

---

<b>POLICY:</b>	COLLECTION DEVELOPMENT
<b>DATE ADOPTED:</b>	Director Cultural & Community Services Report #1 Policy 6 July 2016 Council 20 July 2016 Minute Book No. 12315
<b>LAST REVIEW:</b>	July 2021 - Adopted Council 19 August 2021
<b>FILE REFERENCE:</b>	21.00054
<b>OBJECTIVE:</b>	To provide a guideline for the selection, acquisition, review and retention of materials for Bathurst Library

---

Bathurst Library aims to provide a collection that will serve the general educational interest, recreational and entertainment needs of the community, and reflects the diversity of culture and interests within our community, in so far as budget, space and availability of materials allows. Bathurst Library is committed to providing unbiased, free and equitable access to ideas and information.

### **Policy Objective**

This Collection Development Policy (CDP) is designed to provide guidance on the management of the Bathurst Library collections. This policy is relevant to Bathurst Library (and future branches) and library members. The CDP ensures that over time the Bathurst Library collection will remain on course, reflecting the needs of Bathurst's community while inspiring intellectual curiosity.

### **Collection Statements**

The materials provided by Bathurst Library will assist all types of discovery. The Library upholds the right of the individual to access information, unless restricted by law, even though the content may be controversial or considered to be objectionable by others.

Materials for children and teenagers are intended to stimulate their interests and broaden their views, promote education and literacy and support reading for enjoyment. The reading and viewing activity of children is ultimately the responsibility of parents who guide and oversee their own child's development.

Bathurst Library is committed to be an unbiased source of information and ideas, including online content and aim to provide free access to materials and information presenting, as far as possible, all points of view on contemporary and historical issues, including controversial issues. Library materials that have not been subject to federal and

state restriction or prohibition will not be excluded from a public library on moral, political, racial, religious, sexist, language, or other grounds.

Bathurst Library will also collect material that documents the culture, history and creativity of the local region and reflects the cultural diversity of the population.

### **Material Collected**

A range of resources is selected to meet the diverse ages, interests, cultures, languages and literacy levels of our community. The collection comprises items in the following areas and formats:

- Nonfiction
- Fiction
- Large print
- Audiobooks
- Picture books
- Magazines
- Newspapers
- DVDs
- Music CDs
- Online Collection: including research and learning databases, movie streaming, eBooks, eAudiobooks and eMagazines
- Reference material
- Local History resources

### **Selection and Maintenance Criteria**

<b>Budget</b>	The budget allocation to the various collections is based on user demand and format trends – for example, the transition between print and non-print material. The average cost of items in each collection is also considered.
<b>Selection process</b>	Each type of material must be considered on its own merits and the audience for whom it is intended. Data that informs the selection of items includes: <ul style="list-style-type: none"><li>• ABS demographic data for the LGA</li><li>• Library Management System data on the use of Collections</li><li>• Knowledge and experience of library staff, borrowers and commercial suppliers</li><li>• Trends in publishing</li></ul>

<b>General selection criteria</b>	<ul style="list-style-type: none"> <li>• Currency and reliability of material</li> <li>• Popular interest/demand</li> <li>• Favourable industry reviews or award nominations</li> <li>• Suitability of format</li> <li>• Cost of the item</li> <li>• Australian content, particularly non-fiction</li> <li>• Ensuring a balanced subject coverage</li> <li>• Durability for multi-use</li> <li>• Availability from preferred suppliers</li> <li>• Relevance to local history</li> </ul>
<b>Selection methodology</b>	<ul style="list-style-type: none"> <li>• Community profiling and staff knowledge of local interests</li> <li>• Standing orders for fiction</li> <li>• Suggestions for purchase that meet the selection criteria</li> <li>• Evaluation of donations against the selection criteria</li> </ul>
<b>Selection responsibility</b>	Various library team members oversee specific collections and are responsible for the selection of stock.
<b>Resources not collected</b>	<ul style="list-style-type: none"> <li>• Second-hand materials, except in the case of donations and local studies material</li> <li>• Items of inappropriate physical characteristics, e.g.: too large, small or heavy to shelve and borrow easily; containing write-in or colour-in sections or activity books designed for single use</li> <li>• Items prohibited by law</li> <li>• Expensive, low interest items</li> <li>• Items difficult to source, unavailable from preferred suppliers</li> <li>• Tertiary textbooks</li> </ul>
<b>Duplicate copies</b>	Duplicate copies are purchased under the following circumstances: <ul style="list-style-type: none"> <li>• Bestsellers</li> <li>• High demand items</li> <li>• Local history items</li> </ul>
<b>Series</b>	Many fiction titles and some non-fiction titles come in series. It is impossible for the library to hold every title in every series due to the high number of these publications and the impact it would have on space and budget. We will however respond to demand from library members and endeavour to acquire or replace missing titles in popular series.

