

CAMPBELLTOWN CITY LIBRARY SERVICE



Collection Development Policy

2012

1	INTRODUCTION	3
2	PURPOSE OF THE COLLECTION POLICY	4
3	FREEDOM TO READ AND ACCESS	5
4	PARENTAL RESPONSIBILITY	6
5	COMMUNITY PROFILE	7
6	COLLECTION DEVELOPMENT	8
6.1	Budget Allocation	8
6.2	Collections	8
	Aboriginal Resources.....	9
	Audio Books.....	9
	Comics and Comic Novels.....	9
	Community Language.....	9
	DVDs.....	10
	Electronic Resources.....	10
	Family History.....	11
	Fiction.....	11
	HSC.....	11
	Large Print.....	11
	Literacy and Numeracy.....	11
	Local Studies.....	12
	Multi-Media.....	12
	Music CDs.....	12
	Non-Fiction.....	12
	Reference.....	13
	Serials.....	13
6.3	Selection Criteria	13
6.4	Donations	14
6.5	Formats and Emerging Technologies	14
6.6	Selection Responsibility	15
6.7	Selection Methods and Tools	15
6.8	Deselection	15
6.9	Deselection Criteria	16
6.10	Replacement	16
6.11	Disposal	16
6.12	Reconsideration of Library Materials	16
7	REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL	17

1 Introduction

The Campbelltown City area covers 312 square kilometres to the south west of the Sydney Metropolitan area and is the largest local government area in the Macarthur region. Strategically positioned along the Hume Highway and with transport links north to the Sydney metropolitan area, Campbelltown City is a residential and rural area, with substantial commercial and industrial areas.

Library services have operated in Campbelltown from early in the 20th Century and have expanded over time in order to meet the increasing demand for access to informational and recreational resources appropriate to the needs of the developing community. Service points are currently located at Campbelltown, Eagle Vale, Minto, Ingleburn and Macquarie Fields. Further access to resources is provided through our Home Library Service, which caters for the housebound, and through an increasing array of databases and electronic lending resources, which are made available to the public online through the library web presence.

In addition to general lending, reference and online resources the library service maintains Aboriginal, Community Language, Family History, HSC, Large Print, Literacy/Numeracy and Local Studies collections. The service takes a proactive approach to the development of literacy in the local community with programs such as Books for Babies, Baby Read and Rhyme lap-sit sessions, regular story-times, HSC lectures, and school holiday activities all designed to promote literacy to children, their parents and caregivers in a supportive environment.

In 2010 the library service is facing significant changes in the demographic nature of the city and the way in which library services are developed and offered to the community. This Collection Management Policy outlines the principles for developing library resources to meet the current and future informational and recreational needs of the Campbelltown community.

2 Purpose of the Collection Policy

This policy aims to:

Provide an understanding of the principles guiding the provision of public library services and resources

Evaluate the strengths and weaknesses of the Campbelltown Library Service collection in relation to the needs of the community

Identify strategies to ensure the collection meets the changing needs of the community

Serve as a guide to the principles followed in the selection and deselection of material

Assist in the formulation of funding priorities that best meet the needs of the community

This policy is the result of ongoing consultation with community and library members, benchmarking against state, national and international standards and comparisons with neighbouring and comparable public library services.

3 Freedom to Read and Access

Collection development for Campbelltown City Library Service is based on a commitment to the principles stated in the UNESCO Public Library Manifesto (<http://www.unesco.org/webworld/libraries/manifestos/libraman.html>).

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status

Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials

Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials

High quality and relevance to local needs and conditions are fundamental

Material must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures

Related Documents

ALIA Statement on Public Library Services (Adopted 2004, Amended 2009)

<http://alia.org.au/policies/public.library.services.html>

ALIA Statement on Free Access to Information (Adopted 200, Amended 2007)

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

ALIA Statement on Online Content Regulation (Adopted 1997, Amended 2001, 2002)

<http://www.alia.org.au/policies/content.regulation.html>

IFLA Internet Manifesto (Adopted 2002)

<http://www.ifla.org/III/misc/im-e.htm>

In order to achieve the standards set out in the IFLA/UNESCO Public Library Manifesto the following criteria and guidelines will be used in the collection of resources for the Campbelltown City Library Service and provision of access to those resources:

Provide equal access to all members of the community to information and resources that are, as far as possible, representative of all points of view on both current and historical issues

Ensure that materials selected for the collection are evaluated on merit and community need and are not excluded on moral, political, racial, religious or other grounds except where subject to lawful Federal and State conditions

Provide access to resources without restriction, except where legally required, or as set out in the Campbelltown City Council Library Service Lending Rules

Make content available through a variety of appropriate formats and media including traditional materials and modern technologies

4 Parental Responsibility

While the placement of material throughout the physical collection and the provision of access to online resources is carried out by library staff on the basis of professional knowledge and evaluation this should be used as a guide only.

