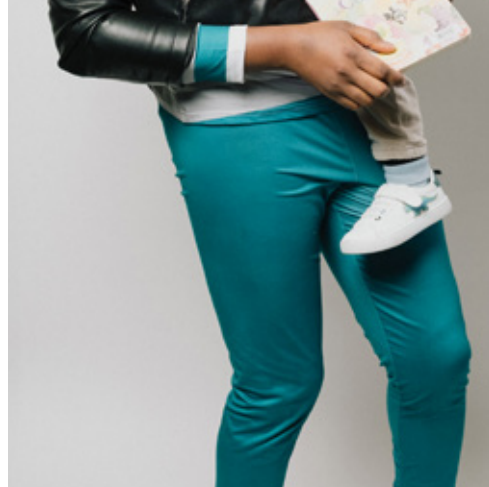


Collection Development Policy 2026–2028



Yarra Plenty
Regional
Library



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Introduction

Yarra Plenty Regional Library (YPRL) services the communities of Banyule, Nillumbik and Whittlesea to provide access to library collections that meet the informational, literacy and entertainment needs of the community. Providing free and equitable access to information is an integral part of what libraries are and do.

Purpose of the Collection Development Policy

The *Collection Development Policy 2026–2028* articulates YPRL's approach to collection development and management as aligned with the goals of the *YPRL Library Plan 2025–2029*. This Policy establishes YPRL's core collection principles and accountability for selection, acquisition, evaluation and de-selection for this important and significant asset. It is recognised that our library collections (print and digital) are our core service and are essential to the success of YPRL.

As the community grows and changes, the library will be flexible and reassess and adapt its collections, formats and technology to reflect new and emerging areas of interest. To ensure this flexibility this policy will be reviewed annually and formally updated every two years. This policy addresses why, what and how collections are developed, managed and funded for the next two years.

Guiding Principles

YPRL is committed to the principles of intellectual freedom and access as outlined in the Australian Library and Information Association (ALIA) *Statement on Free Access to Information 2022* and International Federation of Library Associations and Institutions (IFLA) *Public Library Manifesto 2022* (Appendix 1).

Free Access

YPRL provides free access to our collections in print and digital. Access to books and knowledge is a basic human right and is protected under the *Charter of Human Rights and Responsibilities Act 2006*.

Equity & Inclusivity

Library collections respond to and reflect our diverse communities. Our collections respond to specific needs of our communities including cultural and linguistic diversity, First Nations, LGBTQIA+ communities and accessible needs.

Dynamic & Responsive

Our collections are developed based on community demand through feedback, community consultation, and usage analysis.

Quality of Content & Information

Library collections are developed without censorship and bias, according to our guiding principles, maintaining physical quality and content that is reliable and free from false claims.

**Library collections respond
to and reflect our diverse
communities.**



Scope of the Collection

This policy is format neutral. YPRL selects, acquires, or provides access to resources in the format that best meets customer needs. Often, this involves offering both print and digital formats to satisfy varying preferences and expectations. In some cases, however, a resource may only be available to the Library in a single format.

Our collection supports the recreational and informational needs of our diverse communities by:

- ✓ providing free, equitable and accessible access to information for all
- ✓ providing collections and resources which encourage and promote life-long learning and a love of reading for all ages
- ✓ providing a range of lending materials complementary to the library services and programs

- ✓ supporting the creation and sharing of local content and stories
- ✓ providing 24/7 access to collections and resources through our Digital Library
- ✓ meeting the changing needs of the communities of Banyule, Nillumbik and Whittlesea by providing popular, responsive collections including non-traditional lending collections
- ✓ being accountable and relevant
- ✓ curating and tailoring collections to each branch or service point's communities based on evidence
- ✓ providing collections in community languages with local community input, demographic analysis and demonstrated interest.

Collection Development Priorities

We (YPRL) respond to community demand by focusing our purchasing on new and popular materials. Our selection principles focus on providing a current and frequently used lending collection rather than the retention of items 'just in case'. We are committed to providing a collection that is strategically aligned with our:

- Library Plan 2025–2029 Priorities
- Member Council goals.

We provide informational, recreational and cultural materials in contemporary formats

Separate guidelines for physical or digital formats are not provided. It is understood that variations to material formats is necessary to keep pace with the changing nature of technology.