<p><b>Online Collection</b></p>	<p>The online collection evolves as new formats and products become available. This collection may include research and learning databases, eBooks, eAudiobooks, eMagazines and other downloadable and streaming media.</p> <p>Bathurst Library is a member of consortium of NSW public libraries which subscribe to the NSW.net suite of databases. Subscription to additional databases occurs when financially possible and in line with collection selection criteria.</p> <p>Bathurst Library is a member of several consortia for eBooks, eAudiobooks and eMagazines with other libraries in the NSW Central West. Selection and management of these collections is subject to consortia agreements, licencing agreements, and digital rights management.</p>
<p><b>Local History</b></p>	<p>Bathurst Library collects and preserves material relating to the culture, history, and creativity of the local region. This material is included in the Local History collection. This collection is publicly accessible but not for loan.</p> <p>Future development of this collection will focus on digitisation and the use of technology to improve preservation, accessibility and value to the community.</p>
<p><b>Stack</b></p>	<p>Items of low use or deteriorating physical condition that are of significant historic, cultural or literary value to the collection are transferred to Stack. Items in the Stack collection are still available to be viewed or loaned, however, it is not directly accessible to the public.</p> <p>This collection is reviewed on a regular basis to ensure that it continues to meet the criteria for inclusion.</p>
<p><b>Purchase suggestions</b></p>	<p>Bathurst Library is committed to building a collection that is relevant and meets the needs of the community. Recommendations for addition to the collection are welcomed and encouraged. Suggestions will be evaluated against the selection criteria. The Library does not guarantee purchase of every item requested for the collection.</p>
<p><b>Replacement of lost or damaged items</b></p>	<p>Decisions to replace an item that is lost or damaged will occur in line with the selection criteria.</p>

<p><b>Donations</b></p>	<p>Bathurst Library accepts donated material on the understanding that items will be evaluated using the selection criteria. Bathurst Library does not accept donations accompanied by any conditional terms. Exceptions may be made for donations of material of local history relevance.</p> <p>Bathurst Library only accepts donations of items in good order, presumed to be of interest to other patrons, or of historical value. Bathurst Library does not accept soiled or damaged items or superseded textbooks.</p> <p>Bathurst Library retains the right to accept or reject donated materials.</p>
<p><b>Deselection</b></p>	<p>Bathurst Library is committed to maintain an up-to-date and attractive collection and we assess the age of collection according to established standards for NSW public libraries.</p> <p>Material is removed from the collection if it is:</p> <ul style="list-style-type: none"> <li>• Dated, obsolete and/or inaccurate</li> <li>• In poor physical condition</li> <li>• Infrequently used</li> <li>• Duplicated</li> </ul> <p>The Local History collection is exempt from deselection protocols.</p>
<p><b>Disposal of unwanted donations and withdrawn items</b></p>	<p>Items withdrawn from stock are deleted from the database and are offered for book sales or recycling.</p>

### **Amendments**

Amendments to this policy in relation to operational matters may be made with the approval of the Manager Library Services.

## **RELEVANT LEGISLATION AND REFERENCES**

[NSW Library Act 1939](#)

[Access to Information in NSW Public Libraries: Library Council Guideline](#)

[Australian Library and Information Association Free Access to Information Statement](#)

[Australian Library and Information Association Online Content Regulation](#)

[International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom.](#)

[ALIA Guidelines, standards and outcome measures for Australian Public Libraries July 2016.](#) Adopted 2016.

[Standards and guidelines for NSW public libraries.](#) Living Learning Libraries, a population approach. 7<sup>th</sup> Edition. 2020 update.