It is not the responsibility of Campbelltown City Library Service or its staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access except where material is classified as restricted under the *Classification (Publications, Films and Computer Games) Act 1995* [Cwlth] and the *Classification (Publications, Films and Computer Games) Enforcement Act 1995* [NSW]. It is the responsibility of parents or guardians to monitor the suitability of both physical and online library resources used by their children.

Related Documents

Young People in the Library Policy – Campbelltown City Library Service (2005)

Children's Policy Guidelines for NSW Public Libraries (2005)

5 Community Profile

Campbelltown's population increased dramatically from 10,440 in 1956 to 121,297 in 1986. More recently Campbelltown's population growth has slowed with a population of 143,074 in 2006 according to ABS census information and a projected estimate of less than 148,000 in 2010.

It is anticipated, however, that developments within the Campbelltown LGA will add approximately 40,000 residents to Campbelltown's population by 2019 with future developments in neighbouring areas likely to see in excess of 200,000 additional people move to within 15 kilometres of the Campbelltown city centre. These developments will have a significant impact upon library service delivery in the future with an increase in or redistribution of existing library service points likely in the medium to long term.

The Campbelltown community is socially and culturally diverse. Key features relevant to the provision of a quality library service are:

40.4 % of the population are aged under 25 years

The number of residents over 50 years is increasing and is currently at 24.6%

22.1% of the population speaks a language other than English at home

There is a substantial indigenous population at 2.7% of the population

53.1% of the population have no educational qualifications compared with 42.8% for the general Sydney population

Figures for those holding Bachelor or Higher degrees (9%) and Diplomas (6%) are substantially lower than those of 20% and 16.5% respectively recorded for the wider Sydney area.

6 Collection Development

Development of the collection encompasses a range of activities, all of which are undertaken with the aim to make relevant resources reflecting the diverse informational, recreational and educational needs of the community available in accessible and appropriate formats using available technologies.

The provision and maintenance of resources is undertaken within the boundaries of budget, space and material availability and within the following guidelines.

6.1 *Budget Allocation*

The Collection Development budget is allocated annually in July each year

A variety of methodologies and factors are considered in calculating the distribution of funds across the collection including the use of demographic information, analysis of stock and circulation statistics, local need, available space and the emergence of new formats and technologies

Adjustments to the distribution of funds according to usage are carried out to allow for the maintenance of core reference and special collections, introduction of new formats and technologies and increased spending in areas identified as in need

Multiple copies of high demand items will be purchased and distributed throughout the library service where funding and space considerations allow

6.2 *Collections*

Library resources are divided into individual collections in order to:

Increase ease of access to relevant material

Provide professional guidance identifying material most appropriate to specific client needs

Facilitate effective evaluation of spending and usage in specific areas

The resources held by Campbelltown City Library Service are currently divided into the following collections:

Aboriginal Resources

Clearly identifiable lending and reference collections of resources contain content specific to Australia's indigenous population in a variety of available formats.

Audio Books

Both fiction and non-fiction material, representative of a wide range of tastes, interests, ages and reading levels are available for borrowing in both CD and electronic formats. This collection has wide general appeal but also provides valuable access to material for those who are vision impaired.

Comics and Comic Novels

The comic and comic novel lending collections are aimed particularly at the promotion of reading for pleasure by teens, pre-teens and young adults. Professional guidance is provided by the identification of material considered likely to be most appropriate for junior readers and young adult readers. Select comic novels are also available electronically for download.

Community Language

Resources are collected in a variety of formats across a wide range of subject areas and interests according to the identified needs of individual culturally and linguistically diverse community groups located within the local government area. Access to resources may be provided through the use of books, CDs, DVDs, magazines, newspapers and downloadable electronic technologies.

Collection of resources is carried out in languages identified as those most spoken by residents of the Campbelltown Local Government area with English as a second language according to ABS statistics. Collections are developed in consultation with relevant community groups and individuals.

Were possible resources will be borrowed from the State Library for language groups that are unable to be catered for within the confines of availability, space and budget.

DVDs

This lending collection contains both recreational and informational DVDs suitable for all ages and reflecting differing tastes and interests. Junior and young adult DVDs are clearly marked as a guide as to their likely suitability for children and young adults.

