

RIVERINA REGIONAL LIBRARY COLLECTION DEVELOPMENT POLICY

POLICY REFERENCE NUMBER:		POL/RRL 009	
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1		July 2008	N/A
2		May 2012	March 2012
3	January 2014	May 2014	March 2014
4	January 2018	June 2018	March 2018
This document is to be reviewed annually.			
RESPONSIBLE DIRECTOR		Robert Knight Executive Director, RRL	

1. INTRODUCTION

The Riverina Regional Library (RRL) is committed to providing the public with opportunities to satisfy both their recreation and information needs in safe and welcoming environments.

1.1 Policy Objectives

The aim of this policy is to provide a working policy and clear guidelines for Riverina Regional Library (RRL) members and the community. This policy also outlines the responsibilities and accountabilities in relation to selection, acquisition and public feedback.

The Collection Development Policy comprises of three parts:

Part 1: Brief public policy statement in regard to collections, selection, acquisition, review and retention.

Part 2: Guidelines for staff for purchasing new materials. These guidelines include operational matters such as price, publisher, accuracy of information, number of copies purchased.

Part 3: Statements from professional bodies such as the Australian Library and Information Association on *Freedom to Read* and others.

A copy of the Part 2 Guidelines and Part 3 will be available at each service point and on the Regional Library's website.

1.2 Scope of Policy

This policy is provided for all RRL branch libraries and their clients.

Riverina Regional Library branch libraries include:

Adelong, Batlow, Bland, Coolamon, Cootamundra, Corowa, Culcairn, Gundagai, Henty, Holbrook, Howlong, Jindera, Junee, Mulwala, Talbingo, Temora, Tumbarumba, Tumut, Wagga Wagga and RRL Mobile Library.

1.3 Objectives

Meeting the community needs:

- Collection development will be on a just in time rather than a just in case basis
- Understanding user demand will be informed by circulation patterns community analysis, branch profiling and current publishing trends
- Regular feedback from users will be encouraged through surveys, interviews and feedback forms in all libraries
- Also, RRL will collect material which documents the culture, history and creativity of the local region and reflects the cultural diversity of the population.

Diversity:

- The library will seek to provide material which represents a wide diversity as well as the current popular publications
- RRL will provide materials which meet the individual's need for practical information to develop skills and knowledge
- RRL will provide materials which stimulate imagination and creativity.

Access:

- RRL endeavours to make materials as accessible as possible, both within and outside the library
- Membership of RRL is free to all residents and ratepayers of the shires of: Bland, Coolamon, Cootamundra, Corowa, Greater Hume, Gundagai, Junee, Lockhart, Temora, Tumbarumba, Tumut, Urana and Wagga Wagga City. Registered members can borrow from the collection at any service point or access online resources available through the website.

2. PUBLIC LIBRARY ROLE

The role of the modern public library is diverse. As well as being an accessible source of information, education and recreation resources available to all citizens at no (or low cost), public libraries function as community 'hubs' or meeting places; provide community activities; facilitate the development of programs to foster literacy and social support; and are a central component of lifelong learning and the 'knowledge economy'.

2.1 RRL Vision, Mission and Values

Our Vision

Inspiring people, engaging communities, enriching lives

Our Mission

Creatively connecting people, information and knowledge

Our Values

Respect for people, ideas and knowledge
Commitment to fostering learning communities
Integrity, equity and quality of service

3. Public Content

Public feedback is welcomed and should be addressed in writing to the RRL Collection Services Officer, PO Box 5186, WAGGA WAGGA NSW 2650.

4. Review Process

This policy will be reviewed annually in line with item RRL2.2.4 – Shape the Future of the RRL Integrated Planning Strategy 2018-2022.

5. Collection Management Responsibility

The Collection Services Officer, in consultation with RRL Headquarters staff, Branch Librarians and Branch Library Officers, are responsible for the implementation of this policy.

The RRL Executive Director has overall responsibility for policy and review.

6. Budget

The budget allocation to the various collections is based on user demand (circulation figures for the previous year and branch profiling) and format trends – for example,

the transition between print and non-print material. The average cost of items in each collection is also taken into account.

