




Mildura Rural City Council

## Libraries & Knowledge Hubs – Collection Development Policy

### Policy - Branch Specific OP049

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Manager Libraries & Knowledge Hubs	Manager Libraries & Knowledge Hubs		February 2025
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#### 1. The purpose of this policy is:

To state general collection building principles, which delineate the purpose and content of a collection in terms relevant to both external and internal audiences.

#### 2. Policy Statement

Libraries & Knowledge Hubs will provide access to a wide range of recreational, educational, and informational material which reflects the current general interest and needs of the community. The material selected should be in a variety of formats suitable to the requirements of the people served and should be freely available for use either in libraries or on a loan basis.

Library staff will be guided by a sense of responsibility to both present and future customers in adding materials that will enrich the collections and maintain an overall balance.

### 3. Principles

- **Criteria for Selection of Materials**

It is not the libraries place to censor items in the library's collection as per Australian Library & Information Association "Statement Free Access to Information"

However, certain basic principles can be applied as guidelines. Every item must meet some of the following criteria for inclusion in the collection.

1. Authority and competency of the author, composer, film maker, etc;
2. Comprehensiveness in breadth and scope;
3. Vocabulary and level;
4. Design and arrangement;
5. Format suitability;
6. Demand and need for the material
7. Relation to existing collections;
8. Relative importance in comparison with other materials on the subject;
9. Importance as a record of the times for present and future use;
10. Date of Publication
11. Price

Items that are requested for loan by a customer, but that are not already in the collection, will be given serious consideration and will be purchased whenever appropriate. Customers are also invited to offer suggestions for consideration. These will be subject to the normal selection process.

- **Description and Access to Collections**

#### **REFERENCE COLLECTIONS**

This collection aims to provide general, local history, on-line resources that have been developed as a specific source of information and which are available for use by the community.

#### **Reference Collection**

This collection contains specific materials that can be referred to or consulted eg. atlases, dictionaries.

#### **Local History Collection**

This collection contains materials relevant to the history of the Mildura Rural City and the Sunraysia area A broad range of topics are collected, with the purpose of assisting in the conservation of this district's heritage.

This collection contains current and historic documentary materials on the Murray River particularly environmental issues, history of the river trade, vessels used on the Murray, riverboat captains, various water authority

and government reports, and communities along the Murray River. All relevant material is collected regardless of format except that realia will not be collected. The collection may include but will not be limited to books, audiovisual items, photographs, maps, and ephemera.

All material in this collection will be held indefinitely.

Libraries will encourage local community groups, businesses, institutions to deposit materials that are within the scope of this collection with the Mildura Rural City Council for long-term preservation and public accessibility.

All locally published newspapers will be collected.

A minimum of two copies of each item will be purchased, one of which will be included in the local history collection at the Mildura Library. Additional copies may be purchased for some high demand items.

Suitable conservation methods will be adopted and appropriate equipment used to adequately house materials. This will ensure the long-term preservation of rare and valuable items in all formats. Where possible, digitisation will be undertaken to preserve originals.

#### ACCESS

Reference materials are kept by the library at all times for consultation and cannot be borrowed.

#### **Carnegie Collection**

When the Carnegie Library was built in 1908 many books were donated to start a collection from residents such as James Matthew and Presley Seal, along with the books from the Mildura Mechanics Institute Public Library. A few of these rare and valuable books still exist from this original collection to form what is known as the Carnegie Collection and it is housed at the Mildura Library in the James Matthew Room.

#### ACCESS

Items from the Carnegie Collection are available for viewing on request and under strict supervision by Library staff. No photocopying is permitted, but photographs and scanning on portable devices can be done.

## **Newspapers**

This collection aims to provide a selection of newspapers that cover both local and national news.

Local newspapers are held indefinitely support the interest, study and research in the library of the history of the community.

As funding allows, the digitisation of the Sunraysia Daily for access and preservation purposes will continue.

Other digitised local newspapers will be accepted in consultation with the Manager Libraries & Knowledge Hubs.

### **ACCESS**

Newspapers are available for use in the library only. Where microfilmed/digitised versions are available they are to be used in preference to the hard copies. Bound newspapers cannot be photocopied, but can be photographed or scanned with a portable device. Original hard copies can only be used for extensive research purposes with permission from the Manager Libraries & Knowledge Hubs.

## **FICTION COLLECTIONS**

This collection aims to provide a wide range of materials, and includes items of educational and cultural value, popular titles and standard fiction.

Large Print and Dyslexic Font books will be provided within these collections.

### **Adult Fiction**

This collection aims to provide a wide variety of fiction including, genre fiction, Australian authors, popular fiction and some classic fiction.

