



# **Collection Development Policy**

**2018**

## **Introduction**

The purpose of Collection Development Policy is to guide staff and inform the public about the principles upon which selections are made for the collection.

The judgement of staff will be exercised within the framework of this Policy, the stated goals and boundaries of which will assist them in choosing from the vast array of materials available.

## **Collection Aims**

The aim of Eastern Regional Libraries Corporation (ERLC) is to provide a high-quality, attractively presented, usefully organised informational and recreational collection in a range of media that is current, relevant and responsive to the needs of the whole community.

## **Responsibility for Managing Collection Development**

The overall responsibility for the collection lies with the Chief Executive (CE). The CE will authorise other staff to apply this policy in building branch library collections.

The day-to-day responsibility for the management of the collection lies with the Corporate Manager Customer Services, whose team includes the Manager Collections and the Manager Information Services (who is responsible for reference materials and downloadable materials).

Unusual problems will be referred to the CE who, in exceptional cases, will inform the Board.

## **The Collection**

Access to the collection of ERLC is provided free of charge according to the grant conditions laid down by the Victorian State Government.

The collection can be accessed at 13 branch libraries, 1 mobile library, 1 outreach vehicle and 3 community reading rooms.

Each library holds its own core collection of lending stock and reference materials, including both fiction and non-fiction in a variety of formats, suitable for all age groups, and responsive to the particular needs and full diversity of the local community. The quantity of materials held in each branch library is variable and is dependent upon the size of the facility, the requirements of the community and budgetary considerations. The collection size for each branch/reading room is set out at Attachment 1.

The collection is managed by ERLC, on behalf of its Member councils, and is organised as a single regional collection. However, items can be transferred temporarily or permanently around the region, according to demand.

## **Withdrawal of Stock from the Collection**

The Corporate Manager Customer Services, the Manager Collections, the Manager Information Services and branch staff will continually review the currency and relevance of the collection to ensure it remains up-to-date and attractive.

Guidelines on the withdrawal of stock are detailed at Attachment 2.

## General Criteria and Principles for the Selection of New Materials

ERLC recognises the need to make available current, high demand, high interest material in a variety of formats for persons of all ages.

The primary purpose of selection is to collect materials of contemporary and popular interest. ERLC will always be guided by a sense of responsibility to both present and future library users in adding materials which will enrich the collections.

### Selection Criteria

Material will be selected according to the following recognised and ranked criteria:

1. Popularity.
2. Extent of publicity and promotion.
3. Demand and need for the material.
4. Relationship to existing collections.
5. Relative importance in comparison with other materials on the subject.
6. Authority and competency of the author/creator.
7. Appropriateness to interest and skills of intended users.
8. Comprehensiveness in breadth and scope.
9. Importance as a record for present and future use.
10. Date of Publication
11. Price

All staff members selecting library materials will keep these criteria in mind and apply their knowledge and experience in making decisions regarding the inclusion of particular items. Community and staff input may be sought when considering local needs.

### Principles for Selection

#### Principle 1

**We will purchase items that our borrowers want to read, listen to and view – not what we think they should.**

ERLC will respond to community demand by focusing its purchasing on new and popular adult fiction and non-fiction, picture books, junior fiction, audio-visual, online and digital material.

Item turnover (loans divided by the number of available items), customer suggestions and holds levels are monitored closely, triggering purchase of new items and additional copies of high demand items. In addition to user demand, selections based on detailed specifications, provide depth to the existing collections.

## **Principle 2**

**We will not duplicate the services and materials offered by other library providers.**

ERLC does not attempt to duplicate the services and materials offered by other library providers. Through co-operative agreements with the State Library of Victoria, academic libraries and other municipal library services the resources of these libraries may be available to ERLC members through inter library loan.

## **Principle 3**

**As ERLC serves a public embracing the full diversity of the local community, educational background and reading abilities, it will always seek to select materials of varying complexity.**

In selecting materials for the collections in any particular branch, ERLC will pay due regard to the special, commercial, industrial, cultural and civic needs of that community.

