



COLLECTION DEVELOPMENT POLICY 2022-2026

"Being a member of the library means I have access to books and materials that I would not have access to otherwise. It has been (and continues to be) a wealth of information and vital to my education. I love how welcoming and inclusive it is and how helpful and lovely the staff are. I always feel so peaceful there, and like I'm part of a 'community of learners', even if I don't speak to another person during my visit. The library is gold for me. A beacon, a haven and valuable beyond words/measurement" (anonymous borrower, 2022)

Related policies and procedures:

- Collections Strategic Framework 2022-2026
- Collection Management Guidelines 2021-2023

Version History

Date	Changes Made

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Yarra Plenty Regional Library

Yarra Plenty Regional Library (YPRL) welcomes the diverse communities of Banyule, Nillumbik and Whittlesea as a place to gather, learn, work, connect and create. The Library Service seeks to provide free access to dynamic collections which meet the informational, cultural and entertainment needs of the community. Providing access to collections is an integral part of what libraries are and do.

Purpose Of The Collection Development Policy

The *Collection Development Policy 2022-2026* provides guidelines for the development of YPRL's collections to ensure they meet the needs of our communities, in line with the *Collection Strategic Framework 2022-2026*. This Policy contributes to achieving the goals of the *YPRL Library Plan 2021-2025*, in particular, the outcome of 'Knowledge and Learning'. The Policy informs the community and establishes YPRL's core collection principles and the processes and accountability for selection, acquisition, evaluation and de-selection.

It is recognised that our Collections are a core service and significantly contribute 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 four years in line with the *YPRL Library Plan*.

Scope Of The Collection

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

- providing collections and resources which encourage and promote life-long learning and a love of reading for all ages
- providing free, equitable and accessible access to information for all
- providing a range of lending material 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 eLibrary
- meeting the changing needs of the communities of Banyule, Nillumbik and Whittlesea by providing popular, responsive 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.

Principles Of Selection

Acquisitions are guided by our communities

We respond to community demand by focusing our purchasing on new and popular materials in the format of the day. Our selection principles focus on providing a current lending collection rather than the retention of items 'just in case'. We also aim to provide a collection which is complementary:

- To our services, and programs,
- match identified community needs and
- align with member Council goals.

Item circulation statistics are monitored closely, all customer suggestions are assessed for purchase based on our collection principles and reservation queues trigger the purchase of additional copies of high demand items. YPRL supports and appreciates each individual library patron's right to access information (providing it is not prohibited by law) and with a duty of care to not spread mis/disinformation.

We provide informational, recreational and cultural materials in the media of the day

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

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 their parents or caregivers. Parents and caregivers are the most appropriate people who can guide the selection of appropriate materials and oversee their own children's development. Selection 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: www.classification.gov.au

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 and cultural aspects of the region. Issues of the Region's *Leader* local newspapers have been archived to 2016 and are kept as a part of the Local History collections at Diamond Valley, Mill Park and Ivanhoe.

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. Items in this collection will be catalogued as “Local” with the appropriate LGA.

We acknowledge and celebrate First Nations Collections

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. Factors considered when determining decisions regarding First Nations collection content are:

- format of the collection item which may include artworks for viewing,
- availability of materials for purchase,
- community literacy needs,
- community involvement with library services, and
- recreational/informational preferences of the local First Nations community.

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 collections that support and encourage pride, care for each other and truth.

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 disability.

We develop LOTE collections responsive to CALD community needs

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

- availability of funding and space,
- availability of materials for purchase,
- community literacy needs,
- community involvement with library services and
- recreational/informational preferences of the 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 and grammar books, International English Language Testing System (IELTS) and other workbooks and manuals. This collection is further supported by eLibrary resources to assist in improving English language skills.

Acquisitions And Procurement

Collection Procurement activities are undertaken in accordance with the Yarra Plenty Regional Library Procurement Policy. YPRL uses supplier aided selection and complete shelf ready model for all English language items and all LOTE items. Supplier contracts are awarded for a period of 3 years with an optional two years, with extensions for years four and five approved by the YPRL Board. The Collections Department are responsible for developing and managing the collections.

