

Yarra Plenty Regional Library

COLLECTIONS STRATEGIC FRAMEWORK

2022- 2026

Adopted June 2022

“YPRL is one of Victoria’s largest and leading library services. It consistently performs at or above the national public library standards, especially in terms of collection provision, use and turnover.”

I&J Management Services, “Outreach Services Review”, December 2021, p.3

Version History

Version	Date	Edited by	Modifications
2018-2022	2018	Manager Knowledge and Information	Adopted May 2018
2022-2026	June 2022	Manager Collections	Major review of 2018-22 Policy

Contents

EXECUTIVE SUMMARY	4
DIRECTION AND PRIORITIES.....	5
2021-2025 YPRL Library Plan	5
Collections policies.....	6
Strategic directions	6
COLLECTIONS AS AN ASSET.....	8
Budget priorities	8
Financial responsibility.....	9
Procurement	9
Grant funding.....	10
Debt Recovery Policy	10

EXECUTIVE SUMMARY

The purpose of this Collections Framework and Asset Plan is to articulate Yarra Plenty Regional Library's (YPRL) strategic approach to collection development and management and the management of collections and as an asset.

It is based on consultation with key stakeholders including the YPRL Executive Leadership Team and Senior Leadership Team; YPRL staff; feedback from the latest YPRL Library Satisfaction Survey; YPRL collections data; and an environmental scan of local and international trends within the library and associated industry sectors.

This Framework and Plan aligns with the *YPRL Library Plan 2021-2025* "Knowledge and learning" outcome as well as various collections policies to determine strategic collections directions for the next four (4) years.

YPRL's collection continues to be a core component of the service delivery and its currency, relevance and accessibility is critical to the overall success of the library service. It is informed by our communities, technology and principles of sustainability.

Managing such a collection as an asset involves financial responsibilities. Collection financial management and YPRL's financial responsibilities are articulated.

This documents addresses why, what and how collections are developed, managed and funded for the next four (4) years.

DIRECTION AND PRIORITIES

2021-2025 YPRL Library Plan

The **four outcomes** underpinning this Plan mirror the *YPRL Library Plan 2021-2025*:

1. Knowledge and Learning
2. Connection
3. Wellbeing
4. Organisational Strength.

The primary focus of collections falls under “Knowledge and Learning” where “Information and Resources” is the subsequent outcome:

“Together we build capacity and confidence for people across our communities to meaningfully participate in work and community life”.

Collections are distributed amongst 9 physical branches:

- Banyule: Ivanhoe, Rosanna and Watsonia
- Nillumbik: Diamond Valley and Eltham
- Whittlesea: Lalor, Mill Park, Thomastown and Whittlesea.

YPRL operates a Mobile Library stocking 14,000 items which stops at Banyule (West Heidelberg), Nillumbik (Arthurs Creek, St Andrews, Hurstbridge, Panton Hill, Christmas Hills, Yarrambat, Diamond Creek, Kangaroo Ground, North Warrandyte) and Whittlesea (Epping, Mernda, Doreen).

A second vehicle, the Outreach Vehicle, stocks 2,600 items and visits nursing homes and retirement villages.

Hubs

The YPRL branch network have been supplemented by the creation of YPRL Library Hubs. These have been recently developed to take advantage of existing council infrastructure with high community recognition and visibility.

The Hubs are supported by a YPRL “parent” branch and operate largely as a Click & Collect service with small browsing collections.

The Hurstbridge Library Hub began operating in the Shire of Nillumbik in October 2020 in the Hurstbridge Community Hub. It is supported by Eltham Library.

The Donnybrook Hub commenced in November 2021 in the Olivine Estate and is supported by the Whittlesea Library.

The Galada Hub commenced in April 2022 in the Galada Community Centre and is supported by the Thomastown Library.

Further hubs are planned, and these are targeted for location largely within the City of Whittlesea.

Collections policies

The collections policies that cascade from this Framework include:

- Collection Development Policy
- Collection Management Guidelines
- Culturally & Linguistically Diverse (CALD) Framework
- Debt Recovery Policy
- Local & Family History Framework and
- Reading and Literacy Framework.

These policies address specific functions for collections and are both strategic and operational. Action Plans are in place that detail specific annual outcomes against some of these Frameworks and will be included in CEO reporting against the Library Plan.

Strategic directions

Relevancy and accessibility

Collections that are relevant to YPRL's diverse communities are of primary importance. Community demand is determined by direct feedback from members, industry trends, popularity and demand of specific formats and collections data.

Collections usage and demand data is analysed using a proprietary evidence-based stock management system, CollectionHQ, YPRL's library management system, Spydus and data from major eResource platforms.

YPRL's collection includes print books, magazines and newspapers; audiovisual items (audiobooks and DVDs); and eLibrary resources (ebooks, eaudio, magazines, newspapers, film streaming, language learning, research and online learning).

Online content in the eLibrary is an integral part of the collection and services members who have online-only membership. Members have access to content 24/7.

Formats will be considered for retirement based on usage statistics and alternative access platforms. Formats for immediate consideration are DVDs given the significant development and availability of streaming platforms.

A 3-year magazine plan is in place where the number of physical magazine subscriptions will be substantially reduced given the significant use and uptake of emagazines.

Our community

Consideration of the make-up of local communities will influence collections. YPRL recognises the differences between population cohorts across the Cities of Banyule and Whittlesea and Shire of Nillumbik.

