the city and a recognised leader in the community, supported by strong partnerships.

Statement of Purpose

To Enrich, Inform and Connect Communities.

Introduction

The purpose of this Collection Development Policy is to assist with the management and acquisition of library resources and to inform the public of the selection process.

The reasons for preparing a Collection Development Policy are many and include:

- To identify strengths and weaknesses of the collection and to plan the rectification of these inadequacies
- To prepare guidelines for future collection development
- As a management tool and for internal communication and training
- To inform the public of our selection policy in all areas

This document is informed by Australian Library and Information Association policy statements, *Living Learning Libraries*, *NSW Public Library Statistics*, and the Stock Quality Health Check tool. It includes information about the environment in which the library operates both currently and into the foreseeable future.

Background

Coffs Harbour's public library service was established in 1964 and was initially a member of the Clarence Regional Library. The Coffs Harbour Council withdrew from the Clarence Regional Library in 1988 setting up an independent library service. The Coffs Harbour Library suffered major flood damage in 1996 when many items of stock were destroyed in the inundation.

The library service consists of three libraries strategically located to provide accessible coverage to the majority of Council residents. The central library is located in Coffs Harbour in Rigby House on the corner of Coff and Duke Streets, which was renovated for the library when it moved there in 2001. The Toormina Library is located on Minorie Drive and the Woolgoolga Library is located on Ganderton Street. The central library is the largest and busiest of the three locations.

Library stock has been specifically purchased for each branch with some items being systematically circulated between branches.

The library upgraded its Library Management System in 1999 to Spydus and currently operates version 8, and includes a web catalogue (<http://library.coffsharbour.nsw.gov.au>).

The library service also has its own website (<http://libraries.coffsharbour.nsw.gov.au>).

The library offers a range of services and collections. All lending stock is available from every branch and may be borrowed by any person with a current library card. Items may be returned to any branch in the local government area. These services are provided in accordance with the library's lending and membership policies.

Population

The Coffs Harbour City Local Government Area (LGA) covers approximately 1174.78 square kilometres, which encompasses a variety of mountain and coastal areas. Settlement is relatively sparse except for the coastal strip from Sawtell in the South to Woolgoolga in the North. In fact approximately 93% of the population lives east of the Great Dividing Range.

In 2006, the total population of Coffs Harbour City LGA was 66,610, with an estimated 2010 population of 72,827.

Characteristics according to the 2006 Census for the LGA are shown below:

- 20% of total population is below 15 years of age
- 16% of total population is over 65 years of age
- 36% of people aged over 15yrs are not in the workforce
- 6% of people aged over 15yrs are unemployed
- 89% of people only speak English
- 3.5% of the population is Indigenous Australian
- 11% of families earn less than \$26,000 per year
- 40% of families earn less than \$41,600
- Other than the Punjabi community, the most common languages, which are spoken by more than 100 people within the LGA, are German, Italian, Chinese, Dutch and Spanish.
- 40% of households do not have an internet connection at home
- 83% of the population completed school education to Year 9 or above.

Section 2

The Coffs Harbour City Council has prepared this policy to provide information to the community about the selection and management of the collections of its library service.

Collection objective

The library's collection will include representative material for information, for continuing education, for trade and business use, for cultural support and enrichment and for the enjoyment and fruitful use of leisure time for all ages and levels of ability and interest. The material collected will be in any of the modern media and formats used to record human ideas, achievements and culture.

Collection responsibility

The Coffs Harbour City Council has appointed the Library Manager to be responsible for the selection of library material in accordance with this policy. The Library Manager may delegate the implementation of this policy to appropriate staff.

All staff and members of the public may make recommendations for purchase. All material acquired by purchase or donation will be subject to the criteria outlined in this policy.

General Selection Criteria

Content / Demand:

- The accuracy, coverage and currency of the subject matter concerned.
- Relationship to existing subject matter in the collection is considered.
- The collection should present and represent a variety of viewpoints.

Style / Arrangement:

- Arrangement, literary style and language level should be appropriate for the intended reader.
- Printed works should have adequate contents list and index.
- Electronic resources must present a layout that is well-organised, easy to navigate and have user-friendly help screens.

Format:

- The format chosen will be that which best encourages the use of the materials, and conveys the information to the user in the best and most appropriate way.

Other:

- The availability of information via the Internet is also to be considered when selecting print materials for the reference & non-fiction collections.
- The price / value / age of an item may be considered.
- Speed of delivery and availability of material via inter-library loan.