Collection selection

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 stringently 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 (data extracted from CollectionHQ). They are reviewed by staff and are modified to suit the demands of borrowers, 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.

Selection Criteria

Together with the annually reviewed Profiles and Standing Order lists suppliers/selectors use the following criteria in choosing materials:

- Relevance and current community demand
- Popular interest
- 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 the 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.

Replacements

Titles missing or withdrawn from the Library's collection are not automatically replaced.

The decision to replace items is based on the following criteria:

- The item is still available for purchase i.e. still in print
- Availability of other copies or editions in the collection
- Community interest/ongoing demand
- Adequacy of coverage in the subject area
- Cost and availability
- Usage of previous copy/ies

Donations

Donations are not encouraged unless the material is particularly noteworthy or of local importance. We do not accept donated items as replacements for items which have been lost by a patron.

Complaints

If a library patron has an objection to a particular title held in the library or if they consider the title is not suited to the particular collection (e.g. Junior Fiction), the matter can be discussed in the first instance with the Branch Manager or the senior staff member on duty. *The Collection Development Policy* and included Appendices will be provided upon request.

If the matter cannot be resolved, the patron may submit a written complaint which will be evaluated by the Collections Department. The result of the evaluation will be communicated to the patron. The library is only obliged to withdraw material that has been recalled by publishers due to legal requirements or material deemed illegal by Australian Classification (Department of Communications and the Arts).

Collection Management

Responsibility

The Collections Department is responsible for the development and implementation of Collection Management Guidelines to be updated every two years. 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 and CollectionHQ tools for data collection and analysis.

Criteria for Deselection

The following criteria are used for de-selecting stock:

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

Disposal of Deselected Items

Deselected materials remain the property of the Library until disposal decisions are implemented. Material is disposed in the following priority order:

- Materials still deemed to be of value to the collection (e.g. Local history) will be re-allocated to the appropriate collection/branch
- Staff will choose appropriate material to be donated to organisations within the community e.g. Large Print items to Aged care facilities
- Staff will choose appropriate material to be sold in branch book sales
- All deselected items that do not fit the above criteria will be responsibly disposed

We do not remove materials from the collection for the purpose of selling them.

Community Consultation

We acknowledge the importance of having input from our communities in developing library collections. We use the following methods of consultation:

- **Codesign:** Library staff, through daily and more formal contact with library patrons, gain insight into the needs of various communities. This approach focuses on listening to our patrons without guiding towards a specific question or agenda
- **Surveys:** The Library User Survey, Nexus survey and other Collections 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
- **Website and Social Media:** The Library's website encourages library patrons to submit reviews and rate items they have read, watched or listened to. These reviews are an important tool for selection choices as well as promoting titles for other library patrons. Our social media platforms play an integral role in promoting collections and stimulating interest within the community
- **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 invested 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 etc.

Collection Promotion and Access

Promotion, marketing and optimised access to maximise the potential of collections is essential. We do this by providing:

- a user friendly, accessible and interactive website and online catalogue
- 24/7 access to eLibrary and digital resources
- knowledgeable, friendly and helpful staff trained in reader development
- collections in a wide variety of formats
- reservation functionality and a courier service to deliver items between branches
- multiple copies of items in accordance with demand
- booklists and new book promotions
- accurate and readable shelf signage
- accessible and attractive shelving and displays
- Social media i.e. blogs, tweets and Facebook posts.

Collection Evaluation

We evaluate the effectiveness and success of the library collections through analysis of performance data and community and staff feedback. We measure the success of the collection by analysing the following:

- Circulation data i.e. loans, returns and reservations
- Turnover statistics (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
- Achieving outcomes of the Collection Asset Plan Strategic Framework

Appendix 1 - Australian Library And Information Association (Alia) Statement On Free Access To Information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believe that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Appendix 2 - UNESCO Public Library Manifesto 2022

Freedom, prosperity and the development of society and of individuals are fundamental human values. They will only be attained through the ability of well-informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend on satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision-making and cultural development of the individual and social groups. It underpins healthy knowledge societies through providing access to and enabling the creation and sharing of knowledge of all sorts, including scientific and local knowledge without commercial, technological or legal barriers.

