



# Darebin Libraries Collection Development Guidelines 2014 – 2017

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# Contents

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Introduction.....	4
1. Purpose of Guidelines .....	4
2. Principles.....	5
2.1 Material selection .....	5
2.2 Selection responsibility .....	5
2.3 Budget.....	5
2.4 Collection access .....	5
2.5 Customer Feedback.....	5
3. Collection management .....	6
4. Collections.....	6
4.1 Fiction.....	6
4.2 Non-fiction .....	6
4.3 Biographies .....	7
4.4 Film .....	7
4.5 Music .....	7
4.6 Audio .....	7
4.7 Reference .....	7
4.8 Local and Family History .....	7
4.9 Digital Resources.....	7
4.10 Languages other than English (LOTE).....	8
4.11 Newspapers .....	8
4.12 Magazines .....	8
5. Selection criteria .....	8
5.1 Censorship.....	9
6. Procurement guidelines .....	9

7. Donations.....	10
8. Collection management .....	10
8.1 Collection balancing .....	10
8.2 Weeding.....	10
8.3 Disposal and discarding procedures .....	10
9. Technical Services .....	11
9.1 Cataloguing and Processing .....	11
9.2 Shelf Ready .....	11
Appendix 1 .....	12
ALIA statement on free access to information .....	12
Appendix 2.....	14
Classification Guidelines .....	14

# Darebin Libraries Collection Development Guidelines 2014

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## Introduction

The Collection Development Guidelines have been developed to ensure a variety of material and formats are provided to reflect the diverse needs of the Darebin community.

Darebin Libraries provides a library service to all of Darebin's diverse community, including groups identified in the City of Darebin Equity and Inclusion Policy 2012-2015. Resources, program and service delivery is extended to everyone in the community who lives, works, studies or visits the council area. Detailed information regarding the community profile of Darebin can be found on the Darebin Council website [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au) under About Darebin.

The purpose of this document is to set out the guidelines for the selection, acquisition and withdrawal of material both in print and online. These guidelines should be reviewed bi-annually to reflect the Darebin Libraries Strategy, trends and innovations within the library profession, industry standards and community expectations.

## 1. Purpose of Guidelines

The Collection Development Guidelines are designed to provide reasons why Darebin Libraries collects particular material and what should be included in the collection for the Darebin Community, Council and commercial providers. All selected material should fulfil the selection guidelines and any specific criteria required for special collections.

Individual collections are categorised to reflect the demographics of the community. Each collection is supported by a Collection Plan created to outline information in order to make informed decisions in regard to future planning.

The guidelines are a useful tool to:

- Set uniform direction for the collection, including subject profiles, depth of coverage and resource formats
- Provide an opportunity for coordinating the collection with programs and services to serve the needs of the library's staff and customers
- Support the planning of the library's goals and objectives, identifying short and long term needs of customers and establishing priorities for allocating funds
- Ensure the library commits to serving all sections of the community

- Ensure objectivity and professionalism drives the selection and weeding processes
- Serve as an essential tool for induction, reference and ongoing staff training
- Provide a framework for dealing with requests for new material, feedback about items and limitations in the collection

The Collection Development Guidelines support and enact the '*Statement on free access to information*' developed by the Australian Library and Information Association.

## 2. Principles

### 2.1 Material selection

Material selections support the library's Collection Plans. Resources are selected to meet the needs of the Darebin community and consider current and anticipated long-term needs of the community.

### 2.2 Selection responsibility

The Coordinator Collections and Community Programs is responsible for the management of the collection, including material selection. Responsibilities and duties relating to material selection are delegated to the Collection Team Leaders. Input from library staff and the community is considered in the selection of material. Community input is welcomed and encouraged through customer requests, suggestions, feedback and surveys.

### 2.3 Budget

Material selection occurs within the budgeting framework of the City of Darebin. The collection budget is administered by the Collection Team Leaders who responsibly manage expenditure while maximising resource acquisition.

### 2.4 Collection access

The library's catalogue provides access to content and location of the collection. The floating of the collection enables items borrowed from one branch and returned to another to be shelved directly and made available to customers. The library reserves the right to make material only available for use in the library.

Floating collections results in items being shelved at the branch where they are returned. This allows for regular rotation of stock providing freshness and variety for customers.