ERLC acknowledges the challenges that can be faced by those who identify as lesbian, gay, bisexual, trans\* or intersex (LGBTI), and is committed to providing excellent service to people of all sexualities, gender identities and sex identities.

ERLC acknowledges the educational needs of students of all ages. Text books and curriculum related materials are provided only where these materials also serve the general public or where they provide information not otherwise available.

Legal and medical works will be acquired only to the extent that they are useful to the layperson and not duplicated by ERLC's electronic databases.

## **Principle 4**

**ERLC acknowledges a particular responsibility to collect, preserve and organise material relating to the natural history, flora and fauna, social, economic, cultural and political aspects, both current and historical, of the local area.**

"Local" refers to the ERLC region and adjacent localities if appropriate. Realia will not be collected.

## **Principle 5**

**Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and in serving the interest of the Member Councils' communities.**

ERLC recognises that some materials are controversial and that any given item may offend some library user.

ERLC's materials will not be marked or identified to show approval or disapproval of the contents, and no item will be removed from the collection except for the express purpose of protecting it from damage or theft.

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

However, access to particular material may be restricted in response to legislated or legal requirements.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm.

Complaints regarding library materials should be detailed in writing to the Chief Executive.

#### **Principle 6**

##### **We provide informational, recreational and cultural materials in the media of the day**

Online resources and downloadable content are an integral part of the library's collection. Providing access to resources in a wide variety of formats ensures access for persons of all ages and abilities.

eBooks, eAudiobooks, streaming films and music collections will continue to grow and the library advocates for access to new and popular materials.

Where available ERLC will enable assistive technologies to ensure people with disabilities and special access requirements have access to collections.

#### **Principle 7**

##### **We will carefully consider requests and comments from library customers.**

Library users are encouraged to make requests and recommendations for items that are not already in ERLC's collection and to comment generally on any aspect of the collection.

A range of avenues for requests and recommendations will be provided – webpage, social media, 'Your Comments Count' forms.

The results of ERLC annual syndicate survey will also be taken into account.

General comments on the collection will receive a response wherever the following are supplied: the name and address; email details; or social media contact.

#### **Principle 8**

##### **We will evaluate the effectiveness and success of the library collections through analysis of performance data.**

We measure the success of the collection by analysing the following:

- Turnover statistics for all collection genres
- Circulation (loans)
- Online/digital usage
- Stock held
- Age of collection
- Acquisition and discard rates

## **Guidelines relating to Specific Areas of the Collection**

In addition to its general selection criteria and principles for selection, ERLC applies the following guidelines to the purchase of materials in specific areas.

### **Fiction**

ERLC aims to provide a wide range of fiction of all types, including books suitable for pre-school children, books for beginner readers, books for young independent readers, books for teenagers and books for adults.

The fiction collection will include popular titles of current interest to library users, classic literature, and select works of literary merit. Australian authors will be represented in the collection. The collection will also include a representative cross-section of material published overseas.

The collection will be refreshed with new editions of standard and classic titles if unlikely to be available on demand.

Where demand for particular titles is high, such as in the area of best seller fiction, extra copies will be purchased (subject to budgetary constraints) for each branch in order to keep waiting lists to a minimum.

### **Non-Fiction**

ERLC aims to provide an up-to-date, balanced collection in all subject areas likely to be of interest to library users. Subject to budgetary constraints, community demand and identifiable usage/borrowing, key retrospective works may be included and replaced as necessary.

Suitable material will also be provided for all age groups, from preschool children through to adults.

Where demand is very high multiple copies of a title may be purchased, budget permitting.

Efforts will be made to fill any obvious or reported gaps in the collection's coverage.

ERLC will not purchase course text books unless these have some value to the wider community. In meeting the needs of students for non-fiction material, ERLC aims to supplement rather than merely duplicate material held in school libraries.

### **Large Print**

ERLC aims to provide a collection of large print books for library users who are unable to read ordinary print, although the collection should be accessible to any library user.

The majority of large print readers are likely to be elderly. In response to demand, the collection should be comprised predominantly of popular adult fiction of all types, supplemented by a smaller amount of popular non-fiction.

