

Library Collection Management

Policy type	Administration
Function	Corporate & Community Services
Policy Owner	Library Services
Effective date	10 September 2009

1. Purpose/Objective

The purpose of this policy is to establish the principles and guidelines for the management and acquisition of library resources and to account to the public for the selection of such resources as provided by the State Library of Queensland Public Library Standards and Guidelines.

The Library Collection Management Policy is intended to provide practical guidelines for library staff given the responsibility of adding new resources to, and withdrawing resources from, the collection.

2. Scope

This policy applies to all branches and sections of Cassowary Coast Regional Council Libraries, suppliers and contractors.

3. Definitions

Library materials and resources – make up the library collection which support the vision and purpose of Cassowary Coast Libraries.

The Heritage Collection – is the collection of materials relating to the history, character and development of the Cassowary Coast region.

4. Procedure

4.1 Practice of selection and criteria used

- a) The Library’s objective is to provide a quality collection of resources that cater for the recreational and information needs of all sectors of the community. Issues such as changing social values, technological advances and increasing awareness of cultural differences will be considered part of the selection criteria requiring library staff to be flexible, open-minded and responsible in the evaluation of library materials considered for acquisition.
- b) The Library Service will endeavour to purchase resources that meet the broad spectrum of community needs taking account of social justice considerations and available budget resources. Priority is given to material that is popular as well as being relevant to Cassowary Coast lifestyles and trends.
- c) Resources may not be excluded from selection based on personal taste, moral or political viewpoints, social or ideological variance.
- d) Resources for acquisition will be selected using a variety of selection criteria and supply sources, including the development of library profiles and selection profiles, standing orders, and online ordering through allocated suppliers.

- e) Resources will be considered for selection based on their own merit and the audience for whom it is intended.
- f) Multiple copies of resources may be acquired when anticipated usage justifies it.
- g) If the library is unable to meet specific resource needs through its own collection, the library will endeavour to meet these needs through its inter-library loan service.

4.2 Collection responsibility

- a) The Cassowary Coast Regional Council has appointed the ~~Library Services Team Leader~~ Principal Library and Museum Services to be responsible for the selection of library resources in accordance with this policy.
- b) The Principal Library and Museum Services ~~in accordance with staff structure~~ may delegate the implementation of this policy to appropriate staff.
- c) Every member of the community and Council staff shall have the right to suggest materials for consideration for purchase by the library service. Specific titles requested may be purchased or obtained on inter-library loan.
- d) All resources acquired by purchase or donations are subject to the criteria outlined by the Library Collection Development Policy

4.3 Acquisitions

- a) Resources will be acquired from vendors with a proven ability to supply.
- b) Where possible library resources will be ordered through standing order plans and library profiles to ensure a regulated supply of materials.
- c) Resources will not be purchased from unsolicited sources unless they are of vital local significance and comply with this Policy.
- d) Criteria by which vendors are chosen include but are not limited to; type and range of stock, price of stock, discount offered, reliability and speed of supply, reporting procedures of unfilled orders, ordering and invoicing procedures, LGA approved supplier and ability to provide high quality, shelf-ready items.

4.4 Donations

The Library Service is pleased to accept donations of resources but reserves the right to decline or redistribute them if they do not meet the selection criteria.

Donated items that are not selected for inclusion may be sold in the Library Service's secondhand book sales or redirected to other local special collections or offered to charities or disposed of in other ways.

Assessment of donations will be based on the age of the item, relevance of content and 'as new' condition of the item. Items, once donated, are the property of the Council.

4.5 Censorship

The primary objective of the Cassowary Coast Libraries is to facilitate free and open access to the ideas and information available on all subjects, utilising all possible formats. The library will not acquire any resources that are prohibited by law.

Library staff will not censor the information selected by any member of the public. Parents or guardians are responsible for the suitability of materials perused or borrowed by their child.

Materials will not be removed or excluded from being purchased from the collection because children may access these materials, or on the basis of partisan or doctrinal disapproval.

4.6 Withdrawals

Reasons for withdrawing resources from the collection may include but are not limited to: being badly damaged or soiled, no longer accurate, being superseded, no longer in demand, of no special historical or local interest. Withdrawn resources will be sold, donated to charity or otherwise disposed of.

4.7 Non-inclusion

- a) The general library collection will include materials available in a variety of formats, current and future, which may include but are not limited to print, serial, audio-visual and electronic formats. While the relevance of the content of material is a primary consideration, the format may affect its suitability for inclusion.
- b) The following categories of material are not collected by Library Services:
 - (i) Textbooks
 - (ii) Workbooks that require written input from readers
 - (iii) Expensive or rare items inappropriate for a public library service
 - (iv) Ephemeral material of little value even in the short term
 - (v) Items prohibited by law.
- c) Textbooks prescribed for study may be included in the collection where they are of general interest or value to the community, and they are the most appropriate material available. Students should generally be referred to their educational institution for access to textbooks.

4.8 Heritage Collection

The subjects of interest for the Heritage Collection relate to the history, character and development of the Cassowary Coast region and immediate surrounding areas.

Please refer to the specific Business Operating Procedure relating to the collection of materials for the Heritage Collections.

Related forms, policies and procedures	Heritage Collection Guidelines
Relevant legislation	<i>Libraries Act 1988</i> <i>Queensland Heritage Act 1992</i>
Reference and resources	Australian Library and Information Association: Free access to information statement Queensland Public Library Standards and Guidelines

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