

COLLECTION MANAGEMENT PLAN

Procedure 2.8.1

Policy No. and title	2.8	Library Service Policy
Procedure	2.8.1	Collection Management Plan
Version	1	
Date Adopted	31 August 2012	

1 OBJECTIVES

- a) To provide a readily available and accessible Library service to meet the recreational and informational needs of the residents of the Kempsey Shire.
- b) The objectives of Kempsey Shire Council's Collection Management Plan are:
 - i) To ensure the Library's collection meets the needs of the residents of the Kempsey Shire;
 - ii) To provide a guide to customers about what they can expect to find in the Library and inform them about the principles upon which selection are made;
 - iii) To set down the parameters of the collections;
 - iv) To support freedom of information;
 - v) To provide a basis for the most effective use of available funds;
 - vi) To ensure that all parts of the collection are up-to-date, attractive and well maintained;
 - vii) To identify responsibility for collection development and provide staff with consistent guidelines for the development and maintenance of the collections;
 - viii) To provide popular and contemporary material including both fiction and non-fiction in a wide range of formats;
 - ix) To provide resources for informal education by the provision of broadly based information and reference services;
 - x) To provide reference services and in-house research collections for formal education at primary and secondary school level;
 - xi) To provide more in-depth research collections for Kempsey's Local History;
 - xii) To provide a local government information service to elected Councillors and staff; and
 - xiii) To provide services and collections that encourages and promotes the joys of reading in children and help foster research skills.

2 MATERIALS SELECTION

- a) The purpose of selecting materials for the various collections is to anticipate and adequately represent the needs of the community we serve. Selection of items based on the individual merit of the work, its author's intent, its relation to the collection, and its fulfilment of customer needs. The library will aim to develop a collection that satisfies the cultural, educational, informational and recreational needs of the community.
- b) The selection process is dependent on:
 - i) A familiarity with existing collections;
 - ii) A general knowledge of the subject and its important literature;
 - iii) Knowledge of current and future trends in resources suitable for Library use; and
 - iv) An awareness of the needs of the community.

2.1 Selection Criteria

- a) Materials selected for the collection must meet one or more of the following criteria:
 - i) Customer demand;
 - ii) Currency of Information – Suitability of an item is considered in terms of the subject, accuracy, reliability, currency, and reading level of the item. Is the subject matter relevant to the community? Priority is given to items that are popular as well as being relevant to Australian lifestyle and trends;
 - iii) Popularity of Author – Does the author, illustrator, compiler or publisher have a reputation for producing quality works? Have the works been positively reviewed in the media. Are they likely to satisfy or preclude a community demand;
 - iv) Suitable format and physical quality of material – The item should be attractive, well-made and durable. Print items require a high standard of physical and technical excellence in quality of presentation – paper, binding, print and illustrations. Audio-visual items are required to withstand multiple borrowings and have clarity of sound and picture;
 - v) Reasonable Cost – The value of an item in relation to its relevance to the collection will be assessed against the cost of the item. The relevance of costly items to special collections will be assessed prior to purchase;
 - vi) Appropriateness for the Library and to the Community – How does the item contribute to strengthening the Library's collection. Will it fill a gap, complement an area or increase access to a range of viewpoints. Is it relevant to community interest or community need. Is the item part of a series;
 - vii) Textbooks may be purchased in the following circumstances:
 - When they are the best authority available;

- When they cover high demand subject areas that cannot be supplied adequately through regular sources; or
 - As a curriculum support to students at all levels.
- viii) Additional criteria for works of imagination (fiction, drama and poetry) include:
- Representation of a significant genre or national culture;
 - Originality;
 - Literary quality;
 - Strength of characterisation and plot;
 - Continued interest in the genre; or
 - Authentic reflection of human experience.

2.2 Criteria for new and emerging formats

- a) Where new or emerging formats of materials are developed the following will be evaluated prior to considering its introduction:
- i) Usefulness;
 - ii) Quality;
 - iii) Relevance within the scope of the collection;
 - iv) Authority;
 - v) Currency; and
 - vi) Frequency of updating.
- b) The Library will consider:
- i) The impact of any new format on equipment, staff, storage and space;
 - ii) Community demand;
 - iii) Ease of use;
 - iv) Reliability of access;
 - v) Durability for library use;
 - vi) Suitability for direct customer use;
 - vii) Availability of starting and continuing funding;
 - viii) Capability for downloading information; and
 - ix) Any consequent reduction or replacement of print or other format materials.