More specifically, the proprietary evidence-based stock management system, CollectionHQ, has a Diversity, Equity and Inclusion (DEI) module which allows for the analysis of the collection against DEI topics including neurodiversity, Indigenous, LGBTQIA+, gender studies and mental and emotional health.

This allows YPRL to use an evidence-based approach to work towards building an inclusive collection where members can find items that reflect themselves and celebrate differences.

Feedback about YPRL's communities will be gained from the YPRL Library User survey, direct feedback from members via YPRL communication channels and feedback from YPRL staff based on observation of user habits.

YPRL supports local authors by purchasing their publications, adding them to the collection and making them discoverable via the catalogue. YPRL uses specific "Local author" branding via sticker so community members can discover this content while browsing in-branch. Reporting of this support is added to the YPRL annual report.

Technology

Beyond the existence of the 9 branch libraries, the Mobile Library and the Outreach Vehicle, the discoverability and accessibility of physical collections and eResources is dependent on various channels.

These include the YPRL website, online catalogue, the YPRL app and various proprietary vendor apps.

YPRL transitioned to a new library management system (LMS) in December 2020. The new LMS offers opportunities to better manage Book Clubs, automate member purchase requests, increase visibility of the local history collections and more sophisticated and granular reporting of collection movements.

Beyond the LMS, YPRL also uses a sophisticated evidence-based stock management system, CollectionHQ, which offers the opportunity to analyse collection usage, movements, deficits, gaps and performance.

At a national level, YPRL's collections are discoverable via the National Library of Australia's Trove service.

Sustainability

YPRL is committed to delivering a sustainable and environmentally responsible library service. YPRL strategic output will align with United Nations Sustainable Development Goals.

To this end, sustainable collection management initiatives and practices include:

- Ceasing the use of plastic covering of a significant part of the physical collection from 2020
- Using James Bennett green "The Sustainability Project" for the management of disposed collection items
- Donating the monetary credit generated from "The Sustainability Project" contributions to the Indigenous Literacy Foundation
- Reusing disposed collection items via distribution to non-profit organisations such as kindergartens and U3A
- Consolidating print subscriptions to reduce duplication of resources and increasing electronic collection content
- Investigating the use of sustainable covering, where required.

COLLECTIONS AS AN ASSET

Budget priorities

The YPRL 2021-2022 capital budget for Collections is \$1,771K. This covers the physical collection for adult, young adult and junior fiction and non-fiction items. Also included is the local and family history collection, DVDs, large print and LOTE items.

The great majority of these items are supplied by contracted suppliers via annual standing orders and supplier selections. YPRL and member requests are also completed by these suppliers. On occasion, some items are sourced separately from non-contracted suppliers.

The YPRL 2021-2022 operating budget for Collections is \$1,160K. This covers the eResource collections, magazines, newspapers, supplier processing of physical collections items and processing peripherals.

The operating budget was increased by \$100K to increase investment in eResources such as eBooks and eAudio which has seen significant take up and usage, particularly in the past 2 years during COVID restrictions.

The allocation of the budget across formats and collections is adjusted annually to consider changes in usage pattern and new products and content. The LOTE collection will be adjusted once 2020 ABS Census Data is released in June 2022. This will also be reflected in the CALD Framework.

Financial responsibility

Financial management principles that will be followed include:

- expenditure of the collections budget against Capital and Operating costs as detailed above
- asset replacement plan where the allocated a budget is used to match the depreciation rate of the collection
- allocation of the budget to address collection priorities as required.

Procurement

YPRL re-tendered for the provision of supplier-aided acquisition and shelf ready materials in 2020 with suppliers appointed for a 3-year period from July with optional two x1 year extensions.

Successful suppliers are: ALS Library Suppliers, Bolinda Publishing, iSubscribe, James Bennett Pty Ltd, KL Media, Peter Pal Library Suppliers, Ulverscroft and Wavesound.

Current purchasing and tendering process

All purchasing of shelf-ready (this includes cataloguing and processing costs) for English-language material collections items is made from the contracted suppliers listed above.

Beginning in 2021-2022, LOTE material purchases have been consolidated into single suppliers, according to format. This has resulted in efficiencies in supply, overall costs and supplier communication. This will continue in the foreseeable future.

Suppliers are: CAVAL for shelf-ready LOTE books, Prenax for LOTE magazines & newspapers and MDM for LOTE DVD purchases.

Service Level Agreements

YPRL has Service Level Agreements (SLAs) with Murrindindi Library Service (MLS) and Warrnambool Library Service (WLS). The SLAs provide access to YPRL's contracted

suppliers and both MLS and WLS take advantage of YPRL's the purchasing of print collections at discounted pricing.

Grant funding

PRC funding

The Premier's Reading Challenge (PRC) initiative is run by the Victorian Department of Education and Training. Grants are distributed to all Victorian public libraries for the purchase of books and other associated material to support children undertaking the Challenge. The funding is intended to benefit all Victorians younger than 16 years of age.

This funding has continued to allow YPRL to purchase additional copies and titles of picture books, easy stories, junior and teen fiction, book-related DVDs and downloadable titles. This funding is dependent on the priorities of the current government.

Debt Recovery Policy

YPRL members, on joining the library, agree to the terms and conditions of membership including debt recovery. The Debt Recovery Policy (DRP) applies to all library members who have outstanding charges for unreturned or lost library items.

The DRP provides guidelines for library members and staff about recouping lost items and / or outstanding charges as well as referencing how and when YPRL uses an external third party for following up outstanding debt.
