

<b>Division / Branch</b>	Environment and Human Services / Hornsby Shire Library and Information Service
<b>Responsible Officer</b>	Manager, Library and Information Services
<b>Endorsed by General Manager / ExCo on</b>	7 August 2013
<b>Amendment History</b>	
<b>Related Determinations / Policies</b>	Library Services Determination
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## **Introduction**

The Collection Development Determination is a dynamic working document which aims to inform the public and assist staff in the selection of resources to meet the vision and purpose of the Hornsby Shire Library and Information Service. The Determination supports Council's strategic intent by contributing to the maintenance and provision of high quality and accessible community services.

Hornsby Shire Library and Information Service operates within the framework of the New South Wales Library Act and related legislation. Policies and statements on library and information services which inform this Determination include those published by the Australian Library and Information Association (ALIA), the International Federation of Library Associations (IFLA). The Australian Interlibrary Resource Sharing Code, published by the National Library of Australia, regulates the provision of interlibrary loans services.

## **Responsibility**

The responsibility for collection development rests with the Information and Technology Section Leader and the Customer and Network Section Leader who may delegate selection responsibility for sections of the collection to various staff members with particular subject, genre or resource expertise. Responsibility for the content and implementation of the Collection Development Determination rests with the Manager, Library and Information Services.

## **General Principles and Rationale**

Ongoing aims relating to collection development include:

- To enhance maintain and organise collections of resources for borrowing and/or use in libraries
- To promote and support the use of online resources by staff and customers.

The following principles underpin the Library's Collection Development Determination:

- Materials are selected which are relevant to the educational, recreational and information needs of the residents and ratepayers of Hornsby Shire
- Materials are selected in a variety of formats to provide a comprehensive and balanced collection within available resources.

## Determination

### 1. Selection Methods

#### 1.1 *Booksellers*

Nominated staff coordinate visits from a range of suppliers and arrange for members of staff with expertise in particular subject areas to assist with selection. Booksellers select titles from material offered to them by publishers, and offer them to the Library.

#### 1.2 *Publisher and Supplier Websites*

Publisher and supplier websites are consulted to select recently published material of which meets the criteria set out in the Collection Development Determination.

#### 1.3 *Bookshops*

Staff visit bookshops to purchase specialised or urgently required resources.

#### 1.4 *Profiles and Standing Orders*

The Library supplies a detailed specification of requirements in nominated subject areas to identified suppliers. This profile is used by the supplier to provide a range of relevant publications for consideration for purchase. Standing orders are also maintained to ensure that popular works and new editions of regularly published titles are received as soon as they are available.

#### 1.5 *Reviews*

Library staff consult a range of authoritative sources containing reviews of material under consideration for purchase.

#### 1.6 *Suggestions for Purchase*

All community members and Library staff are encouraged to contribute to the selection process by suggesting items for acquisition.

#### 1.7 *Feedback from Hornsby Library Customers*

The Hornsby Shire Library and Information Service caters for the needs of a broad range of community members of all ages, backgrounds, interests and abilities.

The library users are surveyed on a regular basis. This information is used, in conjunction with loan figures and other relevant statistics, to identify trends, anticipate demand and meet customer expectations. In surveys conducted over the last few years, customers have expressed the need for:

- Resources in a variety of formats, including, but not necessarily limited to, print, audiovisual and online resources
- Current information
- Objective information expressing various viewpoints
- Access to resources outside the immediate collection
- Access to online resources in the Library and from home.

## **1.8 Donations**

Donations of books and other library materials may be accepted from the public in accordance with the Library's *Donations Guidelines*. Donations are accepted on the understanding that they become the property of the Library, and that as such, the Library reserves the right to evaluate, use or dispose of material as is deemed appropriate.

Items which meet the selection criteria are placed in the Library. Unsolicited donations may be discarded.

## **1.9 Promotional Information**

When selecting material, Library staff assess a range of promotional information from various sources.

## **2. Selection Criteria**

### **2.1 Selection Principles**

These principles apply to all formats and collections, although additional formats and collections may also be considered.