We collect and preserve material unique to Banyule, Nillumbik and Whittlesea

The Library connects communities past and present with their history and heritage. We play a role in preserving the local history of the area and making this material available for our communities. Specialist Local History collections reflect the local culture, history, social, economic, environmental and cultural aspects of the region.

We support local authors and creative endeavours

In order to support, encourage and foster access to local talent, the library will procure materials published by local authors. The materials may be independently published or from a small press however, the library is not able to accept unpublished materials or unbound transcripts. Material content must be consistent with our collection specifications, profiles and standards.

We celebrate First Nations creators

We continue to develop our relationship with our First Nations community and respond proactively to collection needs to ensure they feel welcomed and represented within our spaces. The 'Deadly Collection' highlights First Nations authors, illustrators and creators with items in this collection receiving physical and digital labelling to ensure discoverability, searchability and to be easily displayed and identified in our libraries.

We will provide a collection which reflects and supports LGBTQIA+ communities

YPRL has a right and a duty to include in the collection items that reflect our diverse membership and promote our libraries and communities as safe, accessible and welcoming places for all, including but not limited to, members of LGBTQIA+ communities. YPRL will actively source items for our collections that support and encourage pride and community cohesion.

We will provide accessible formats and promote inclusion

Wherever possible, YPRL will source and provide materials in accessible formats including but not limited to large print, audio and dyslexic friendly font material in print and digital collections for all ages. YPRL collections will promote acceptance and inclusion to all peoples with visible and non-visible disabilities.

We encourage a diversity of opinions

The library's collection seeks to represent a broad spectrum of political views and opinions. Materials are selected to support informed inquiry, reflect diverse perspectives, and encourage critical thinking, without endorsing any particular viewpoint or ideology.

We develop community language collections responsive to CALD community needs

Collections in Community Languages (CL) are to be developed in consultation with Culturally and Linguistically Diverse (CALD) communities. Acquisition (and continued acquisitions) of CL collections is assessed considering current census data e.g. Language Spoken at Home, and in consultation with each language speaking community. Other factors considered when determining YPRL held CL collections are:

- availability of funding,
- availability of materials for purchase,
- supplier ability to catalogue in language,
- community literacy needs,
- community involvement with library services and
- recreational/informational preferences of individual language communities

We provide collections to support English language learning

The English Language Support (ELS) collection is aimed at community members where English may not be their first language, have limited literacy levels and/or are engaged in improving their English language skills and competency. The collection includes high interest/low vocabulary readers, abridged popular fiction, dictionaries, grammar books, workbooks and manuals. This collection is further supported by Digital Library resources to assist in improving English language skills.

We support our community's access to non-traditional lending collections

Non-traditional lending collections aka 'Library of Things' provides access to equipment, technology, toys and other items to explore, satisfy curiosity, alleviate cost of living pressures and contribute to sustainability goals. The ongoing development of these collections is prioritised according to many of the same selection criteria as books and other library items and supports the goals of The Library Plan.



We trust our communities to select age-appropriate material

Materials for children and young people are intended to:

- widen their interests,
- encourage and facilitate reading skills,
- supplement their educational needs and
- stimulate their love for books and reading.

While the library takes every care in allocating resources to appropriate areas of the library, the reading and viewing activities of children and young people under-18 are the responsibility of parents, guardians or caregivers. Parents, guardians and caregivers are the most appropriate people who can guide the selection of appropriate materials and oversee their own children's development. Acquisition will not be inhibited by the possibility that materials may inadvertently come into the possession of children. YPRL is guided by relevant legislation, including the Australian Classification Board's guidelines (Appendix 1).

Acquisitions & Procurement

Procurement is undertaken in accordance with the Yarra Plenty Regional Library Procurement Policy. Supplier contracts are awarded for supplier aided selection and shelf ready services.

Financial Responsibility

The financial responsibility for the responsible management of the collections budget is within the Technology & Assets team and financial management principles are followed:

- Asset replacement plan where the allocated budget is used to match the depreciation rate of the collection
- Capital budgets are allocated based on demand assessments and apportioned by usage percentages aligned with guiding principles and priorities.
- Operational funds are prioritised to make physical collections as discoverable as possible (cataloguing and physical processing) and for digital collections and platforms.