With the expansion in knowledge, changing social values, technological advances and increasing awareness of cultural differences, library staff will be open minded, flexible and responsible in the evaluation and re-evaluation of library materials. Personal taste, moral or political viewpoints, social or ideological variance shall not be grounds for exclusion.

Each type of material will be considered on its own merits and the audience for whom it is intended.

Within the guidelines set by this policy, the experience and knowledge of staff members influences the choice of library materials, as does their familiarity with the community, other resources available, the existing collection and the limits of the library's budget.

Duplicate copies of resources will be purchased for the following reasons:

- Best selling titles
- High interest/demand junior and young adult materials
- Literary award winners
- Standard picture books
- Some reference books needed on a regular basis at each branch.

Textbooks for formal education curricula will not generally be purchased unless no other suitable material is readily available.

The general focus of the collection is material in English. For people who wish to read in languages other than English, the resources of the State Library of NSW will be utilised to supply a changing collection of books in community languages. This will be reviewed regularly following each census.

Donations

Donations of material are accepted on the understanding that they may not necessarily be added to the collection. Donated material not selected for inclusion in the collection will be sold in the library's second hand book sales or disposed of in other ways.

Acquisitions

Library material will be acquired from suppliers with a proven ability to supply.

Preference will be given to library vendors listed with Local Government Procurement.

Library resources will be ordered where possible on blanket and standing order plans to ensure a regulated supply of materials.

Library materials will not be purchased from unsolicited sources unless the item/s have a vital local significance and comply with all selection criteria.

Freedom to read

The primary objective of a public library is to serve as a free and open access to the ideas and information available on all subjects in all formats.

Library staff will not censor the reading matter selected by any member of the public.

Parents are responsible for supervising the library materials chosen by their children.

Collection Statements:

Collection: REFERENCE

Clientele: The community in general.

Scope: Up to date and accurate resources covering major topics, for use within the library.

Location: All branches have a collection of key reference resources, which will answer the majority of ready reference questions. Additional, more expansive works will be held in the central library to better facilitate the function of the Reference Service.

Formats: All formats collected.

Criteria: Reference materials are selected using the following criteria:

- Currency
- Authority
- Scope
- Ease of use
- Relevance
- Cost

Weeding/retention: Material, which is outdated and/or inaccurate, is discarded. New editions of encyclopaedias should be purchased every 2 to 3 years. Yearbooks and almanacs should be replaced annually. Digital resources should be reviewed annually.

Future Plans: Annual weeding plan; movement of selected stock from Reference (Not for Loan) to Non-Fiction (Not for Loan). Consider electronic expansion of collection by sourcing additional digital content from reputable suppliers.

Collection: LEGAL INFORMATION

Clientele: The community in general, including legal studies students.

Scope: Up to date and accurate resources covering all aspects of the law which are relevant to the general community.

Location: A select list of 'Law Books for Libraries' will be held in the Coffs Harbour branch. All branches have a 'Find Legal Answers tool kit' of core resources and 'Hot Topics' guides.

Formats: All formats collected.

Criteria: Legal materials are selected using the following criteria:

- Currency
- Authority
- Scope
- Ease of use
- Relevance
- Cost

Weeding/retention: The collection is weeded and updated as directed by the Legal Information Access Centre section of the State Library of NSW.

Collection: LOCAL STUDIES

Clientele: Local researchers, family history researchers and students.

Scope: All materials relating to the history, character and development of the Coffs Harbour local government area and immediately surrounding areas are collected, including materials written by local writers; histories of local families; memoirs with significant reference to the Coffs Harbour Area; and local organisations' records. Council reports and publications are included.

Location: All materials will be located in the Local Studies Collection at the central library.

Formats: All formats collected.

Criteria: All material possible is collected. However with regard to primary resources including images the donor must be the owner of the material and be able to give permission under copyright law for the item to be reproduced.

Weeding/retention: No material is weeded.

Future Plans: To continue to develop the collection through the building and maintaining of local networks. To digitise appropriate material in the collection to improve access, via the library's online catalogue and other media, and to enable digital preservation.

Collection: NON-FICTION

Clientele: All members of the community.

Scope: Up-to-date resources to meet the informational, recreational, and cultural needs of the local community, to support individuals of all ages pursuing personal interests or independent life-long learning, and to enhance interest in literature and reading. Resources will also be collected reflecting the interests and information needs of the industries based in the Coffs Harbour region.