### **Audio Visual**

ERLC aims to maintain up-to-date lending collections of audio books, compact discs and DVDs.

New audio visual media will be introduced to the lending collection as the technologies develop and demand arises, subject to budgetary considerations.

The audio visual collections are discrete collections that may complement the book collection, as well as assisting those with sight or hearing disability.

All audio visual collections will contain materials for adults and for children.

The selection of audio visual material will be governed to a large extent by the technical quality of the material.

### **Audio books**

Abridged and unabridged formats will be held in the adult audio book collection. Some dramatisations of children's classics are included.

### **Compact discs**

The adult collection will consist of compact discs representing the full range of musical styles. A wide range of compact discs will be purchased that reflects community demand.

### **DVDs**

A wide range of PAL Region 4 DVDs will be purchased that reflects community demand.

The Classification Board and Classification Review Board classify films and computer games so that members of the community can make decisions about the type of material they choose to watch or play. Refer Attachment 3 for details.

### **Reference Materials**

ERLC will maintain a collection of 'not for loan' material, containing information on the broadest possible range of subjects, that is always available for use during library opening hours.

The material purchased for the reference collections may consist of books, electronic databases or any other formats considered relevant.

Currency of information will be of the utmost importance. Overtime, most items in the reference collection will be replaced by an electronic version if available to ERLC.

Criteria used when considering downloadable and online resources for the collection in comparison to hard copies are: ease of use; price of electronic versus print; authority; accuracy; frequency of updating; anticipated demand; remote access capability and licensing and usage restrictions.

### **Family History**

ERLC will provide basic genealogical reference materials, primary reference tools and guides to sources for family history research, as well as providing access to additional research materials through interlibrary loan or referral.

Genealogical records and resources are acquired for Victoria, other parts of Australia, and for other countries with strong relationships through past immigration links.

General selection criteria apply to the selection of genealogical resources. The collection should be housed separately from the main collection with suitable identification.

Family Histories will generally be accepted as donations but not purchased by ERLC.

## **Newspapers and Magazines**

ERLC will subscribe to a carefully selected number of high demand daily newspapers and magazines likely to be of interest to library users, ranging from popular general publications to those focusing on special interests. Special interest magazines will only be acquired where there is evidence of sufficient demand and need to justify the expenditure. Given the cost of specialist magazines, where available, these will be provided online in preference to hard copies.

As the currency of information contained in magazines is of primary importance, it follows that they will be retained in each branch library collection for a limited period.

All newspapers will be reference only. Back copies of newspapers will be kept in branches, the length of time depending on space constraints, but not exceeding one month.

Access to high demand newspapers and magazines may be provided also online where available, and subject to budgetary constraints.

All periodical and newspaper subscriptions will be comprehensively reviewed annually.

## **Languages other than English (LOTE)**

In response to the relatively small number of non-English speakers within the Region, ERLC provides small collections of fiction and non-fiction books in languages other than English.

Current languages held are Chinese and Vietnamese for adults and Chinese, Vietnamese, Spanish, Italian, German, French and Japanese for children.

ERLC's policy is to monitor demand for this type of material and to adjust the collection accordingly.

Bulk loans of LOTE materials may be obtained from other library services.

Language learning instructions in the major European and Asian languages are purchased in a variety of formats.

## **Literacy Materials**

ERLC provides cataloguing, processing and shelf space to the Outer Eastern Literacy Group. Access to the literacy collection is provided through the ERLC database.

## **Graphic Novels**

Graphic novels have gained literary acceptance as a new medium through which a combination of text and sequential art are used to tell a story. The ERLC graphic novel collection is made up of core and popular titles that serve informational and recreational reading interests of children, young adults and adults.

ERLC will collect graphic novels in English, based on popular demand, reviews, author and publisher reputation, literary and artistic merit. Patron requests will also be taken into consideration when purchasing graphic novels. In selecting adult titles, graphic novels that are primarily erotica will not be purchased.

ERLC strives to select graphic novels that serve children, young adult and adult readers. It remains the parents' or legal guardians' responsibility to determine which materials are appropriate for their children.



