

## Policy P118 Library Collection Development

Responsible Business Unit/s	Library Services
Responsible Officer	Manager Library Services
Affected Business Unit/s	Library Services

### Policy Objectives

To provide the City of South Perth (City) and the community with a framework for the selection, acquisition, evaluation and de-accession of materials for the library collection.

### Definitions

Deaccessioned	The process upon which a library item or resource is removed from the collection, catalogue or database.
Digital Resources	Resources provided and stored in an electronic format including the internet, electronic databases, digital audio, images and film, eBooks, eAudio, eNewspapers and eMagazines.
Library Materials	Any item held in the library collection that includes but is not limited to books, CD's, DVD's, audio books, magazines, maps, plans, photographs and electronic resources.

### Policy Scope

This policy extends to all library materials held within the City's libraries, and the digital resources that are available via the City's website.

### Policy Statement

The City's library service aims to provide free access to a comprehensive and dynamic collection of print, non-print and digital resources which meets the current and future informational, recreational, educational and cultural needs of the community.

Purchase of library materials will maintain the collection at very a high standard and will supplement resources supplied by the State Library of Western Australia.

The City's Manager Library Services is responsible for the management and procurement of library collection materials. Selection of materials will be based on the following criteria:

- Literary merit
- Relevance and community demand
- Potential level of use
- Authority of source
- Currency and accuracy of content
- Authority and reputation of author, publisher, producer or illustrator
- Suitability of subject and style
- Quality of presentation
- Suitability and durability of format for loan and storage
- Cost
- Language (materials in languages other than English may be acquired to meet community needs)

Additional selection criteria may be considered when selecting digital resources:

- Vendor support
- Technical considerations (in particular, authentication)
- Speed of downloading
- Ease of use and availability of usage statistics
- Content availability and coverage (Australian sources)
- Platform
- Contract provisions (limitations of subscriptions).

Items may be excluded for the following reasons:

- Subject matter provided in alternate resources
- Material is out of print and not readily available
- Content out of date
- Out-dated or unsuitable format
- Textbooks for formal course of study that are not of general interest or value to local community

The library collection and content shall be reviewed and updated with surplus stock deaccessioned based on the following criteria:

- Out of date or inaccurate content
- Low community relevance and interest in content
- New edition available
- Digital availability
- Poor physical condition

Surplus material may be sold at library book sales at a cost prescribed in the City's Fees and Charges Schedule or by other methods deemed effective and appropriate, including (but not limited to) donations to community or commercial agencies or sustainable paper recycling.

Donations will be accepted on the understanding that the material donated becomes the property of the City. Library Services reserve the right to include or not to include donated materials in its collections or to dispose of such materials and will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

City of South Perth Libraries endorse the Statement on Free Access to Information (2007), the Statement on Libraries and Literacies (2006) and the Statement on Public library Services (2018) issued by the Australian Library and Information Association.

City of South Perth Libraries will not exercise censorship in the selection of materials by rejecting on moral, gender, individual lifestyle, political, racial or religious grounds alone. Material will not be rejected on the grounds that its content is controversial or likely to offend some section of the community. Such material may otherwise be relevant to the purpose of the Library and meet the standards, such as historical importance, intellectual integrity, effectiveness of expression or accuracy of information, which are required by the Library Service. Library resources are available to all library users without restriction, except where legally required, or as set out in the Library's loan conditions. The library encourages parents/carers to set their own family rules in consultation with their child. It is the responsibility of parents/carers to monitor young people's selection and use of library resources.

## Legislation/ Local Law Requirements

*Library Board (Registered Public Libraries) Regulations 1985.*

*State and Local Government Agreement for the Provision of Public Library Services in Western Australia, 2020.*

*Local level agreement for the delivery of public library services, 2011*

*Funding Arrangement for the delivery of public library services, 2011*

*Western Australian Classification Publications, Film and Computer Games Enforcement Act 1996.*

*Censorship Act 1996.*

## Other Relevant Policies/ Key Documents

Management Practice M118 Library Collection Development

Management Practice M119 South Perth Local History Collection

Statement on Free Access to Information (Australian Library and Information Association 2015)

Statement on Libraries and Literacies (Australian Library and Information Association, 2006).

Statement on Public Library Services (Australian Library and Information Association, 2018).

Policy P119 City of SouthPerth Local History Collection

City of South Perth Libraries Collection Development Guidelines