### **Young Adult Fiction**

This collection is aimed at the 13-25 year olds, and will contain materials that may also be suitable for both the children and adult collections, but should be recognised as a separate and necessary bridging collection.

### **Children's Fiction**

This collection is aimed at the 5-12 year olds, and may contain some materials also found in the Young Adult collection, and picture book collection. A wide range of realistic and imaginative materials for all intellectual ages and abilities needs to be provided, for both enjoyment and educational purposes and includes materials for development of reading and literary skills.

## **Picture Books**

This collection aims to provide a collection of picture story books in both soft and hard cover format, primarily for 0-5 year olds.

The picture book collections should contain books that cover speech patterns, rhythm and rhyme, simple concepts, familiar themes, a variety of cultures and first stories including board book format.

Books with Audio, which are books with audio player, will be purchased for the collection.

Pop up books and big books are only purchased when they are to be used by library staff for story times.

Lift the flap books are only purchased if they are deemed to be a quality item and are acceptable for public use.

Miniature books are not recommended, nor are plastic or fabric books.

### **ACCESS**

Fiction collections are freely accessible to all borrowers. The use and borrowing of adult materials by children is the responsibility of parents and/or guardians.

## **Book Club**

This collection aims to provide resources for customers for reader development and for discussion and interaction with other customers. Titles will be added to the book club collection each year proportional to the number of book club members. This collection will include a wide range of fiction genres, award winners, biographies and nonfiction suitable for book club discussion. Titles will be selected by the Library Engagement team in consultation with book club members.

### **ACCESS**

This collection is housed at the Mildura Library. The collection is accessible to Mildura Rural City Council Libraries book club members with current library membership cards.

## **NON-FICTION COLLECTIONS**

These collections aim to provide a comprehensive range of subjects which meet the informational, cultural, educational, business and recreational needs of the community. These collections should reflect a range of viewpoints and cover a variety of reading level abilities.

Libraries & Knowledge Hubs will provide items for adults, young adults and children.

Mildura Rural City Council Libraries will concentrate on its role as a library for the community and therefore will not purchase textbooks which is the role of school and college libraries, special libraries and academic libraries.

#### ACCESS

All collections are available for loan to all age groups.

The use and borrowing of items from the adult collection by children is the responsibility of parents and/or guardians.

### **AUDIO VISUAL COLLECTIONS**

These collections aim to provide informational, educational and recreational material in an alternative format.

#### **Audio books**

This collection aims to provide a range of fiction and non-fiction titles in CD format.

#### **DVD Collections**

This collection aims to provide materials for all ages and interests including both fiction and non-fiction. The range will include popular titles, documentaries, instructional, classic films, children's stories and music.

#### **Music CD's**

This collection aims to provide a range of music for all ages.

#### ACCESS

All materials are freely available for loan, except for MA15+ will only be available to members over 15 years of age and R Rated for members aged 18 and over.

### **E-RESOURCES**

#### **e-Library**

These collections include e-books, e-audiobooks, e-magazines, newspapers and streaming services

#### **Other e-resources**

These collections may include literacy, genealogy, educational, leisure and informational resources.

#### ACCESS

Access may be governed by licensing. Resources are available to customers, through the library website and provider apps. Resources are

accessible to library members only. and some resources are restricted for use in the library only.

### **MAGAZINES**

This collection aims to provide a selection of popular magazines.

#### ACCESS

The lending collections of periodicals are available for loan by customers of all ages. Reference periodicals are available for consultation in the Library.

### **BOOKS ON THE FLY**

This collection of books consists of donated and withdrawn items that have not sold in the library book sale.

#### ACCESS

This collection is housed at the Mildura Airport in both Arrivals and Departures areas.

### **SEED LIBRARY**

This collection contains vegetable, herb and native seeds, that can be borrowed/taken by the community.

#### ACCESS

Three packets of seeds can be borrowed at any one time and collected seeds can be donated to Mildura Rural City Council Libraries with the exception of illegal or prohibited species.

### **LIBRARY OF THINGS**

This collection is made up of materials that help make customers day-to-day lives easier by providing access to items that they might not be able to purchase due to financial reasons, space restrictions, one time only use and would like to try before they buy.

Items that will not be purchased include those that are:-

- Used regularly
- Personal hygiene items
- Require large storage space
- Dangerous
- Expensive

Suggestions for items in this collection will be considered at the discretion of Library Team Leader Collections & Technology.

## ACCESS

This collection is available to people aged 18 and over, who sign the “Equipment Hire Waiver” to borrow.

