



Collection Development Policy

v 4.0

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Associated documents and policies: Local Studies Policy, Statement on Information Literacy for all Australians (Appendix 2)

Mission Statement

To collect, provide access to, and preserve a balanced, responsive, sustainably sized, diverse, and current collection of materials and services that can provide a culturally enriching and informative experience for the community.

Purpose

The purpose of this Collection Development Policy is to describe the principles that define and govern how the Library identifies, selects, and manages the physical and digital Library collections.

A collection development policy may be used to:

- Ensure that the Library can be both inclusive and responsive to meet both the current and future interests and needs of its members and the community served.
- Demonstrate accountability and define responsibilities for the management of the collection to the public and constituent councils.

Background and Population Analysis

We would like to acknowledge the Bundjalung people, the Traditional Custodians of the land on which our Libraries were built. We would also like to pay our respects to Elders past and present, and to extend that respect to all Aboriginal and Torres Strait Islander peoples.

The Richmond-Upper Clarence Regional Library was established in 1978 as a joint agreement between the Casino Municipal Council, Richmond River Shire Council and Kyogle Council. (In 2000 Casino Municipal Council and Richmond River Shire Council amalgamated and formed Richmond Valley Council.)

The community served by the Library consists of a widespread rural community including three larger towns, and a number of smaller villages throughout an area of 6 140 square kilometres, with a population of approximately 32 924 people.

All physical lending stock is available to be borrowed by any person with a current library membership from every Branch, and all eResources are available to them online through IT devices. The Library uses the cloud-based library management



system Libero (a solution by Knosys), and a range of other appropriate software for managing the daily operations of the Regional Library.

The following is a breakdown of some statistics of note from the constituent Councils of the Library based on the 2021 Census, as compared to the Australian national figures.

	Richmond Valley Council	Kyogle Council	Australia
Total Population	23 565	9 359	25 422 788
Aboriginal and/or Torres Strait Islander peoples	7.9%	5.6%	3.2%
Median age	46	52	38
English language only used at home	87.9%	87%	72.7%
Bandjalang language used at home	0.3%		0%
German language used at home		0.4%	0.3%
Non-English spoken at home	4.1%	4.3%	24.8%

Information retrieved from: <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA16610> and <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA14550> (23/01/2023)

Collection Responsibility

Development of the collection is the responsibility of the Manager Regional Library, who in turn delegates this responsibility to other members of the Regional Library team with the appropriate training and experience.

Censorship (freedom to read), Controversial Resources

The Richmond-Upper Clarence Regional Library supports the Australian Library and Information Association Statement on Free Access to Information (See Appendix 1). The selection of library materials is based on the patrons' right to read and similarly, freedom from censorship by others.

The ultimate responsibility for materials selected and read by children rests solely with their parents or legal guardians.

The Library recognises that some titles may be deemed controversial by some and that a particular item may offend some members of the community. Powers of censorship are vested in Federal and State governments so the Library will not reject items on moral, political, racial or religious grounds if it otherwise meets the selection guidelines. The Library will only restrict items required by law to do so.



Complaints

A complaint or request for a review of a selection decision, are to be submitted in writing. The title under review will be re-evaluated by the Manager Regional Library using criteria presented in the Collection Development Policy. The complainant will be informed of the decision to retain, withdraw, or re-allocate the title to another collection.

Selection Criteria

Each type of material will be considered on its own merits and the audience for whom it is intended. The general focus of the collection is English language resources aimed at a general readership level with an emphasis on Australian content.

Member demand, industry information, and reports generated on borrowing statistics of the collection will determine which subjects and genres receive more comprehensive coverage.

For people who wish to access materials in languages other than English, these resources can be accessed via the State Library of NSW Document Delivery Service (physical materials) and apps such as Indyreads (electronic materials).

The general criteria for selection and acquisition of Library materials includes:

- Significance to the Bundjalung people, language, and culture.
- Materials created by local community members.
- Relevance to the community's needs.
- Requests by library members.
- Accuracy, objectivity, and reliability of the information.
- Currency of the information – priority will be given to newly published materials.
- Relation to the existing collection.
- Cost and budgetary considerations.
- Lasting value of the material.
- Suitability of the format, as well as clear presentation and ease of use of the material - for both physical and electronic formats.
- Representation of diverse points of view and experiences.
- Representation of important movements, genres, trends.
- Availability of the physical space to store the material.

