

## 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 RRL members and the community. This policy also outlines the responsibilities and accountabilities in relation to selection, acquisition, and public feedback.

### 1.2 Scope of Policy

This policy applies at all RRL branch libraries.

### 1.3 Definitions

Riverina Regional Library **branch libraries** include:

Adelong, Barooga, Batlow, Berrigan, Bland, Coolamon, Cootamundra, Corowa, Culcairn, Finley, Gundagai, Henty, Holbrook, Howlong, Jindera, Junee, Leeton, Mulwala, Temora, Tocumwal, Tumbarumba, Tumut, and the Mobile Library.

### 1.4 Legislative Context

RRL operates under the [Library Act 1939](#) and the [Library Regulation 2018](#).

### 1.5 Related Documents

RRL Environmental Impact Strategy

### 1.6 Responsibilities

RRL staff and branch library staff are responsible for abiding by the intent of this policy. The RRL Collection Development Policy is available to the public via the [RRL website](#).

### 1.7 Reporting and Revision Requirements

This policy will be reviewed annually in line with objectives in the RRL Strategic Plan.

Progress of policy reviews will be reported biannually.

Adoption and approval arrangements will be undertaken through the RRL Advisory Committee approval process.

## 2. POLICY CONTENT

### 2.1 General Principles of the Riverina Regional Library Collection Development Policy

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.

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

## 2.2 Collection 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 the RRL website.
- 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-Gundagai, Federation, Greater Hume, Junee, Leeton, Lockhart, Snowy Valleys and Temora. Registered members can borrow from the collection at any service point or access online resources available through the website.

## 2.3 Collection 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.

## 2.4 Range of Material 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
- Nonfiction
- Picture books
- Reference
- Large print
- MP3
- Newspapers and magazines
- Online resources
- DVDs
- Multi-media
- Local History resources
- eResources - including eBooks, eAudio and eMagazines
- Community resources

## 2.5 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.

<b>The Selection Process</b>	<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"> <li>• ABS demographic data about our constituents</li> <li>• Library Management System data about use of our collections</li> <li>• Information from member Councils about our communities</li> <li>• Knowledge and experience of our library staff about our borrowers</li> <li>• Information collected from our users and non-users</li> <li>• Public library sector knowledge of our appointed suppliers</li> <li>• Publishing industry knowledge of our appointed suppliers</li> </ul> <p>Detailed branch library profiles and collection specifications guide this process. Key performance indicators are used to measure the performance of the process.</p>
<b>The Collection Budget</b>	<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>
<b>General Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Currency of material</li> <li>• Popular interest/demand</li> <li>• Suitability of the format</li> <li>• Cost of the item</li> <li>• Australian content, especially for non-fiction</li> <li>• Reliability of content</li> <li>• Existing subject coverage in the collection</li> <li>• Durability for multiple member borrowings</li> <li>• Favourable reviews</li> </ul>
<b>Selection Methodology</b>	<ul style="list-style-type: none"> <li>• Strategic procurement model, including standing orders for fiction, large print and some reference materials</li> <li>• Requests for purchase from library customers and staff which meet the selection criteria</li> <li>• Evaluation of donations to ensure suitability for the collection</li> </ul>
<b>Selection Responsibility</b>	<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>
<b>Resources Not Collected</b>	<ul style="list-style-type: none"> <li>• Second hand materials, except in the case of suitable donations and Local History items</li> <li>• Foreign language materials (SLNSW long term loan and CALD items excepted)</li> <li>• Items of inappropriate physical dimensions, eg, too large, small or heavy</li> <li>• Items prohibited by law</li> </ul>