2.3 Selection Methodology

- a) Selection is carried out using a range of resources including:
- i) Selection by suppliers using profiles created by the library service;
 - ii) Reviews in journals and newspapers;

- iii) Publisher catalogues;
- iv) Library supplier promotional literature;
- v) Standing orders;
- vi) Suggestions from staff and library customers;
- vii) Visits from booksellers;
- viii) Visit to shops (including CDs and DVDs);
- ix) Internet; and
- x) Community selection meetings.

2.4 Monitoring Collection Use

- a) Collection use is monitored by:
 - i) Borrowing statistics. These are a useful indicator of use and demand for the borrowing collection;
 - ii) In-library use. In the Central Library in particular there is an enormous amount of in-library use of both books and magazines that is not reflected in the borrowing statistics;
 - iii) Electronic resource statistics. Statistics on the use of electronic databases will also be recorded;
 - iv) Enquiry statistics. Records of in-depth reference enquiries made at the Central Library and branch libraries are kept and these are useful for monitoring the sorts of subjects on which information is wanted and whether or not it was available. Lists are also kept of subjects for which no information could be found and attempts made to buy in those areas; and
 - v) Reserves, Interlibrary Loans and purchase suggestions. These provide an opportunity for selectors to monitor requested titles and consider them for purchase.

2.5 Suggestions and Requests by Customers

- a) Library users are encouraged to suggest the purchase of any item which is not in the Library's collection. The Library gives a high priority to satisfying user needs expressed in this way but the criteria for selection are still applied.

2.6 Donations

- a) Donated items will be assessed in accordance with the Donating Resources to the Library procedure.

2.7 Controversial Material

- a) The public Library has a right and a duty to keep on its shelves a representative selection of books that meet selection criteria and that are not prohibited by law, including books covering a range of opinions on controversial subjects. Under no circumstances will material be excluded from

the adult collection on the basis that it is not suitable for children. It is the responsibility of parents, rather than Library staff, to make a final decision on what is suitable reading for the individual child.

2.8 Non Inclusion

- a) The following items will not be held in the collection:
 - i) Materials censored by the government;
 - ii) Material that is out of date, too expensive, published in an unsuitable format, or where there are suitable alternative titles in stock on the subject; or
 - iii) Items of a highly technical or highly specialised nature that are unlikely to be widely used, or those items fulfilling a one-off technical request, will be borrowed on interlibrary loan if possible.

2.9 EVALUATION

- a) The Library Collection is regularly evaluated to ensure that it meets the needs of our customers. Common methods of analysis include borrowing statistics, usage reports, physical inspection and customer feedback. Evaluating usage and relevance of items in the Reference collection often depends on staff observation and customer feedback because no borrowing or usage statistics are available. Evaluation tools include:
 - i) Annual loans per collection;
 - ii) Turnover rates;
 - iii) Age of collections;
 - iv) Reservations; and
 - v) Usage of electronic collections.
- b) The Library conducts a stocktake every two years to assess missing items and to update the Library catalogue to ensure a true and accurate reflection of Library holdings is maintained.

3 DE-SELECTION

- a) De-selection refers to the process of assessing an item for removal from the Library's collection from both the shelf and the Library catalogue record. Staff at each location are responsible for ensuring that de-selection is conducted on an ongoing basis. Special consideration is given to subject areas such as law (340-349) and medicine (610-619) to ensure that out-dated/superseded items are discarded and replaced in a timely manner.
- b) Items shall be retained in the collection while they are considered of value to the community. The Library will not deselect an item simply because a customer wishes to purchase it.

3.1 Purpose of De-selection

- a) Items are deselected to:

- i) Maintain relevancy and currency of the collection;
- ii) Remove items that are out-of-date or contain inaccurate information;
- iii) Remove damaged or worn out items;
- iv) Identify items that need to be replaced;
- v) Replace items with an alternate format;
- vi) Improve circulation; and
- vii) Ensure 25% of the total collection is less than five years old.