Formats: All formats collected.

Criteria: Non-fiction materials are selected using the following criteria:

- Currency
- Accuracy
- Authority and scholarship
- Scope
- Ease of use
- Relevance, notably Australian content
- Cost and quality

Weeding/retention: Materials that are outdated, inaccurate or damaged should be weeded. Historical works generally should be retained. Standard works and classics should be retained. Australian works should generally be retained. Lending copies of Council publications should be retained for the life of the interest in the subject of the report and according to council requirements. Historical copies of Council publications will be held in Local Studies.

Future Plans: Gaps in subject areas to be identified and targeted for purchasing where funds allow. Targeted purchasing of material specifically relating to Aboriginal culture will continue.

Collection: ENGLISH WORKSHOP

Clientele: Adults in the community with low literacy or a non-English speaking background.

Scope: Materials of all reading levels, both fiction and non-fiction, with a focus on Australian content, being of a practical nature, and allowing for the development of literacy and numeracy.

Formats: All formats.

Criteria: Reflect adult interests.

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future plans: To further develop the collection based on community needs; consider sourcing digital content from reputable suppliers.

Collection: ADULT FICTION

Clientele: The adult community.

Scope: The adult fiction collection includes all types of fiction, popular and literary, written in English.

Formats: All formats, with preference given to trade paperbacks.

Criteria: Fiction is selected using the following criteria:

- Literary merit, award winners
- Imaginative and original writing
- Well-sustained plot with effective characterisation
- Popularity, best sellers
- Australian authors

Weeding/retention: Stock is discarded when it is damaged, aged, or no longer in demand.

Future Plans: Continued development of the Standing Order list to ensure provision of popular authors and award winners. Genres and sub-genres will continue to be identified with appropriate genre labels. As funding allows, missing copies of series and discarded classics will be replaced. Analysis of the Stock Quality Health Check results will also feed into further development of genre collections. Consider expansion of collection by sourcing downloadable e-book content from reputable suppliers.

Collection: LARGE PRINT

Clientele: All members of the community with visual impairment.

Scope: Popular fiction and non-fiction.

Formats: All formats, preference given to trade paperbacks.

Criteria: Large print is selected using the criteria for Fiction and Non-Fiction, being mindful of the needs and general interests of the community. Large print will be acquired generally by standing order from reputable suppliers and publishers of large print materials. Efforts will be made to maintain a supply of popular genre fiction.

Weeding/retention: Old and damaged items are discarded.

Future Plans: As the population ages, it is considered that the demand for large print material will increase. It is intended that the standing orders should be extended as funding permits.

Collection: YOUNG ADULT

Clientele: Young adults (approximately 12 years and upwards).

Scope: The Young Adult collection includes all types of fiction, both popular and literary, written in English, including graphic novels. The collection will include large print books and a wide range of attractive high interest fiction to encourage interest in reading for young adults.

Formats: Paperback format is preferred.

Criteria: Young Adult Books will be selected using the following criteria:

- Literary merit, award winners, best sellers
- Imaginative and original writing
- Well sustained plot with effective characterisation
- Australian authors
- Current reading trends
- Attractive physical presentation

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: As funding allows aim to acquire missing copies of series and classics discarded from stock over the years. Further develop the collection through targeted purchasing of titles listed in the Premier's Reading Challenge.

Collection: JUNIOR FICTION

Clientele: Children from primary to early secondary school.

Scope: The Junior Fiction collection includes all types of fiction, both popular and literary written in English, including graphic novels. The collection will include large print books and a wide range of attractive high interest fiction to encourage reading in children.

Formats: Paperback format is preferred.

Criteria: Junior fiction will be selected using the following criteria:

- Literary merit, award winners, best sellers
- Imaginative and original writing
- Well sustained plot with effective characterisation
- Australian authors
- Current reading trends
- Attractive physical presentation

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: As funding allows, aim to acquire missing copies of series and classics discarded from stock over the years. Further develop collection through targeted purchasing of titles listed in the Premier's Reading Challenge.

Collection: PICTURE BOOKS

Clientele: Children from birth to primary age (approximately 0-7 years)

- *Note: picture books aimed at older children will be clearly marked as 'For Older Readers'.*

Scope: The picture book collection will include:

- Board books
- ABC, counting and nursery rhyme books
- Picture stories for parent to read to children
- Easy readers for children learning to read
- Popular and classic works written in English
- Australian writers and illustrators
- Award winning international writers and illustrators

Formats: Hardback quality binding preferred.