Electronic Resources

The library provides access to online databases and downloadable online lending collections. These resources currently provide access to reference materials, fiction and non-fiction in ebook and audio book format. The resources include materials suitable for all age groups and literacy levels.

Electronic resources provide an opportunity for the library service to reach beyond the physical boundaries of the library walls not only to those in the community who currently have difficulty accessing traditional collections and services but also to the growing number of people who elect to access resources, both educational and recreational, electronically.

In addition, they provide valuable support to our physical collections in helping to meet the requirements of those with special needs such as those with sight or hearing impairment, the frail and aged and those disadvantaged geographically.

The library service is committed to trials and experimentation in relation to new and emerging electronic resources and associated technologies which are monitored on an ongoing basis. Any such trials or experimentation will be dependent on factors including but not limited to:

Budget constraints

Ongoing ability to support the technology

Copyright, licensing and DRM issues

Expected ongoing public interest

Likely rate of obsolescence

Suitability of content

Family History

Family history material is available for use within the library and is not available for loan. Formats include books, microfiche, microfilm and access to online and CDROM databases. This collection is maintained in consultation with the Campbelltown District Family History Society.

A separate policy has been developed for the Family History collection providing further detail on aspects such as the scope of the collection, conservation, acquisitions, donations and retention of material.

Fiction

Separate lending collections of picture books, junior, young adult and adult material are representative of a wide range of fiction catering for all ages and reflecting differing tastes, interests and reading levels. Select fiction content is also available electronically for download.

HSC

This collection is available for loan. It contains syllabus support material, in a variety of formats, for the broad range of subjects studied for the HSC by students, focusing in particular on the specific needs of the local school communities. Support resources are also available electronically for download.

Large Print

This lending collection is representative of fiction and non-fiction material available in the large print format and is a valuable resource for those who have difficulty reading regular sized print. Access to electronically downloadable ebooks enabling adjustment of text size to suit special needs is also available.

Literacy and Numeracy

This lending collection includes educational, recreational and life skills materials in a variety of formats that are suitable for those who have a need to develop reading, writing and numeracy skills in the English language. Additional supporting resources are available electronically for download.

Local Studies

The material in this collection is available for use in the library only and is not available for loan. The collection is based on the local government area of Campbelltown and its environs and includes resources relating to Aboriginal occupation, post European occupation and contemporary life in Campbelltown.

Special permission may be required to gain access to material of a sensitive nature including Aboriginal and Torres Strait Islander material considered secret or sacred by the community.

A separate policy has been developed for the Local Studies collection providing further detail on aspects such as the scope of the collection, conservation, acquisitions, donations and retention of material.

Multi-Media

The multi-media collection is a lending collection that contains CDROM of an educational, informational and recreational nature across a wide range of interests and ages.

Music CDs

Music CDs are available for loan. The collection is representative of a wide range of styles and artists and of the interests of all age groups.

Non-Fiction

The non-fiction lending collection includes materials that provide information for life long learning, education support, recreation and leisure suitable for all ages and reading levels. Access is currently provided through books, kits, CDROM, DVDs and electronic download.

Professional guidance is provided through the identification of material considered likely to be appropriate for junior readers and young adult readers.

Reference

This is a non-lending collection of resources that are suitable for reference purposes for both children and adults. The aim of the collection is to provide core information and education support across a wide range of subject areas. Resources are available in a variety of formats including books, serials, CDROM and through access to an expanding array of online databases.

Serials

This collection includes magazines, newspapers, newsletters and bulletins. Some selected titles, including newspapers, are available for use in the library only however, the majority of material is available for loan. Professional guidance is provided by the identification of material considered likely to be appropriate for junior readers and young adult readers. Serials commitments are reviewed annually.

6.3 Selection Criteria

Campbelltown City Library endeavors to collect widely, within budgetary and space constraints utilizing available formats and electronic technologies. Selection is based on assessed and apparent community requirements in order to satisfy the community's cultural, educational, informational and recreational needs.

Criteria used in the selection of material include:

Client demand	Core work in a subject area
Availability	Indexing, logical presentation
Cost	Suitability and affordability of format or technology for library use
Currency and reliability of information	Australian content where appropriate
Reputation of author	Publication date
Relevance to library collection	Part of series
Physical presentation	

Highly technical or specialized material is not generally considered to be appropriate for inclusion in the collection.

6.4 Donations

Donated materials can be a valuable addition to the library's collection provided that they meet the library's selection criteria as defined throughout this document.