2.1.1 Hornsby Shire Library is committed to providing access to resources for all members of the community regardless of their language, cultural background, level of literacy or mobility or physical location.

2.1.2 While it may not be practical or financially possible to provide special collections at all branches, access to these resources is available to all members of the community through the Library's online catalogue. An interbranch delivery service operates at all Hornsby libraries.

2.1.3 The Library collects material in a variety of formats featuring different genres and a wide range of views. This includes controversial material and works reflecting the opinions of a culturally diverse community. Material is not excluded because it may offend the cultural beliefs of some sections of the community. In selecting material and making it available for loan, the Library abides by Australian and NSW legislative requirements.

2.1.4 Specialist technical books, school and university text books, and material at a level not suited for use by the wider public library audience are not held.

2.1.5 Factors considered when selecting and purchasing resources include:

- subject matter
- currency of content
- level, depth and breadth of coverage
- suitability for target audience
- level of Australian content
- authority and objectivity of sources
- ease of access for target audience
- access to online resources in the library and from home

- durability
- cost effectiveness
- after sales support from the provider

## **2.2 Duplication**

When funding permits, the Library purchases multiple copies of popular in print fiction in a range of binding types and formats. A range of adult non fiction titles on a subject are purchased in preference to multiple copies of a work. Items which are in heavy demand are an exception – for example, popular biographies, or topical works. New editions of popular works – for example travel guides and yearbooks – are purchased as they become available.

## **2.3 Formats**

### **2.3.1 Books, eBooks and eAudiobooks**

Fiction and nonfiction books are purchased in a wide variety of genres, covering a range of subjects and viewpoints to meet the recreational and informational needs of the community. This includes large print and audio books.

### **2.3.2 Magazines, eMagazines and Newspapers**

International, national, state based and local magazines and newspapers covering a range of subjects and views are purchased in print and online. Titles in languages other than English are purchased where a community need can be demonstrated.

### **2.3.3 Audiovisual Resources**

Audiovisual resources are purchased in a range of formats. These include entertainment titles which support the cultural, recreational and educational interests of the community. When selecting audiovisual material, an awareness of technological changes is maintained, with a view to introducing new formats when they are deemed durable and reliable, and are available in a standardised and cost effective format. In accordance with Australian and NSW legislative requirements, lending restrictions apply to material classified as MA 15+ and above.

### **2.3.4 eResources**

The Library maintains a number of internally produced databases and purchases a range of commercially available products for adults and children. These include a Community Information Directory, containing the names and contact details of local groups, and a range of online databases, eBooks and eAudiobooks. A selection of relevant websites is maintained on the Library's website. These eResources are selected using the general principles applicable to the entire collection. Preference is given to products providing online access in the Library and from home. This collection is regularly reviewed to ensure that the changing needs of customers are met.

In addition to the general principles listed above, the following factors relating to eResources are considered:

- Ease of access – both from within the library and from home
- Proportion of full text information provided
- User friendliness of interface

- Interoperability with a range of mobile devices
- Inclusion of Australian material
- Availability of user statistics
- Presentation of on screen documents (e.g. PDF, html, xml)
- Range of journal coverage
- Retention policies of providers (e.g. cumulative versus rolling journal archives)
- Licence conditions
- Reliability and speed of connection to the service
- Vendor support

Any disparity between the printed and the online versions of the same material is also considered – for example, the inclusion or omission of illustrations or advertisements in online publications.

Internet access is available at all Hornsby Shire libraries. Conditions of use apply as outlined in the Hornsby Shire Library and Information Service publication entitled *Internet Services*.

## **2.4 Collections**

### **2.4.1 Reference Collection**

Reference collections in hard copy are available for use on site, while a range of online reference works are available in the Library and from home. When considering specific titles for purchase, the more cost effective and appropriate format is selected.

### **2.4.2 Literacy Collection**

The Library maintains a collection of print, audiovisual and online resources to assist community members wishing to improve their literacy and English language skills. Emphasis is given to Australian produced material where it is available and meets the criteria for selection of print and online resources.