### 2.5 Customer Feedback

Feedback regarding the collection is welcomed and will be taken into consideration by the Collections team. This will be evaluated using criteria presented in the Collection Development Guidelines. The decision to keep, withdraw or re-allocate items ultimately rests with the Co-Ordinator Collections and Community Programs.

### 3. Collection management

Management of the collection is informed by the:

Australian Library and Information Association. *'Beyond a quality service: strengthening the social fabric. Standards and guidelines for Australian public libraries'*, 2012.

<https://www.alia.org.au/node/184/public-libraries>

Australian Library and Information Association. *'Statement on free access to information'*, 2007

<http://www.alia.org.au/policies/free.access.html>

### 4. Collections

All collections are floating with the exception of Reference, Magazines and LOTE material. Collection balancing maintains an effective distribution of stock according to the space available.

When demand changes substantially, collections will be re-evaluated and adjusted according to needs and trends. Multiple copies may be purchased to meet demand.

#### 4.1 Fiction

Fiction books are provided for Adults, Youth and Children across a variety of genres in print, e-audio and e-book formats. This collection appeals to a broad cross section of the community and includes graphic novels, picture books and items in large print for ease of accessibility.

Paperback, when available, is the preferred format but hardback are also purchased.

Some titles are procured by standing order or profiling to ensure timely supply. Multiple copies of titles in high demand may be purchased to reduce delays in supply to customers.

#### 4.2 Non-fiction

This comprehensive collection caters for different ages and reading levels in print, e-audio and e-book formats. Content varies in complexity, depth and subject range. The collection consists of material for self-education, leisure and general interests. Australian publications are given preference where appropriate.

Language learning and literacy material are available to assist people to develop their skills in English and other languages. Some literacy and ESL items are fiction stories created to assist learning with recreational reading.

Lifelong learning is supported by this collection; however specific textbooks required for a course of study are viewed as the responsibility of individuals or educational institutions. The library may provide some recommended resources where these are the best authority available on the subject, or where they provide information not otherwise available.

### **4.3 Biographies**

This collection includes biographies and autobiographies about people in a variety of professions, sports, literary careers and occupations.

### **4.4 Film**

The film collection provides a wide range of fiction and non-fiction titles for all ages available on DVD or downloadable formats. The collection includes television series, movies, documentaries, and items with instructional and educational content. The Junior DVD collection contains only G and PG rated material. DVD material is selected in accordance with ratings classified by the Classification Board and Classification Review Board.

### **4.5 Music**

The music collection offers a diverse range of music genres on compact disc and downloadable formats. The adult/general collection covers all age ranges from pre-teen to adulthood. The junior collection consists of resources targeted at children from birth to 8 years.

### **4.6 Audio**

This collection contains fiction and non-fiction titles read aloud using CD, MP3 and e-audio formats. The talking books are aimed at all customers and priority is given to unabridged material

### **4.7 Reference**

The Print Reference collection consists of 'not for loan' material covering a broad range of subjects. The focus of the collection is to provide information for ready reference enquiries as well as assistance with more in-depth research topics. Currency and quality of material are important factors. Local and family history resources are included in the Reference collection.

### **4.8 Local and Family History**

Darebin Libraries collects and maintains historical information relating to the area covered by the present day City of Darebin and areas formerly part of the Cities of Northcote and Preston. The collection is primarily focused on photographs and documents although some ephemera is included depending upon size of the item and historical relevance. This closed access archival collection may be viewed by appointment.

Darebin Heritage website provides access to the local history through a series of articles researched and managed by Darebin Libraries

A collection of genealogy resources including CD Rom, printed material, magazines and microfiche is available in the Local and Family History area at Preston Library. The subscription based online genealogy resources can be accessed at all branches. The focus is on Victorian resources, but interstate and overseas material is also collected.

### **4.9 Digital Resources**

The Digital Collection provides access to a selection of e-resources that support the

information and recreational needs of the community. Resources cater for children of all ages, students, local and family history researchers, and people learning languages.

The collection includes: e-audiobooks, e-books, e-magazines, digital newspapers, online streamed films, downloadable music, and other online resources for education, recreation or research.

Material is selected according to design and content, anticipated demand, relevance to community, accessibility, technical support, usage statistics and cost comparison to physical items. Some material does not have standard film classification ratings. New and emerging formats will be considered and trialled as appropriate.