An item need not meet all the above criteria to be selected.



Reasons for Non-Inclusion

The Library does not purchase items that are considered technical or specialised, such as textbooks. Access to this type of information can be made available through an interlibrary loan. Formal learning resources and textbooks would only be included in the collection when they are the most appropriate material available.

Other items that may not be included include:

- Resources in a language not currently being collected.
- Resources that contain novelty or promotional accessories.
- Books that are designed to be written into.
- Items unavailable through approved suppliers.
- Individual titles from a multi-part series where no other titles from the series are currently in the collection.

Acquisitions

A standing order agreement for the supply of a specified list of our most popular adult and children's fiction authors exists with James Bennett, with Ulverscroft for large print and audiobook titles, and MDM Entertainment for audiobooks.

All other Library material is purchased from approved suppliers with current contracts with Local Government Procurement. The Library may use other sources if the material has local significance and complies with selection criteria for the Library.

As per the selection criteria, library members can make suggestions for purchase for items not held by the Richmond-Upper Clarence Regional Library. They will be assessed in accordance with the Collection Development Policy. In the event that a resource is unavailable for purchase, the Library will attempt to make it available through an interlibrary loan upon request.

Collection

The Library collects materials in print and electronic formats to support the needs of the community served.

- Fiction
 - This will include material representing diverse points of view and experiences published in English; with a focus on content created by local and Australian authors. Self-published material that complies with the selection criteria will be considered for inclusion. Materials collected will include physical books in hardcover and paperback (including graphic novels), in standard, large print, dyslexic, and braille; audiobooks (MP3 preferred); eBooks, eComics, and eAudiobooks.



- Non-fiction
 - This will include current and accurate materials suitable for general information, education, recreation, and leisure purposes. Materials collected will include hardcover and paperback physical books (in standard and large print, including graphic novels), eBooks, eAudiobooks, eMagazines, and online databases. Materials for learning languages may also contain CDs.
- Electronic resources
 - Electronic resources collected include eBooks, eAudiobooks, eMagazines, eComics, online database and training websites, and streaming services for filmed and audio works, with a preference for resources that can be accessed anywhere online via desktop or through an app.
- Children
 - These materials include children's picture books (0-7years), readers (4-8years), easy junior fiction (5-7years), junior fiction (8-12years), and young adult (12-17years). Formats supported include physical books in hardcover and paperback, (including graphic novels) in standard, dyslexic and braille editions; audiobooks (MP3 preferred), eBooks, eComics, eMagazines, eAudiobooks, and streamed audio-visual materials.
- Reference
 - Formats include physical books in hardcover and paperback and electronic resources and databases. The reference items collected will include *find legal answers* and *druginfo* community information provided by the State Library of NSW.
- Local Studies
 - This collection consists of physical books in hardcover and paperback, periodicals, photographs, and ephemera that record the unique history of the Richmond Valley and Kyogle Council areas.
- Audio-visual
 - This collection includes recorded music and films available in CD, DVD, and online streamed content. The formats will change if any formats become obsolete in the market.
- Magazines and newspapers
 - Selected local and national newspapers and magazines of general interest are available in physical and electronic format.
- Alternate Collections
 - Alternate collections will be included as part of the Library's collection to support the changing needs of the community served.



Duplicate Copies

Duplicate copies may be purchased in cases such as: resources of local historical and cultural significance, high-demand items, and some reference items that need to be held at multiple branches.

Donations

Donated material must be “as new” condition and comply with the Selection Criteria in the Library’s Collection Development Policy. Once a donation is accepted it becomes the property of the Library. The Library reserves the privilege of deciding whether donations should be added to the collection and to which collection the material will be added. Donated material is accepted on the understanding that items not added to the collection will be sold in the Library’s book sales or disposed of in accordance with the Library Donation Policy (see Appendix 3).