### **2.4.3 Local Studies Collection**

The local studies collection documents the history of the Hornsby Shire. Only material relating to the history and life of the people of Hornsby Shire is collected. Materials relating to areas and councils outside Hornsby Shire are not collected unless they have a direct link to Hornsby Shire. This is a research collection and is not available for loan, although in certain circumstances duplicate copies of some works may be made available for loan in the general collection. As funds become available, selected resources are digitised and made accessible online. Various formats are collected, including books, photographs, archives, newspapers, journals, Hornsby Shire Council records, ephemera, and eResources.

### **2.4.4 Family History Collection**

This collection comprises print, microform and online resources for family history researchers. The emphasis is on Australian resources. Overseas records are collected where their purchase is cost effective. A selection of relevant websites is also maintained on the Library's web page.

## 2.4.5 *Community Language Collection*

Hornsby Shire Library provides access to material in community languages. Resources which form part of the library's in house collection are selected according to the general principles listed above. This includes Chinese language resources in print and audiovisual formats. The Chinese language resources are selected according to the general principles listed above. The community language collection is reviewed regularly to ensure that it meets identified customer needs.

Resources in other community languages are also obtained on a regular basis through the State Library's Community Language Service. These resources are selected by State Library staff with the relevant expertise.

## 2.4.6 *Legal Information*

The Find Legal Answers print collection and website have been established in partnership with the State Library of NSW and the NSW Law Foundation to provide public access to legal information in plain English. A core collection is held at all Hornsby Shire libraries and a link to online information is available on the Library website. These resources are selected and updated by staff based at the State Library of NSW.

## 2.4.7 *Drug Information*

In partnership with the State Library of NSW, Hornsby Shire Library maintains a collection of up-to-date information on alcohol and drug use. These resources are selected by State Library staff with expertise in this subject area. A link to online information is available on the Library website.

## 2.4.8 *Stack Collection*

The Library maintains general and local studies stack collections containing useful items which are not in high demand. These may include out of print or valuable items, useful material which is no longer in good condition, and resources of historical importance.

## 2.4.9 *Children's and Young Adult Collections*

The children's collection caters for the 0-12 years age group, while the young adult fiction collection caters for the 13-17 years age group. These collections include picture books, graphic novels, fiction, nonfiction and reference resources, audiovisual and online resources, eBooks, eAudiobooks, magazines and community language material. Large print material is also included in the collection.

The decision on whether to place an item in the children's or young adult collection is based on an assessment of the level of mental and emotional maturity required by the user to understand the subject matter. DVDs with an M rating or above are housed in the adult collection.

The selection of children's and young adult resources is carried out in accordance with the general selection criteria listed above. In addition, the following factors are considered:

- Suitability for the intended audience

- Quality of presentation and illustration
- The inclusion of a wide variety of themes, writing styles and reading levels
- Quality of writing – for example, avoidance of stereotyping or clichéd language
- Place of publication – for example, Australian authors and illustrators should be well represented.

### **3. Collection Maintenance**

#### **3.1 *Rotation of Resources***

To refresh the collections at nominated Library service points, selected items are periodically rotated between the branches.

#### **3.2 *Retention of Resources***

Hard copy international, national and state based newspapers are retained for at least two weeks. Local newspapers are microfilmed regularly. Selected originals of local newspapers are placed in the local studies stack.

Magazines and journals are held for a minimum of one year, providing they are in an acceptable condition. Magazines and journals relating to the local area are also retained.

#### **3.3 *Deselection of Resources***

The collection is assessed regularly to ensure that it remains current and is in good condition. Damaged, soiled and outdated material is withdrawn, along with titles which no longer meet the needs of a public library audience.

#### **3.4 *Disposal of Discarded Resources***

Disposal of discarded resources is at the discretion of the Manager, Library and Information Services. Discarded resources may be:

- Sold to approved purchasers
- Recycled
- Offered to other libraries

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