The library is unable to accept conditional donations of material. All donations become the property of the Campbelltown City Library Service with the library reserving the right to dispose of donated material if it is not required for inclusion in the collection. Such material would be included in the Library's book sale, offered to another library or disposed of through other appropriate mechanisms.

The Library is registered as a Deductible Gift Recipient (DGR) under Division 30 of Income Tax Assessment Act 1997. The Library Services Manager is happy to discuss bequests and gifts under this Act where appropriate.

6.5 Formats and emerging technologies

Provision of access to new technologies and online resources is an important part of the collection development process. New technologies will be evaluated and trials may be undertaken as they become available, however, in addition to the selection criteria listed above the following criteria must be considered in relation to new technologies:

User friendly interface

Likelihood of continuity of technology

Hardware requirements and availability

Ease of use of hardware by target audience

Formats currently available in the lending and reference collections include:

Books	Music CDs	DVDs
Pamphlets	Audio Books on CD	Serials
CD ROM	Comics/comic novels	Microform
Online databases	Magazines	Newspapers
Digital downloads		

Formats and technologies will be continually assessed for ongoing relevance with obsolete or underutilized formats/technologies being phased out where appropriate.

6.6 Selection Responsibility

The Collection Services Coordinator, with the support of the Collection Development Librarian, is responsible for budget supervision and the coordination of the selection process. While selection for branch and individual collections is the responsibility of branch team leaders and specialist librarians all library staff are encouraged to provide input into the selection of material for the collection.

6.7 Selection Methods and Tools

In order to ensure a varied and balanced collection an extensive range of methods and tools are used in the selection of material for addition to the library collection.

These include:

Customer requests	Curriculum lists
Catalogues and reviews	Bibliographies
Subject specialist suppliers and outlets	Best seller lists
Library suppliers	Awards lists
Professional journals	Publishing databases

6.8 Deselection

The deselection or withdrawal of items from the collection ensures the continued relevance and usefulness of the collection in meeting the community's needs.

Deselection is an ongoing process undertaken by suitably trained staff under the supervision of subject specialists and branch team leaders. The Collection Services Coordinator provides guidance in relation to appropriate areas and rates of deselection to ensure consistency across the library service.

6.9 Deselection Criteria

Material will be removed from the collection based on analysis of:

Usage	Accuracy of information
Physical condition	Age
Space limitations	Continued relevance of content, format or technologies
Currency of information	

Issues to be considered in relation to deselection of material include:

Is the item the only copy and/or part of series?

Is a suitable replacement likely to be available?

Is it a significant standard work?

Is the format/technology sustainable?

6.10 Replacement

Replacement of items withdrawn from the collection through deselection, loss or damage is not automatic and decisions will be made according to the same criteria used for selection.

6.11 Disposal

Material removed from the collection will be included in the Library's book sale, offered to another library or disposed of through other appropriate mechanisms.

6.12 Reconsideration of Library Materials

Members of the public may request reconsideration of an item held by the library or one they believe should be included in the collection. This should be done in writing through the completion of a "Reconsideration of Library Materials" form to ensure proper consideration can be given to the request. Reviews will be carried out by the appropriate staff according to the criteria set out within this Collection Management Policy. A written response will be provided to the individual or organization requesting the review.

7 Request for Reconsideration of Library Material



Campbelltown City Library Service

Request for Reconsideration of Library Material

Privacy Statement

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

Title					
Author					
Type of Material (Format)					
Name of Person Making Request					
Address					
Suburb		State		Postcode	
Tel: (Home)		Tel: (Work)		Tel: (Mobile)	
Email					
Representing	Self		Group/Organisation		
Name of Group/Organisation					
<p>Please answer the following questions as completely as possible to enable proper consideration of your request.</p>					
Are you aware of the guidelines set out in the Library's Collection Development Policy?				Yes	No
Have you read or viewed the entire work you wish to be reconsidered?				Yes	No
If not, which parts have you read or viewed?					
Please state your specific objection(s) to this work or reason(s) for believing it should be included in the collection.					

If fiction, what do you believe is the theme of this work?

If non-fiction, what do you think is the purpose of this work?

Is there anything in this work that you believe our library users would find of use or value?

Do you think this work should be removed from/added to the library?

Yes

No

If yes, please state why you believe people should/should not have access to the work.

Do you think this work should be restricted to some borrowers?

Yes

No

If yes, please state why you believe the work is suitable for those users only.

Why do you think this work was/was not included in our collection?

Can you recommend another work that could fill the same role in our collection?

Signature

Date