Collection Maintenance and Deselection

Collection maintenance and development is an integral part of ongoing library operations and includes both physical and electronic materials. It involves continual assessment and evaluation of the content as well as the physical condition of the collection to ensure the collection remains attractive, and reliable, as well as reflecting the changing needs and interests of the community.

Materials are regularly evaluated and may be withdrawn according to data from reports generated on the use of the collection, age of the collection, currency of the collection, physical condition of the collection, and information received on any associated lending rights for the electronic resources.

If an item is considered a classic, or of long term historical or cultural value, or has been created by a local community member, and is too dilapidated for the open shelves, it will be assessed for replacement, or relocated to the Stack collection.

Discarded items may also be:

Sold to the public through Library book sales.

Sent to the James Bennett’s The Sustainability Project.

Used to stock pop-up library stations.

Given to approved organisations – such as local op-shops.

The Richmond-Upper Clarence Regional Library participates in James Bennett’s The Sustainability Project. Via this project, deselected items are responsibly pulped and recycled into new products, or sold to generate funds for not-for-profit literary organisations, such as the Indigenous Literacy Foundation, as well as credit for the Library to purchase new items for the collection.



Damaged/lost/stolen items

Any item damaged, lost, or stolen while on loan, is the responsibility of the library member. In such circumstances the Library must ask the patron to pay the replacement cost of the item(s). If the damage or loss is due to a natural disaster, the library member will not be asked to pay.

Policy evaluation

This Collection Development Policy will be reviewed every 2 years to ensure it remains responsive. Revisions will take into consideration the goals and objectives of the Library, the role of the public library within the community, any changes in the formats available, changing collections, and changes in the information industry.

APPENDICES

Appendix 1

Alia statement on free access to information

Retrieved on 14.02.2019 from: <https://read.alia.org.au/content/statement-free-access-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 individuals 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 individuals. 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 personal level, individuals are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes 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 individuals to information regardless of age, citizenship, political belief, physical or mental ability, gender identity heritage, education, income, immigration and asylum seeking status, marital status, origin, race, language religion or sexual orientation;
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 individuals have access to information from a variety of sources and agencies to meet their needs and that an individual'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.

References

Lehmann, V., & Locke, J. (2005). *Guidelines for Library Services to Prisoners (3rd ed.)* (IFLA Professional Report No. 92). The Hague: International Federation of Library Associations and Institutions (IFLA). Retrieved from <http://www.ifla.org/publications/ifla-professional-reports-92>

Release notes

Adopted 2001. Amended 2007, 2015.

(Replaced "Free library services to all, freedom to read". Adopted 1971; amended 1979, 1985)



Appendix 2

Statement on information literacy for all Australians

Retrieved on 18/02/2019 from: <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians>

ALIA objects addressed

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.

Principle

A thriving national and global culture, economy and democracy will best be advanced by people who are empowered in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion within a range of cultural contexts. (Alexandria Proclamation 2005)

Statement

Information literacy can contribute to:

- learning for life;
- the creation of new knowledge;
- acquisition of skills;
- personal, vocational, corporate and organisational empowerment;
- social inclusion;
- participative citizenship; and
- innovation and enterprise.

Therefore, as a matter of priority, and at all levels, library and information services professionals embrace a responsibility to promote and facilitate the development of the information literacy of their clients. They will support government, and the corporate community, professional, educational and trade union sectors, and all Australians.

Amended 2006



Appendix 3

Richmond-Upper Clarence Regional Library Donation Policy

The Library will accept donations on the understanding that they will become the property of the library and the Library reserves the right to evaluate, use or dispose of the materials as it deems appropriate.

Any items that the library cannot accept must be taken by the person responsible for delivering the items to the library.

The Library is happy to accept books, DVDs, CDs, and audiobooks in new or nearly new condition, who've been published within 5 years or newer.

Unfortunately dated, yellowed, damaged or musty items will not be accepted.

The Library does not accept:

Condensed Book (i.e. Readers Digest), newspapers, text books, and encyclopaedias.

Disposal of items which do not meet the collection criteria is left to the discretion of library staff. Discarded items may be:

Sold to the public, sent to the James Bennett's The Sustainability Project, used to stock Pop-Up Library stations, given to approved organisations – such as local op-shops.