Selection Criteria

Together with the annually reviewed Profiles and Standing Order lists suppliers/selectors use the following criteria (presented in no preferential order) in choosing materials:

- Popular Interest and current community demand
- Currency and accuracy of content
- Publication date
- Promotes Diversity, Equity and Inclusivity (DEI) content and audiences
- Contemporary significance
- Enduring value
- Readability and style
- Extent of publicity and promotion
- Significance of subject matter, permanence or timeliness of subject

- Local interest (author or subject)
- Relationship and importance to the entire collection
- Circulation of similar materials
- Quality of presentation appropriate to the content and audience
- Suitability of format
- Price and availability
- Reviews in professional and popular media
- Professional or literary reputation of the author, publisher or producer

Where all other selection criteria are equal, material published or produced in Australia will be purchased with the exception of:

- Self-published works unless of a significant local relevance
- Textbooks or curriculum-based materials except when they meet the selection criteria and have broad community appeal.
- Specialised, technical or academic publications
- Materials prohibited by law
- Rare or second-hand material unless of local historical significance.

Donations

Donations are not accepted unless the material is of local and historical importance. YPRL does not accept donated items as replacements for lost items.

Specialist Collections

YPRL holds a number of specialist collections and material formats including but not limited to; Book Express, Deadly Collection, Library of Things, Toy & Learning Library, Dyslexic Friendly Materials, Braille Picture books, Read Along, Bilingual Materials, Works by Local Authors and Digital Library Collections. Each of these collections are developed according to the above Selection Criteria with the addition of the following considerations:

- Equitable access to the most popular items
- Budget priorities
- Value of licence type & availability
- Alignment with environmental sustainability priorities
- Viability of continuing provision
- Provides fair access to community and identified cost of living need

Selection Methods

Collection selection is made according to one or a combination of the below methods:

Profile Based Supplier Selection: Detailed specifications reflect the requirements of our collection and the need to satisfy known and anticipated demand are provided to all contracted suppliers annually. The selection process is monitored to ensure the specifications are being followed and interpreted correctly.

Standing Orders/Top Lists: Standing orders are titles automatically ordered prepublication in predefined quantities. Standing order lists are created annually based on top circulating authors, titles, series, genres, and subjects from the previous year. They are reviewed and modified to suit demand, budget availability and predictions of publishing industry trends.

Suggestions for Purchase: Suggestions can be made, via the library's website, by library users for items not held in the collection to be considered for purchase. Each suggestion is assessed for inclusion in the collection in accordance with current specifications and profiles.

Staff Stock Requests: Library staff work closely with our collections and communities, they are often uniquely positioned to identify specific titles or areas of the collection in their branch that need to be sourced or replenished. Specific items are ordered and genres/topics for future Supplier Selection inclusion are added to the profiles.

Community Consultation: By engaging with community members through everyday conversations, feedback channels and targeted outreach, library staff gather insights about what people are reading, learning and seeking. This community informed approach helps guide purchasing decisions, identify gaps, and ensure the collection remains relevant, inclusive and responsive to changing needs.

Surveys: The Library User Survey and other community surveys are conducted on a regular basis to elicit responses from library patrons regarding their wants and needs, likes and dislikes regarding library services, collections, programs and services.

Circulation Data: The Library Management System and CollectionHQ (a circulation analysis tool) identify library material that is increasing or decreasing in popularity. This is used to identify over or under performing collections.

Environmental Scanning: In order to anticipate trends in the community, collection specifications include the monitoring of key sources which create demand e.g. television and print media, forthcoming activities, films, book launches, social media etc.

**Providing free, equitable
and accessible access to
information for all.**



Collection Management

Responsibility

The Collections Department is responsible for the development and implementation of Collection Management Guidelines. These Guidelines provide library staff with the parameters and procedures required to ensure our collections are managed to a high standard. Library staff are responsible for maintaining the collection using the Library Management System, CollectionHQ and other tools for data collection and analysis.

Criteria for Deselection

The following criteria are used for deselecting stock:

- Damaged items or items in poor condition
- Items where information is deemed to be out-of-date, misleading or containing false claims
- Insufficient usage
- Updated edition availability
- Relevance to the needs and demands of the community

Disposal of Deselected Items

Deselected materials remain the property of the Library until disposal decisions are implemented. Materials still deemed to be of value to the collection (e.g. Local history) will be re-allocated to the appropriate collection/branch. Items are disposed of in the following priority order:

- Appropriate materials may be donated to organisations or community groups e.g. Large Print items to Aged care facilities
- All other items will be made freely available to our communities via our 'Pre-Loved Books' scheme

Replacements

Titles missing or withdrawn from the Library's collection are not automatically replaced. The decision to replace items is based on whether the item still meets the Selection Criteria.