In every nation, but especially in the developing world, libraries help ensure that the rights to education and participation in knowledge societies and in the cultural life of the community are accessible to as many people as possible.

This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture, inclusion and information, as an essential agent for sustainable development, and for individual fulfilment of peace and spiritual welfare through the minds of all individuals.

UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The Public Library

The public library is the local centre of information, making all kinds of knowledge and information readily available to its users. It is an essential component of knowledge societies, continuously adapting to new means of communication to fulfil their mandate of providing universal access to and enabling meaningful use of information for all people. It provides publicly accessible space for the production of knowledge, sharing and exchange of information and culture, and promotion of civic engagement.

Libraries are creators of community, proactively reaching out to new audiences and using effective listening to support the design of services that meet local needs and contribute to improving quality of life. The public has trust in their library, and in return, it is the ambition of the public library to proactively keep their community informed and aware.

The services of the public library are provided on the basis of equality of access for all, regardless of age, ethnicity, gender, religion, nationality, language, social status, and any other characteristic. Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials, for example linguistic minorities, people with disabilities, poor digital or computer skills, poor literacy abilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality, relevance to local needs and conditions, and reflective of the language and cultural diversity of the community 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.

Missions of the Public Library

The following key missions which relate to information, literacy, education, inclusivity, civic participation and culture should be at the core of public library services. Through these key missions, public libraries contribute to the Sustainable Development Goals and the construction of more equitable, humane, and sustainable societies.

- Providing access to a broad range of information and ideas free from censorship, supporting formal and informal education at all levels as well as lifelong learning enabling the ongoing, voluntary and self-conducted pursuit of knowledge for people at all stages of life;
- providing opportunities for personal creative development, and stimulating imagination, creativity, curiosity, and empathy;
- creating and strengthening reading habits in children from birth to adulthood;
- initiating, supporting and participating in literacy activities and programmes to build reading and writing skills, and facilitating the development of media and information literacy and digital literacy skills for all people at all ages, in the spirit of equipping an informed, democratic society;
- providing services to their communities both in-person and remotely through digital technologies allowing access to information, collections, and programmes whenever possible;
- ensuring access for all people to all sorts of community information and opportunities for community organising, in recognition of the library's role at the core of the social fabric;
- providing their communities with access to scientific knowledge, such as research results and health information that can impact the lives of their users, as well as enabling participation in scientific progress;
- providing adequate information services to local enterprises, associations and interest groups;
- preservation of, and access to, local and Indigenous data, knowledge, and heritage (including oral tradition), providing an environment in which the local community can take an active role in identifying materials to be captured, preserved and shared, in accordance with the community's wishes;
- fostering inter-cultural dialogue and favouring cultural diversity;
- promoting preservation of and meaningful access to cultural expressions and heritage, appreciation of the arts, open access to scientific knowledge, research and innovations, as expressed in traditional media, as well as digitised and born-digital material.

Funding, legislation and networks

Access to the public library building and services shall in principle be free of charge. The public library is the responsibility of local and national authorities. It must be supported by specific and updated legislation aligned to international treaties and agreements. It must be financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacies and education.

In the digital era, copyright and intellectual property legislation must ensure public libraries the same capacity to procure and give access to digital content on reasonable terms as is the case with physical resources.

To ensure nationwide library coordination and cooperation, legislation and strategic plans must also define and promote a national library network based on agreed standards of service.

The public library network must be designed in relation to national, regional, research and special libraries as well as libraries in schools, colleges and universities.

Operation and management

A clear policy must be formulated, defining objectives, priorities and services in relation to the local community needs. The importance of local knowledge and community participation is valuable to this process, and local communities should be included in decision-making.

The public library has to be organized effectively and professional standards of operation must be maintained.

Services have to be physically or digitally accessible to all members of the community. This requires well situated and equipped library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach services for those unable to visit the library.

The library services must be adapted to the different needs of communities in rural and urban areas, as well as to the needs of marginalized groups, users with special needs, multilingual users, and Indigenous Peoples within the community.