Criteria: Picture books will be selected using the following criteria:

- Literary merit, award winners
- Imaginative and original writing
- Well sustained plot with effective characterisation
- Attractive physical presentation
- Books to stimulate imagination and speech
- Books to stimulate the enjoyment of books and reading

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: As funding allows aim to acquire missing copies of series and classics discarded from stock over the years. Further develop collection through targeted purchasing of titles listed in the Premier's Reading Challenge.

Collection: NEWSPAPERS

Clientele: All members of the community.

Scope: Local and national daily newspapers.

Weeding/retention: Local newspapers are kept until microfilm has been received. National Daily Newspapers are discarded after one month, after which they are available electronically.

Future Plans: To digitise major local newspapers and incorporate into the collection; to acquire an Australian newspaper in the Punjabi language.

Collection: MAGAZINES

Clientele: All members of the community.

Scope: The magazine collection should contain titles whose subject material is of general interest, focussing on current affairs and other issues of interest to Australians, preferably titles that are not readily obtainable for readers due to availability or price. The collection should support and supplement the non-fiction collection.

Criteria: Magazines are selected using the following criteria:

- Reputable publication
- Currency, regularity
- Authority, accuracy, unbiased
- Scope
- Relevance, Australian publications are favoured
- Cost and quality

Weeding/retention: Magazines are discarded when damaged or no longer in demand. Retention policies are provided for each title. Reference magazines are kept until available on full text electronic databases.

Future Plans: To continue to develop the collection in response to client demand and need; to further support the collection by sourcing digital content from reputable suppliers.

Collection: TALKING BOOKS

Clientele: All members of the community.

Scope: Popular, contemporary fiction and non-fiction; including award winners, and Australian authors.

Formats: Compact Disc, Playaway (mp3).

Criteria: As per that for Fiction and Non-Fiction, being mindful of the needs and general interests of the community, with preference given to unabridged titles and appropriate narration.

Weeding/retention: Old and damaged items are discarded.

Future Plans: Expansion of Playaway collection as funding allows and popularity grows. Consider expansion of collection by sourcing downloadable e-audio content from reputable suppliers.

Collection: TEN MINUTES A DAY

Clientele: Children from birth to two (2) years, and their parents.

Scope: each kit in The Ten Minutes a Day collection includes:

- Two (2) board books (interactive, tactile)
- A nursery rhyme CD and
- A laminated nursery rhyme sheet.

Formats: Board books and music CDs.

Criteria: Selected using similar criteria as Picture Books.

Weeding/retention: Stock is replaced when it is damaged.

Future Plans: To further develop the collection in response to client demand; with targeted purchasing of appropriate materials.

Collection: VIDEOS

Clientele: All members of the community.

Scope: The Video (DVD) collection will include:

- Documentaries of an informative or educational nature
- Self-help, instructional and do-it-yourself titles
- Classic and popular movies of enduring interest, particularly those which reflect Australian culture or have literary, dramatic or artistic merit
- Film adaptations (DVD) of books, including children's stories

Formats: DVD.

Criteria: Videos will be selected using the following criteria:

- Titles produced by reputable production houses
- R rated material will be considered on merit; no X-rated material

Weeding/retention: Damaged and low-demand items will be discarded.

Future plans: Consideration of emerging formats, including Blu-ray.

Collection: MUSIC

Clientele: All members of the community.

Scope: The Music collection will include:

- Varied music genres
- Movie soundtracks
- Musical comedy and music theatre
- Australian compositions, artists and or performances
- Music that reflects Australian contemporary society
- Music for meditation and relaxation
- Music suited to younger audiences

Criteria: High quality productions from reputable production companies, with Australian artists given preference.

Format: Compact disc (CD).

Weeding/retention: Stock is discarded when it is damaged, aged or no longer in demand.

Future Plans: To develop the range of music genres available, in response to client demand.

References:

Australian Library and Information Association Statements

The Library supports the ALIA policy statements.

Further information can be obtained from the ALIA web site at: www.alia.org.au/policies

Living Learning Libraries: standards and guidelines for NSW public libraries

www.sl.nsw.gov.au/services/public_libraries/living_learning_libraries/

NSW Public Library Statistics

www.sl.nsw.gov.au/services/public_libraries/statistics/

Stock Quality Health Check

www.sl.nsw.gov.au/services/public_libraries/library_mgt/stock_quality_health_check.html