	<ul style="list-style-type: none"> <li>• Ephemeral items of little value even in short term</li> <li>• Textbooks including specialist academic texts (unless the subject meets the selection criteria)</li> <li>• Expensive low interest items</li> </ul>
<b>Multiple Copies</b>	<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, multiple copies per branch are only purchased in a few instances:</p> <ul style="list-style-type: none"> <li>• Best sellers in fiction titles</li> <li>• High demand adult non-fiction titles</li> <li>• High interest/high demand junior and young adult fiction</li> <li>• Programs and events</li> <li>• Local History items</li> </ul>
<b>Purchase Suggestions</b>	<p>Members are able to provide suggestions for purchase to the Collection Services Officer via online member services – <a href="#">purchase suggestions</a>. Consideration of purchase suggestions is taken in relation to the following:</p> <ul style="list-style-type: none"> <li>• Price</li> <li>• Availability</li> <li>• Topicality</li> <li>• Availability from appointed suppliers</li> <li>• Adherence to collection parameters</li> </ul> <p>The library does not guarantee purchase of every item requested for the collection.</p>
<b>Donations</b>	<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 Collection Development Policy. Items not added to the collection are placed for sale or are recycled if not required.</p>
<b>Collection Weeding</b>	<p>The physical collection requires ongoing maintenance to ensure it remains relevant and desirable with borrowers and regular weeding is carried out by branch library staff. All weeded material returned to RRL is reviewed for its suitability in stock rotation before progressing to withdrawal and disposal.</p>
<b>Stock Rotation</b>	<p>Stock is rotated between branches as required to optimise use.</p>
<b>Discarding/ Replacement/ Retention</b>	<p>The following categories of materials are withdrawn from stock:</p> <ul style="list-style-type: none"> <li>• Dated material</li> <li>• Superseded editions of non-fiction materials, especially in law and health</li> <li>• Stock in poor physical condition</li> <li>• Infrequently used stock</li> </ul> <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>

	Local History materials are not discarded.
<b>Disposal of Withdrawn Items</b>	Items withdrawn from stock are deleted from the database and are offered for book sales or sustainable recycling.
<b>Censorship/ Controversial Material</b>	<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.</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>
<b>Online Resources</b>	<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. RRL also subscribes to a variety of online reference and educational platforms.</p> <p>RRL purchases collection resources in electronic format that are accessible online for customers including eAudiobooks, eBooks and eMagazines across all genres.</p>
<b>LIAC</b>	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 the Coolamon branch and has been extended to other branches in the network. The collection includes the "Legal Tool Kit", a supporting collection of "Law Books for Libraries", and a pamphlet collection.
<b>ESL</b>	Materials in English as a Second Language are purchased when requested by branch libraries.
<b>Local History</b>	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).
<b>Inter Library Loans</b>	Please refer to the RRL Lending Policy for more information regarding Inter Library Loans.

<b>Formats</b>	<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"> <li>• Monographs – hardback and paperback</li> <li>• Large print – hardback and paperback</li> <li>• Talking books on MP3</li> <li>• DVDs</li> <li>• Periodicals, including newspapers</li> <li>• Pamphlets</li> <li>• Microforms</li> <li>• Local History</li> <li>• Digital images</li> <li>• eResources</li> </ul>
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## 2.6 Service Statement

RRL is dedicated to providing relevant, current and accessible information, resources and collections for our constituents as well as providing safe, welcoming and accessible facilities. Where possible, RRL customers can expect:

- Prompt, courteous, and accurate service.
- Clear and accurate information about library policies.
- Libraries to be open in accordance with advertised opening hours.
- Staff with professional expertise and knowledge.
- Access to a wide range of library and information services.
- Free and equal access to resources and services to all individuals and groups within the community, in accordance with the [Library Act 1939](#).
- Access to online library services and internet facilities.
- Confidentiality in accordance with the [Privacy and Personal Information Protection Act 1998](#).

## 2.7 Amendments

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

## 3. 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](#)

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

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

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1		July 2008	
2		May 2012	March 2012
3	January 2014	May 2014	March 2014
4	January 2018	June 2018	March 2018
5	July 2024	June 2024	March 2024
<b>This document is to be reviewed annually.</b>			