#### **4.10 Languages other than English (LOTE)**

This collection provides a range of resources in the following Darebin Council core languages: Arabic, Chinese, Greek, Italian and Vietnamese. These core languages are based on census and library data about the local community. Newspapers in other languages are purchased based on availability and current community demographics.

Material includes books, talking books, CDs, DVDs, magazines, and newspapers, in fiction and non-fiction. The Junior LOTE collection encourages reading to children by parents and grandparents in the family's first language

#### **4.11 Newspapers**

The Newspaper collection provides information about local, national and overseas current events and issues to support the interests of the local community. Printed newspapers are for use in the library only and back issues are retained for up to one week. Access to digital newspapers is available at the library and from home.

Copies of The Northcote and Preston Leaders are archived and digitised annually to be made available as a local history resource.

#### **4.12 Magazines**

The Magazine collection provides broad subject coverage as well as popular topics and current trends. Magazines can be accessed in print or electronic formats. Annual subscriptions are assessed considering usage data, reputation of the title, information needs, special interests and relevance to the local community. Magazines cater for all ages and in some community languages.

## **5. Selection criteria**

Darebin Libraries endeavours to provide a wide range of material across a range of genres, subjects and formats to satisfy the extensive needs of the Darebin community. Selection of material is the responsibility of the Team Leader Adult, Team Leader Children and Youth and Team Leader Information and Community Learning in consultation with the Coordinator Collections and Community Program where appropriate.

Material selected for inclusion in the library's collection must meet some of the following criteria:

- Relevance and appeal to the community
- Authority and reputation of author, publisher, producer or illustrator
- Currency and accuracy of content
- Suitability of format for loans and library storage
- Quality of presentation
- Local interest (author or subject)
- Cost (a consideration, but not a deciding factor)
- Date of publication and availability
- Existing subject coverage in collection

### **5.1 Censorship**

The powers of censorship are vested in both federal and state governments. Material prohibited by law or requiring closed access will not be included in the collection. Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the selection criteria.

Parents or Guardians are responsible for determining the suitability of resources used by their children. Selection of material will not be inhibited by the possibility that inappropriate items may inadvertently come into the possession of children.

## **6. Procurement guidelines**

Darebin Libraries is under contract to Procurement Australia to provide a tender evaluated panel of suitably experienced and qualified providers to supply all print and electronic material. Darebin Libraries is committed to purchasing only from these suppliers as contracted under contract number 1504/0826 – Library Books, AV Media, Periodicals, Subscription and related services. In circumstances where material is unable to be provided by any supplier on the Procurement Australia list, an exemption may be sought and approved by Council for auditing purposes.

The Collections Team Leaders are responsible for the development and maintenance of the collections. New material is selected in accordance with the limitations of financial and space restrictions. Team Leaders ensure suppliers provide a range of material using the following methods:

1. Profiles - items are ordered pre publication according to detailed specifications provided to the supplier to support anticipated demand and ensure timely delivery of material.
2. Standing Orders – lists provided to suppliers specify the minimum number of copies of newly published titles, which are automatically purchased.

3. Customer requests – requests from the community are considered in accordance with the selection criteria and may be purchased or obtained via Inter-Library Loan if available.
4. Online selection – supplier websites are used to select and order material.
5. Onsite buying – suppliers provide a selection of material for review and purchase either at Darebin Libraries or in a retail outlet.
6. Inter-Library Loan – items not available or inappropriate for purchase may be obtained through the Australian Inter-Library Loan network. These are fulfilled and renewed at the discretion of the lending library.

## **7. Donations**

The library accepts donations of resources which meet the selection criteria applied to new material. All donations become the property of the library without conditions imposed by the donor. The library reserves the right to evaluate, use or dispose of donated material as deemed appropriate.

## **8. Collection management**

Evaluation of the strengths and weaknesses of the Collection is ongoing, as is the monitoring of the effectiveness and appropriateness of the Collection Development Guidelines. This is assessed by use of surveys, both external and library initiated and library statistical reviews. Collection management incorporates the selection of new material and the withdrawing of material no longer required to ensure a current and relevant collection within the financial and space limitations of Darebin Libraries.

### **8.1 Collection balancing**

Collection balancing is regularly undertaken to ensure an even distribution of stock. This prevents large portions of the collection accumulating in one branch and ensures material is available to all customers.