3.2 De-selection Criteria

- a) Criteria similar to those for selection are used to deselect items. Criteria include:
 - i) Inaccurate/out-dated information;
 - ii) Incomplete sets, unless missing parts can be obtained for minimal cost;
 - iii) Duplicate copies of seldom used items;
 - iv) Items superseded by a new edition or format is no longer popular;
 - v) Poor physical condition – items must be discarded if damaged, mouldy, stained, or costly to repair; and
 - vi) Poor usage – items rarely borrowed in the past two years should be considered for de-selection.

3.3 De-selection Exceptions

- a) On occasion, items that meet the De-selection criteria may be retained. Examples include:
 - i) Works of literary merit;
 - ii) Works related to local studies;
 - iii) Item is part of a series and cannot be replaced (particularly if last copy); or
 - iv) Subject matter is impossible or expensive to replace.

3.4 DISPOSAL OF ITEMS

- a) Items deselected from the collection shall be offered to a more appropriate library, offered for sale to the community, offered to a local organisation or dealt with in an appropriate manner. All deselected items will be stamped "cancelled" and their holdings will be deleted from the Library catalogue.

3.5 REPLACEMENT OF ITEMS

- a) Members are responsible for the safe keeping and return of all items borrowed from the Library and for the cost of repair or replacement of any item

damaged or not returned. The Library does not accept replacement copies for lost or damaged items. The Library does not automatically replace items that are deselected due to damage, loss or theft. Items that are considered to be of value to the community may be acquired for the collection.

4 COOPERATIVE NETWORKING

- a) Increasingly, Library services are looking to support each other through the sharing of resources. The Library participates in the following cooperative/networking arrangements:

4.1 National Library of Australia

Libraries Australia Consortium - A national database of library holdings.

Document Delivery - A cooperative network within Australia that enables participating libraries to borrow from and lend to others within the network. Customers may request that an item not held by Kempsey Library and Information Service be obtained for them on Interlibrary Loan through the Document Delivery Network of Libraries.

4.2 State Library of New South Wales

- a) The State Library of New South Wales has an excellent collection of items in a wide range of formats that are available for loan free of charge to public libraries within New South Wales. The State Library also acts as a support service by providing public libraries with:
- i) Bulk loans in a wide range of community languages;
 - ii) Legal information;
 - iii) Staff training;
 - iv) Special workshops;
 - v) Disability access services;
 - vi) Consultancy services; and
 - vii) Access to discounted online subscriptions through NSW.Net.

4.3 PLNSW-C Public Libraries NSW – Country Association

- a) The Public Libraries (NSW) Country Association represents the concerns of local government libraries in Regional New South Wales to the State and Federal Governments in local government forums and, where appropriate, to other bodies and the wider community. Its specific objectives are to:
- i) Undertake and encourage research and development on matters of interest to public libraries in the region;
 - ii) To coordinate and encourage cooperative projects; and

- iii) To maintain and develop strategic alliances with other information agencies.
- b) Cooperative projects include:
 - i) Libraries Australia Site Licence;
 - ii) Home Library Service Network; and
 - iii) Audio Read Project.

5 AUDIO VISUAL

5.1 DVD/Video Recordings

- a) The DVD/video collection aims to provide informational and recreational viewing to expand and complement the Library's print and electronic collections. Recordings must be of high quality. Purchasing preference is given to DVD/Video recordings that have an Australian content.
- b) Recreational resources include, but are not limited to:
 - i) Filmed adaptations;
 - ii) Plays;
 - iii) Fiction classics;
 - iv) Children's entertainment;
 - v) Animated movies;
 - vi) Musicals - stage and screen; or
 - vii) Television tie-ins.
- c) Informational resources include, but are not limited to:
 - i) Reputable documentaries;
 - ii) Teaching/training aids;
 - iii) "How To" videos;
 - iv) Hobbies and sports;
 - v) Performances;
 - vi) Language learning; or
 - vii) Television tie-ins.
- d) The collection comprises two sections: Adult and Junior. DVD's/Video recordings suitable for youth are catalogued as adult and housed in the adult collection. Within each section the range will be comprehensive and suitable for all interests.