Lost or Damaged Items

YPRL members, on joining the library service, agree to the terms and conditions of membership including debt recovery. Lost and/or damaged items are charged to the member's account at the cost of original acquisition price. Outstanding charges will restrict lending and access to some services for that member account.

Disaster Recovery

In the event of an unpreventable/unavoidable disaster that threatens or destroys collections, YPRL will follow the Blue Shield Australia and ALIA Disaster Management for Libraries guide for prevention, preparation, response and recovery.

Collection Evaluation

YPRL evaluates the effectiveness and success of the library collections through analysis of performance data and community and staff feedback. Success of the collection is measured by analysing the following:

- Circulation data i.e. loans, returns and reservations
- Turnover/Frequency of Use (number of loans divided by the total number of items held)
- Online/digital usage and availability
- Age of collection and % of items borrowed within a year of acquisition
- Local Government Performance Reporting Framework (LG-PRF) targets met
- Achieving outcomes of the Library Plan

Collections are the core of a library. They support the library's important role in facilitating reading for pleasure and lifelong learning, and the documentation and preservation of cultural memory. Library services provide universal and equitable access to comprehensive and diverse collections for users of all ages, background, interests and abilities.

ALIA Guidelines, Standards and Guidelines for Australian Public Libraries p.47

Collection Promotion and Access

Promotion, marketing and optimised access to maximise the potential of collections is essential. This is achieved by providing:

- ✓ a user friendly, accessible and interactive website and online catalogue
- ✓ 24/7 access to the Digital Library
- ✓ knowledgeable, friendly and helpful staff trained in reader development
- ✓ reservation functionality and a courier service to deliver items between branches
- ✓ multiple copies of items and additional copies purchased to fulfil an average reservation ratio of 1:6 (with a maximum item cap for different collections)
- ✓ booklists and new book promotions
- ✓ accurate and readable shelf and wayfinding signage
- ✓ accessible and attractive shelving and displays
- ✓ Social media channels

Resource Sharing

YPRL has a 'preference to purchase' approach to resource sharing aka Inter-Library Loans. We do engage in a national reciprocal lending program for rare or difficult to acquire items. There is a supply and service fee charged to the borrower subject to the fees of the lending library. Borrower's who request an Inter-library Loan will be informed of and must agree to cost before item(s) are ordered.

Collections that meet the informational, literacy and entertainment needs of the community.



Complaints or Challenges

Objections to a particular title held in by the library or challenged for its inclusion in a particular collection should be submitted in writing via the website enquiry form or emailed to ypmail@ypri.vic.gov.au.

- The complaint will be received and evaluated by the Collections Department
- During the review one copy of the item in question will be recalled, any additional copies will remain in the circulating collection
- The result of the evaluation will be communicated to the library member if requested

- A title will not be reviewed more than once per year, unless there is additional relevant information to consider
- Complaints or challenges can also be made by members of the public directly to publishers and the Australian Classification Board

The library will withdraw material that has been recalled by publishers due to legal requirements or material that receives a Category 2 Restricted classification from the Australian Classification Board.

Copyright Compliance

The Library is committed to complying with the provisions of the Copyright Act 1968 (Cth) and all relevant amendments. We respect the rights of creators and copyright owners while supporting equitable access to information for the public. All copying, communication, and use of materials within the Library will be conducted in accordance with statutory exceptions, licences, and permissions as provided under Australian copyright law. Library staff and users are expected to uphold these requirements to ensure lawful and ethical use of resources.

Appendix 1: Additional Resources

Australian Library and Information Association (ALIA) Statement on Free Access To Information

[ALIA free access to information statement | ALIA Library](#)

ILFA-UNESCO Public Library Manifesto 2022

[The IFLA-UNESCO Public Library Manifesto 2022 – IFLA](#)

Australian Classification Board

[Homepage | Australian Classification](#)

Australian Library and Information Association (ALIA) Guidelines, Standards and Outcome Measures for Australian Public Libraries

[Standards & Guidelines](#)

Australian Library and Information Association (ALIA) Disaster Management for Libraries – Part 1

[Disaster Management for Libraries](#)

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