

# Cessnock City Library

## Collection Development Statement

Last updated 26<sup>th</sup> June 2020

### 1. Objectives

The objectives of this statement are to:

- Assist library staff in building a quality library collection that is responsive to the needs of the Cessnock community.
- To inform the community of the library's purchasing guidelines and provide a better understanding of how the collection is built and maintained.
- Ensure that Cessnock City Library is compliant with the legislative requirements of the NSW Library Act.
- To assist in allocating the library acquisitions budget in a fair and equitable manner.
- Ensure the library meet the goals set out in the Cessnock City Library Review: Report and Strategy 2014-2024

### 2. Selection Principles

Cessnock City Library aims to develop and maintain a quality, relevant and up to date collection which serves the needs of the whole community. This collection includes material in a variety of formats including print, audio visual and increasingly online. This material is designed to meet both the research and recreational needs of the community.

(IFLA Guidelines: <https://repository.ifla.org/handle/123456789/988>)

Material is selected based on the following criteria:

- **Currency of material:** The library aims to provide the most current, up to date collection where possible. This includes new and emerging trends, changes in technologies and the latest material from popular authors.
- **Subject matter:** Cessnock City Library is a community facility and the subject, style and reading level of the collection will reflect this. Tertiary level material will not be purchased except in exceptional circumstances. Priority will be given to Australian content to reflect community needs and expectations.
- **Cost:** The library is responsible for maintaining an annual book purchasing budget and as such individual items will be assessed on their price and expected usage.

- **Format:** Consideration will be given to the layout of the library and the shelving available. Large, non-standard format items will not be purchased. Digital versions of material will also be purchased where possible. This may be influenced by cost, availability and contract and consortia considerations. The aim of purchasing digital versions of titles is not to replace physical items, but rather to provide an alternative format which is available remotely 24 hours a day, 7 days a week.
- **Availability:** Preference will be given to material which can be purchased from Australian publishers or booksellers. The library is bound by the Local Government Act to purchase items from complying vendors.
- **Potential usage:** Cessnock Library staff will use their experience, knowledge of the community and statistical data to anticipate demand and identify new titles and subject areas.
- **Duplication:** Duplicate copies of titles will be purchased where library staff anticipate high demand. Usage rates are regularly monitored to identify demand and additional purchases will be made to meet this.
- **Local content:** Material by local authors and/or containing information on the local area will be actively sourced and acquired where possible. Material written about the local area or members of the Cessnock community will be assessed by the Local Studies Librarian for inclusion in the collection.

### 3. Methods of selection

Cessnock City Library uses a wide range of information to make informed purchasing decisions. These include:

- Requests from the public.
- Selection profiles for suppliers based on statistical data from the Library Management System.
- Standing orders for known popular authors.
- Trade publication and reviews.
- Best-selling lists and award winning titles.
- Staff knowledge of community needs and current and emerging trends.

#### **4. Exclusions**

Cessnock City Library will not purchase the following items:

- Academic textbooks or workbooks. Inter Library Loans may be arranged for these items at the borrowers expense.
- Items which are physically unsuitable for a public library setting including extremely large format items.
- Expensive items which are deemed to have limited appeal.
- Ephemeral material of little value even in the short term.
- Items which are considered to be out of date and no longer relevant to the collection.
- Items prohibited by law including those which would breach copyright requirements.

#### **5. Censorship**

Cessnock City Library supports the principles stated in the ALIA Free access to information statement. (ALIA Open Access Policy Statement 2018 <https://read.alia.org.au/alia-open-access-policy-statement>)

The library will not reject or remove from the collection items which are deemed simply objectionable by a community member. The collection aims to represent the wider community and its needs and interests, and seeks to provide a balanced and unbiased source of information and recreation. Parents or guardians are responsible for judging the suitability of material for their own children.

The Library adheres to the legislation and rulings of the Australian Classification Board and the Australian Communications and Media Authority. (National Classification Code <https://www.legislation.gov.au/Series/F2005L01284>)

Any complaints regarding items held in the collection will be responded to by the Library Services Co-ordinator.

In keeping with the philosophy of free and open access the library includes material which is rated MA and R by the Australian Classification Board. Access to this material is limited by law to borrowers over the age of 15 and 18 years of age respectively.

## **6. Collection evaluation**

In order to maintain accuracy and relevance the collection is constantly evaluated by library staff. This ensures the collection meets community expectations and remains in an acceptable physical condition.

Items may be removed from the collection for the following reasons:

- The item has been replaced by a newer edition or more recent source.
- The information contained in the item is now inaccurate or no longer meets community standards.
- The item is in poor physical condition.
- The item is no longer popular as reflected by loan statistics.
- The library holds duplicate copies which are no longer considered necessary.
- Changing community trends or interests.

If an item is judged to meet any of the criteria for removal, it may still be considered for replacement. To be replaced, the item would need to demonstrate continued demand based on loan statistics, and would also need to be up to date and still relevant to the Cessnock community.

## **7. Donations**

The library accepts donations of individual items on the understanding that they may not be included in the collection. Bulk donations are not accepted. Should the item meet the criteria listed in this document, and is not already held it will be considered for the collection. Should the item not be considered suitable for the collection it will be included in the Library Book Sale or recycled.

## **8. Disposal Guidelines**

Discarded library material, including unsuitable donations will be disposed of by:

- Inclusion in the annual Library Book Sale. It should be noted that the library will not sell ex-library items to individuals under any circumstances outside of the designated Book Sale.
- Material which is in poor condition or of no value will be recycled.