## **Video Console Games**

Video games are a recreational and educational resource that are gaining wide popularity in the community. ERLC's video game collection is made up of core and popular titles across a range of platforms and for a range of ages.

ERLC will collect video console games based on popular demand and reviews. Patron requests will also be taken into consideration when purchasing games.

Games that require game-specific peripherals will not be purchased for the collection.

ERLC strives to select games that serve children, young adult and adult patrons. It remains the parents' or legal guardians' responsibility to determine which materials are appropriate for their children.

Video console games are retained as long as they are in good condition and continue to circulate. As new technologies emerge, formats will change.

The Classification Board and Classification Review Board classify films and computer games so that members of the community can make decisions about the type of material they choose to watch or play. Refer Attachment 3 for details.

## **Online Resources**

ERLC is committed to the use of technology services that will enhance the quality of the collection by providing more effective access to the latest information available.

Online resources are purchased for the purposes of recreation, education and research. Online resources are sought as (but not limited to), subscription and non-subscription databases, consortia models, eBooks and eAudiobooks.

The increasing popularity of eBooks and eAudiobooks is recognized. The selection criteria for fiction and non-fiction eBooks follows the general guidelines described for hardcover fiction and non-fiction items. ERLC is committed to increasing its annual expenditure in this area to reflect the continuing growth in demand.

## **Picture Books**

Picture books, board books and books for beginning and emerging readers are one of the most important collections at ERLC. ERLC is committed to the development of this vital collection that promotes the pleasure of reading and the improvement of literacy skills.

## **Review of Collection Development Policy**

This policy will be reviewed every year and revised at least once every three years.

Major changes will be referred to the ERLC Board for ratification.

## Optimum Stock Levels at Library Branches and Community Reading Rooms

This figures are based on the:

- available space for books, CDs, DVDs, reference materials, etc.
- estimated level of expenditure on new materials.
- likely amount of stock to be withdrawn due to damage or obsolescence.

LOCATION	STOCK LEVEL	COMMENTS
BAYSWATER	12,000	
BELGRAVE	25,000	
BORONIA	25,500	
CROYDON	50,000	
FERNTREE GULLY	23,000	
HEALESVILLE	12,000	
KNOX	45,000	Will be reviewed when library location determined post 2018
KNOX OUTREACH	3,000	
LILYDALE	25,000	
MONBULK	4,000	
MONTROSE	8,000	
MOOROOLBARK	18,500	
MT-EVELYN	7,000	
RINGWOOD	35,000	
ROWVILLE	25,000	
YARRA GLEN	1,500	
YARRA JUNCTION	18,000	

### Withdrawal of Stock from the Collection

Managers at each branch location are responsible for ensuring the withdrawal of stock in line with this policy and is conducted on an ongoing basis. Branch Managers are authorised to approve the withdrawal of stock from their branch in accordance with this policy.

The Corporate Manager Customer Services, the Manager Collections, the Manager Information Services and branch staff will continually review the currency and relevance of the collection to ensure it remains up-to-date and attractive.

#### Removal of stock

Stock will be withdrawn using the following criteria.

##### Popularity

Titles that have not been borrowed for 12 months will be withdrawn.

Decision based on: usage statistics from the library management system.

Action: Reallocated or recycled if practicable

Exceptions will be made for last copies of out of print materials, classics (if unlikely to be available on demand) and material with a local relevance which may be reallocated to a holding Stack or a reference collection.

Excess copies of once-popular titles will be withdrawn once public demand has been satisfied.

Decision made by: Collection Manager based on usage statistics from the library management system.

Action: Reallocated or recycled if practicable

##### Condition

- Items that are dirty, have missing pages, broken spines, etc.
- Audio Books, DVDs & CDs that are scratched or have missing discs which cannot be replaced.
- Graphic novels in poor condition and ceasing to circulate.

Decision made by: Branch staff and Manager

Action: Recycled if practicable

##### Relevance

- Reference books may be withdrawn or reallocated to the lending collection when a new edition is available (hard copy or electronic).
- Travel guides, legal & health books are withdrawn after five years, or when a new edition is available (hard copy or electronic).