The librarian is an active intermediary between users and resources, both digital and traditional. Sufficient human and material resources, as well as professional and continuing education of the librarian, to meet the challenges for now and in the future, are indispensable to ensure adequate services. Consultation by leadership with library professionals as to the quantitative and qualitative definition of sufficient resources should be undertaken.

Outreach and user education programmes have to be provided to help users benefit from all the resources.

Ongoing research should focus on evaluating library impact and collecting data, in order to demonstrate the societal benefit of libraries to policy makers. Statistical data should be collected long-term, as the benefits of libraries within society are often seen in subsequent generations.

Partnerships

Establishing partnerships is essential for libraries to reach a broader and more diverse public. Cooperation with relevant partners - for example, user groups, schools, non-governmental organisations, library associations, businesses, and other professionals at local, regional, national as well as international level- has to be ensured.

Implementing the Manifesto

Decision makers at national and local levels and the library community at large, around the world, are hereby urged to implement the principles expressed in this Manifesto.

Appendix 3 – Australian Classification Board Guidelines: Lending Films and Playing Computer Games – Library Guidelines

Who classifies films and computer games?

The Australian Classification Board classifies films and computer games so that members of the community can make decisions about the type of material they choose to watch or play. The Classification Operations Branch in the Attorney-General's Department provides Secretariat support for the Board and Review Board.




How do I know which films and computer games will suit which ages of student?

Films and computer games are classified into either advisory or legally restricted classifications. Anyone can watch films and play games that are classified G, PG and M. If a film or a computer game is classified MA 15+ the content is considered to be strong enough to impose restrictions on students who are under 15 years. R 18+ films are for adults. There is no R 18+ classification for computer games. Some educational films and games may be exempt from classification.


Each classification carries a classification marking which can be used to help decide on the suitability of a film or computer game for their students.

Consumer advice is also provided with films and computer games. The G category does not usually carry consumer advice. These are phrases next to the classification symbol which provide extra information about the content of the film or computer game. The phrases indicate the strongest classifiable elements contained in the film or computer game.

ADVISORY CLASSIFICATIONS – G, PG, and M

	This classification is for a general audience. There may be some films and computer games in this category that are of no interest to children and young teenagers.
	Material in this classification might upset, frighten, or confuse children and young teenagers, and an adult may be required to provide guidance.
	This classification is recommended for people who are 15 years and over. It is not against the law to lend this material to younger people, however, this category is more suited to mature audiences because the films and computer games may contain themes and scenes which require a mature perspective.

THE RESTRICTED CLASSIFICATIONS– MA 15+ and R 18+

 <p>The logo for the MA 15+ classification. It features a red hexagon with a white border containing the text 'MA 15+' in white. Below the hexagon is a black bar with the word 'RESTRICTED' in white. To the right of the hexagon, there is a white box with black text that reads: 'Not suitable for people under 15. Under 15s must be accompanied by a parent or adult guardian'.</p>	<p>This classification is also suited to people who are 15 years and over.</p> <p>Material in this classification is stronger than the M classification.</p> <p>This classification is legally restricted. The restrictions apply to persons who are under 15 years. If people under 15 years want to borrow these films or computer games they must be accompanied by a parent or adult guardian.</p>
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What is the difference between M and MA 15+?

Both of these classifications can be seen by people who are 15 years or older. However, material classified MA 15+ is legally “restricted”. This restriction means films or games classified MA 15+ can only be borrowed if:

- (a) the person is 15 years or older, or
- (b) the person under 15 years is accompanied by a parent or legal guardian.

What does guardian mean?

The legal definition of “guardian” is not identical across State and Territory jurisdictions. You should clarify the meaning of guardian with your policy department or governing body.

 <p>The logo for the R 18+ classification. It features a black diamond with a white border containing the text 'R 18+' in white. Below the diamond is a black bar with the word 'RESTRICTED' in white. To the right of the diamond, there is a white box with black text that reads: 'Restricted to 18 and over'.</p>	<p>This classification applies only to films.</p> <p>The material in this classification is for adult audiences.</p>
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A detailed description of each classification can be found:

<http://www.classification.gov.au/Pages/Home.aspx>

[END OF YPRL COLLECTION DEVELOPMENT POLICY 2022-2026]