## **STACK COLLECTIONS**

This collection aims to house old materials with emphasis on Australiana, biographies and literature. The collection also includes out of print, significant items, back runs of newspapers and periodicals and works by or about local people and places and local history books.

## ACCESS

The Stack Collection is available for loan, but access to these materials is only available by request. Stack Reference items are for use in the library only

- **Use of Library Materials**

### **Controversial Materials**

The library recognises that some materials are controversial and that any given item may offend a library customer. Selection will be based on the merits of the work in relation to building of the collections and to serving the interests of the community.

### **Classification & Censorship**

Selection is based on an objective application of the criteria listed, rather than on subjective opinions. There is always the possibility that some users will be offended or repelled by opinions expressed in some materials. They have the right to feel repelled and a right to express their repulsion, but not the right to force their standards on others by suppressing or demanding the suppression of what they condemn. Suppression of any library materials or resources violates a principle implicit the development of a public library collection; the right of adult persons to read and think for themselves and the freedom to read.

Responsibility for the reading, listening, viewing and use of library materials by children rests with their parents or legal guardians. Selection of library materials for purchase will not be inhibited by the possibility that material may inadvertently come into the possession of children.

Materials prohibited by law will not be added to the collection.

### **Complaints**

Any member of the public served by the library may lodge a complaint about material in the collection.

Initially, the complaint shall be dealt with informally but immediately, by library management explaining the selection criteria and collection



development policy guidelines. A copy of the Collection Policy and the Australian Library and Information Association's 'Statement on Free Access To Information' should be made available to the user at this point.

- (a) If the complaint is not resolved in this way, it should then be made in writing to the Chief Executive Officer;
- (b) A written decision of the outcome should then be sent to the user lodging the complaint; and
- (c) The written decision should be regarded as adequate defence should the same item be cause for complaint in the future.

- **Loans from other Library Services**

Any person who is a member of the Mildura Rural City Council Libraries can request items through the Inter-Library Loan system.

Costs of Inter-Library Loaning certain items/photocopies must be met by the customer.

- **Collection Maintenance**

Collections will be maintained so that investment in the stock is maximised and it is attractive to users.

A minimal amount of replacement, and repair of items is carried out according to collection development guidelines.

### **Donations**

Libraries welcome and, in some instances, seeks donations of books that are in near new condition and under 5 years old. Local history items would be the only exception.

It reserves the right to dispose of any material that falls outside the parameters of the Collection Development Policy or selection guidelines, without prejudice to the donor or the library.

Upon receipt of a gift or donation it should be made clear that such material is accepted in accordance with these conditions.

### **Discarding**

Items may be discarded if they are:

- Obsolete;
- Superseded editions;
- No longer relevant to the collections;
- Incomplete, irreparably damaged or in otherwise poor condition; and
- No longer used.

- **Disposal**

Materials, that are in very poor physical condition, will be discarded.

Materials no longer required may be sold at book sales. Then if not sold, they may be used for the Books On The Fly Collection, book swap or recycled

Materials which could be used by other community organisations or libraries may be donated, especially if they fit with their specialties or known strengths.

Discarded discs, Playaways and plastics will be sent for recycling.

#### **4. Who is responsible for implementing this policy?**

The Manager Libraries & Knowledge Hubs is responsible for implementing this policy.

#### **5. Definitions**

<i>Materials</i>	Is a term used for all forms of media relevant and useful for public library purposes. Materials may be, but are not limited to, books (hardback and paperback), magazines and journals, newspapers, photographs, microfiche, microfilms, databases, CDs, DVD products.
<i>Selection</i>	Refers to the decision that must be made to add a given item to the collection. It does not refer to guidance on assisting a library user.
<i>Reference</i>	Refers to that part of the collection, which is to be referred to or used only on the premises and is not available for loan.
<i>Collection development</i>	Refers to the on-going process of assessing materials and in making decisions, first, on their inclusion, and second, on their retention.

## 6. Legislation and other references

### 6.1 Legislation

NIL

### 6.2 Documents

This Policy is implemented in conjunction with the following documents:

- Australian Library & Information Association “Statement Free Access to Information”
- Glasgow Declaration on Libraries, Information Service and Intellectual Freedom
- Standards and Guidelines for Australian Public Libraries
- Library Service Heritage Policy

### 6.3 Risk Assessment Reference

<b>Risk Category</b>	✓	<b>Risk Category</b>	✓
Asset Management	✓	Financial Sustainability	
Committees		Human Resource Management	
Compliance – Legal & Regulatory		Leadership & Organisational Culture	
Contract Management		Occupational Health & Safety	
Contract Tendering & Procurement		Organisational Risk Management	
Corporate Governance		Project Management	
Environmental Sustainability	✓	Public Image and Reputation	