- e) Bestseller titles and award winning titles will not be purchased for the adult collection within three months of release, unless they are of a literary nature or are curriculum based. Duplicate copies may be purchased for the children's collection only. Captioned videos are also purchased when available.
- f) The Library shall purchase for inclusion in the Collection films, either in DVD or video recording format, that are classified MA (15+). The Library will observe the Classification (Publications, Films and Computer Games) Enforcement Act 1995 [NSW] which provides for certain restrictions when making these films available to persons under 15 years. Films with a MA (15+) classification shall be displayed on shelving separate to junior DVD's/Video recordings and persons under 15 years of age will not be permitted to borrow films with a MA (15+) classification.

5.2 LITERACY/ESL (English as a Second Language)

- a) The literacy collection includes a range of items in various formats that are suitable for customers who wish to improve their English language reading and writing skills, or are from an ESL background and want to learn English. All locations maintain a range of formats including books spoken word tapes/CDs, DVD/Videos and audio kits.
- b) The collection aims to cater for adult beginner readers through to those with more advanced reading skills.
- c) Up-to-date information is essential.
- d) The following are not collected:
 - i) Classroom orientated material which requires teacher assistance;
 - ii) Content which is patronising, simplistic or boring i.e. easy but dull;
 - iii) Children's material unless it serves a dual purpose e.g. children's picture dictionary; or
 - iv) Workbooks.

5.3 MULTICULTURAL COLLECTION

- a) The Multicultural collection provides resources in Languages Other than English (LOTE) to support customers whose first language is not English. Highly specialised, academic material is not collected. Demand for items in a language not collected is met through bulk loans from the State Library of New South Wales.
- b) The languages collected and the quantity of material held is subject to:
 - i) Availability of material in different languages, selection may be limited due to lack of publishers or difficulty of supply or poor physical quality;
 - ii) Demand for resources in LOTE; or
 - iii) Budgetary constraints.
- c) LOTE items are rotated periodically throughout the year amongst branches.

5.4 LOCAL STUDIES

- a) The Local Studies collection aims to preserve and make accessible information of a cultural, historical, social and environmental nature, in a variety of formats, which are relevant to the Kempsey LGA. The collection aims to meet the needs of organisations, local individuals and students by providing both historical data and current information which describe the growth of Kempsey LGA and the people of the area. Realia and works of art are not collected. Items relating to neighbouring areas are collected only when there is a connection to the local area.
- b) Duplication of items within the Local Studies collection is kept to a minimum, only selected major works may be duplicated. One copy of each item will be retained in the Local Studies Collection while additional copies may be made available for borrowing in the general collection. Local Studies items cannot be borrowed but may be accessed and/or photocopied at the discretion of library staff and within copyright restrictions.
- c) Monograph items can be located on the library catalogue and can be requested for use in the branch libraries, under staff supervision. Photographs, pamphlets etc are stored on a photographic database and are accessible only at Kempsey library.
- d) Donated items will be assessed in accordance with the Donating Resources to the Library procedure. Consultation on donated items must be undertaken with the Head Librarian prior to acquisition or possible inclusion. The Local Studies collection will be evaluated annually to ensure the collection remains relevant to the needs of the community.
- e) Items not collected:
 - i) Items outside the scope of Local Studies, i.e. materials that do not add to the access of information on the area such as bills and receipts;
 - ii) Realia and works of art;
 - iii) Items relating to neighbouring areas are collected only when there is a connection to the local area; or
 - iv) Council archives.

5.5 PERIODICALS

- a) The term periodical refers to magazines, journals, serials and publications which are issued in successive parts at regular intervals. The periodical collection includes popular titles in a broad range of subject areas. Periodicals are purchased with an emphasis where possible on providing Australian content.
- b) Generally, popular periodicals are for loan, while the more technical or academic periodicals are shelved in the reference collection by their subject area.
- c) Titles are kept for varying lengths of time. As a general rule, weekly magazines are culled after six months and monthly titles after two years. Titles are reviewed annually and those that are no longer popular are weeded so that new periodicals can be acquired. Titles that are continually vandalised may be withdrawn from the collection and no longer purchased.

5.6 STORY-TIME COLLECTION

- a) The story-time collection mainly comprises picture books, with a small selection of pop-up and lifts the flap books and is used by staff to conduct story-time sessions. Each location maintains its own story-time collection which is not available for loan to the community. Staff who conduct story-time sessions are responsible for selecting titles for inclusion in the story-time collection. Each story-time collection will be assessed annually to ensure that items no longer suitable for the story-time collection are transferred to the lending collection.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.