7. Responsibilities

Administration for the libraries is the responsibility of the RRL Headquarters staff and is provided to 19 stationery branch libraries and the Mobile Library. The RRL Mobile Library serves 28 communities located in the shires of Coolamon, Federation, Greater Hume, Lockhart, Snowy Valleys, Temora and Wagga Wagga City.

8. Regional Collection

RRL's books and materials form a regional collection accessible from all branches including the RRL Mobile Library. Collection development and selection are carried out on a regional basis.

9. Range of materials collected

A range of material is selected to meet the diverse ages, interests, ethnicity and learning abilities to the communities served. The collection comprises items from the following areas:

- Fiction
- Non fiction
- Picture books
- Reference
- Large print
- Talking books – CD stories
- Music CDs
- MP3
- Magazines
- Online resources
- DVDs
- Multi-media
- Local History resources
- eResources - including eBooks, eAudio, eMagazines and films etc.
- Audio playback devices
- Community resources

10. Selection Criteria

The following criteria are to be considered in the selection of library materials. A combination of criteria is often used rather than adherence to all the criteria.

<p>THE SELECTION PROCESS</p>	<p>Each type of material must be considered on its own merits and the audience for whom it is intended. RRL uses a strategic procurement model that outsources selection of collection items to third-party suppliers based on quality assured data including:</p> <ul style="list-style-type: none"> • ABS demographic data about our constituents • Library Management System data about use of our collections • Information from member Councils about our communities • Knowledge and experience of our library staff about our borrowers • Information collected from our users and non-users • Public library sector knowledge of our appointed suppliers • Publishing industry knowledge of our appointed suppliers <p>Detailed branch library profiles and collection specifications guide this process. Key performance indicators are used to measure the performance of the process.</p>
<p>The Collection Budget</p>	<p>The budget allocation to the various collections is based on user demand (circulation figures for the previous year) and format trends – for example, the transition between print and non-print material. The average cost of items in each collection is also taken into account.</p>
<p>General Selection Criteria</p>	<ul style="list-style-type: none"> • Currency of material • Popular interest/demand • Suitability of the format • Cost of the item • Australian content, especially for non-fiction • Reliability of content • Existing subject coverage in the collection • Durability for multiple member borrowings • Favourable reviews

<p>Selection Methodology</p>	<ul style="list-style-type: none"> • Strategic Procurement model, including standing orders for fiction, large print and some reference materials • Requests for purchase from library customers and staff which meet the selection criteria • Evaluation of donations to ensure suitability for the collection
<p>Selection Responsibility</p>	<p>The Riverina Regional Library is a regional collection and collection development and stock selection are therefore carried out on a regional basis.</p> <p>The administration of the strategic procurement model is the responsibility of the Collection Services Officer, who works closely with branch staff to develop quality assured selection support mechanisms (as discussed under “The Selection Process” above.)</p>
<p>Resources Not Collected</p>	<ul style="list-style-type: none"> • Second hand materials, except in the case of suitable donations and Local History items • Foreign language materials (SLNSW long term loan and CALD items excepted) • Items of inappropriate physical dimensions, e.g. too large, small or heavy • Items prohibited by law • Ephemeral items of little value even in short term • Text books including specialist academic texts(unless the subject meets the selection criteria) • Expensive low interest items
<p>Duplicate Copies</p>	<p>Due to the size of the region, the diversity of the borrowers’ requirements and taking into account the regular movement of stock through regular deliveries, duplicate copies are only purchased in a few instances:</p> <ul style="list-style-type: none"> • Best sellers in fiction titles • High demand adult non-fiction titles • High interest/high demand junior and young adult fiction • Standard picture books