### **8.2 Weeding**

Ongoing weeding ensures the relevancy, currency and quality of the collection. A variety of criteria, such as poor physical condition, date, circulation data or space limitations, are used to determine material to be withdrawn. The local history collection is an exception and is assessed on case by case basis.

### **8.3 Disposal and discarding procedures**

Items in reasonable condition are sold to the public at book sales associated with Darebin Libraries, given to local educational institutions or charitable organisations. Material in poor physical condition or that cannot be sold is sent for recycling or discarded.

Requests by individuals for specific library items are not able to be accommodated.

## **9. Technical Services**

### **9.1 Cataloguing and Processing**

Darebin Libraries provides an in house service for the cataloguing of all material to enable easy access via the library catalogue. Library standards RDA, Library of Congress subject headings and Dewey classification 23<sup>rd</sup> edition are used. Catalogue records created by Darebin Libraries are contributed to Libraries Australia.

With the exception of some audio-visual material and magazines, all processing is handled by external providers.

### **9.2 Shelf Ready**

Material arriving shelf ready are fully catalogued and processed by external providers to improve purchase to shelf timelines. Detailed specifications are supplied to providers to maintain quality control.

Currently some collections are received with catalogue records and are fully processed but still need to be added to the database by library staff.

The extension of shelf ready services will continue to be investigated in accordance with the needs and direction of Darebin Libraries.

## Appendix 1

### ALIA Statement on free access to information

#### ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

#### Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

#### Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;

6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Amended 2007

(Replaced "Free library services to all, freedom to read. Adopted 1971, amended 1979, 1985)

## Appendix 2

### Classification Guidelines

Darebin Libraries aims to provide a representative coverage of all subjects of interest to its community. The library complies with the advisory categories as classified by the Classification and Review Board - <http://www.classification.gov.au/Pages/Home.aspx>

<p><b>General (G)</b></p> 	<p>The content is very mild in impact.</p> <p>The G classification is suitable for everyone. G products may contain classifiable elements such as language and themes that are very mild in impact. However, some G-classified films or computer games may contain content that is not of interest to children.</p>
<p><b>Parental Guidance (PG)</b></p> 	<p>The content is mild in impact.</p> <p>The impact of PG (Parental Guidance) classified films and computer games should be no higher than mild, but they may contain content that children find confusing or upsetting and may require the guidance of parents and guardians. They may, for example, contain classifiable elements such as language and themes that are mild in impact. It is not recommended for viewing or playing by persons under 15 without guidance from parents or guardians.</p>
<p><b>Mature (M)</b></p> 	<p>The content is moderate in impact.</p> <p>Films and computer games classified M (Mature) contain content of a moderate impact and are recommended for teenagers aged 15 years and over.</p> <p>Children under 15 may legally access this material because it is an advisory category. However, M classified films and computer games may include classifiable elements such as violence and nudity of moderate impact that are not recommended for children under 15 years.</p> <p>Parents and guardians may need to find out more about the film or computer game's specific content, before deciding whether the material is suitable for their child.</p>
<p><b>Mature Accompanied (MA 15+)</b></p> 	<p>The content is strong in impact.</p> <p>MA 15+ classified material contains strong content and is legally restricted to persons 15 years and over. It may contain classifiable elements such as sex scenes and drug use that are strong in impact. A person may be asked to show proof of their age before hiring or purchasing an MA 15+ film or computer game. Cinema staff may also request that the person show proof of their age before allowing them to watch an MA 15+ film. Children under the age of 15 may not legally watch, buy or hire MA 15+ classified material unless they are in the company of a parent or adult guardian. Children under 15 who go to the cinema to see an MA 15+ film must be accompanied by a parent or adult guardian for the duration of the film. The parent or adult guardian must also purchase the movie ticket for the child.</p> <p>The guardian must be an adult exercising parental control over the person under 15 years of age. The guardian needs to be 18 years or older.</p>
<p><b>Restricted (R18+)</b></p> 	<p>The content is high in impact.</p> <p>R 18+ classified material is restricted to adults. Such material may contain classifiable elements such as sex scenes and drug use that are high in impact. Some material classified R18+ may be offensive to sections of the adult community. A person may be asked for proof of their age before purchasing, hiring or viewing R18+ films and computer games at a retail store or cinema.</p>