	<ul style="list-style-type: none"> Local History items
Purchase Suggestions	<p>Members are able to provide suggestions for purchase to the Collection Services Officer via online member services – purchase suggestions.</p> <p>Consideration of purchase suggestions is taken in relation to the following:</p> <ul style="list-style-type: none"> Price Availability Topicality Availability from appointed suppliers Adherence to collection parameters <p>The library does not guarantee purchase of every item requested for the collection.</p>
Donations	<p>The library accepts donations of materials on the understanding that these items are judged suitable using the appropriate selection criteria. The library reserves the right to reject donated items that contradict the RRL Vision, Mission and Values statements. Items not added to the collection are placed for sale or are recycled if not required.</p>
Discarding/ Replacement/ Retention	<p>The following categories of materials are withdrawn from stock</p> <ul style="list-style-type: none"> Dated material Superseded editions of non-fiction materials, especially in law and health Stock in poor physical condition Infrequently used stock <p>Fiction titles considered to be standards are replaced as they become worn out.</p> <p>Non-fiction titles are mostly replaced by other new titles on the same subject or updated editions of same titles.</p> <p>Local History materials are not discarded.</p>

Disposal of Withdrawn Items	Items withdrawn from stock are deleted from the database and are offered for book sales or recycling.
Stock Rotation	Stock is rotated between branches as required to optimise use.
Censorship/ Controversial Material	<p>The primary objective of the public library is to serve as a free and open access to the ideas and information available on all subjects in all media. The library will select and make available materials for the enlightenment, cultural development and enjoyment of its public at all ages and levels of ability and interest.</p> <p>The public library provides materials representing a range of views in diverse fields, including politics, social issues and religion that are consistent with RRL's Vision, Mission and Values.</p> <p>Materials prohibited by law are not included in the collection.</p> <p>It is the responsibility of parents or guardians, not of library staff, to determine the suitability of materials used by their children. Please refer to the RRL Children's Policy for more information about children within the library and parental/guardian responsibilities.</p> <p>Selection of materials will not be inhibited by the possibility that inappropriate items may inadvertently come to the possession of children.</p>
Balanced Collection	Although some attempt is made at a 'balanced collection', especially in Australian materials, due to budgetary considerations, emphasis is given to purchasing in areas of user demand. Use is also made of circulation statistics to identify formats of materials to which additional resources need to be allocated. This approach supports the RRL's "Collections to Clients" strategy, which is moving service delivery decisions from a collection based approach to customer service focused model.

Online Resources	<p>RRL recognises the increasing availability of online resources, and provides access to these resources where possible. RRL is a member of a consortium of NSW public libraries which subscribes to the NSW.net suite of databases.</p> <p>RRL purchases resources in electronic format that are accessible online for customers including eAudiobooks, eBooks, eMagazines, films etc. eResources are offered in fiction, non-fiction and children's literature.</p>
LIAC	<p>RRL provides a specialist legal collection through its participation in the Legal Information Access Centre (LIAC) program, hosted by the State Library of NSW and the Law Foundation of NSW. The collection is centred in Wagga Wagga branch, but has been extended to other branches as well. The collection includes the "Legal Tool Kit", a supporting collection of "Law Books for Libraries", and a pamphlet collection.</p>
ESL	<p>Materials in English as a Second Language are purchased when requested by branch libraries.</p>
Local History	<p>RRL attempts to collect all published materials pertaining to the Region and holds these in a non-circulating collection. All branches hold some materials relating to their local area (with the exception of some smaller branch libraries).</p>
Inter Library Loans	<p>Please refer to the RRL Lending Policy for more information regarding Inter Library Loans.</p>
Formats	<p>Materials are collected in whatever format is deemed suitable for the intended audience. The formats currently collected are:</p> <ul style="list-style-type: none"> • Monographs – hardback and paperback • Large print – hardback and paperback • Talking books – on CD or MP3 • DVDs • Periodicals, including newspapers • Pamphlets • Microforms

	<ul style="list-style-type: none">• CD-ROMs• Music CDs• Local History• Digital images• eResources
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Amendments

Amendments to this policy in relation to operational matters may be made with the approval of the Executive Director.

11. References

Commonwealth Government Legislation, [Classification \(Publications, Films and Computer Games\) Act 1995](#)

New South Wales Government Legislation, [Library Act 1939](#)

New South Wales Government Legislation, [Library Regulation 2018](#)

State Library of NSW, [Legislation and Policies](#)

Australian Library and Information Association, [Policies, Standards and Guidelines](#)