Decision made by: Manager Collections and the Manager Information Services

Action: Reallocated or recycled if practicable

## Disposal of Items

Items removed from the collection may be:

- offered for sale to the community, either directly or through a third party, such as another not for profit organisation;
- offered to a local organisation for disposal;
- offered to other library services; or
- dealt with in accordance with a recycling method approved by the Chief Executive.

## Sale of Withdraw Items

There are five general methods for selling withdrawn items:

1. a public sale to the community;
2. eBay for significant / valuable items;
3. a sale to a dealer;
4. a sale to another institution; and
5. a sale on consignment through another institution.

**Sales in branches are not ERLC's preferred method to dispose of stock.**

The Corporate Manager Customer Services will decide if a sale is appropriate and will decide dates, times, etc. Sales, if any, will be one off events. There will be no continuous sales in any ERLC premises.

## Rules for Sales

- ✓ All sales organised by ERLC should be through a public sale.
- ✓ No library materials should be sold privately to any individual member of the community.
- ✓ A public sale is one that is open to all members of the community.
- ✓ The availability of such materials for public sale should be announced in advance in such a way as to give all potentially interested buyers an equal opportunity to purchase items of interest.
- ✓ There will be no continuous books sales in any ERLC premises.
- ✓ The sale(s) must be approved by the Corporate Manager Customer Services.
- ✓ Sales through eBay will be organised through the Corporate Manager Customer Services.
- ✓ Sales to dealers, other institutions and sales on consignment will be organised by the Corporate Manager Customer Services.
- ✓ Minimum sale prices are set by the ERLC Board as part of the Annual Budget.

**ATTORNEY-GENERAL'S DEPARTMENT CLASSIFICATION POLICY BRANCH**

**INFORMATION FOR LIBRARIES**

**LENDING FILMS AND PLAYING COMPUTER GAMES**

**Who classifies films and computer games?**

The Classification Board and Classification Review Board classify films and computer games so that members of the community can make decisions about the type of material they choose to watch or play. The Classification Operations Branch in the Attorney- General's Department provides Secretariat support for the Board and Review Board.

**How do I know which films and computer games will suit which ages of student?**

Films and computer games are classified into either advisory or legally restricted classifications. Anyone can watch films and play games that are classified G, PG and M. If a film or a computer game is classified MA 15+ the content is considered to be strong enough to impose restrictions on students who are under 15 years. R 18+ films are for adults. There is no R 18+ classification for computer games. Some educational films and games may be exempt from classification.

Each classification carries a classification marking which can be used to help decide on the suitability of a film or computer game for their students.

Consumer advice is also provided with films and computer games. The G category does not usually carry consumer advice. These are phrases next to the classification symbol which provide extra information about the content of the film or computer game. The phrases indicate the strongest classifiable elements contained in the film or computer game.

## **ADVISORY CLASSIFICATIONS - G, PG, and M**

### **G – GENERAL**

This classification is for a general audience. There may be some films and computer games in this category that are of no interest to children and young teenagers.

### **PG – PARENTAL GUIDANCE RECOMMENDED**

Material in this classification might upset, frighten, or confuse children and young teenagers, and an adult may be required to provide guidance.

### **M – RECOMMENDED FOR MATURE AUDIENCES**

This classification is recommended for people who are 15 years and over. **It is not against the law** to lend this material to younger people; however, this category is more suited to mature audiences because the films and computer games may contain themes and scenes which require a mature perspective.

### **THE RESTRICTED CLASSIFICATIONS- MA 15+ and R 18+**

This classification is also suited to people who are 15 years and over.

Material in this classification is stronger than the M classification.

This classification is **legally restricted**. The restrictions apply to persons who are under 15 years. If people under 15 years want to borrow these films or computer games they must be accompanied by a parent or adult guardian.

#### **What is the difference between M and MA 15+?**

Both of these classifications can be seen by people who are 15 years or older.

However, material classified MA 15+ is legally "restricted". This restriction means films or games classified MA 15+ can only be borrowed if:

- (a) the person is 15 years or older, or
- (b) the person under 15 years is accompanied by a parent or legal guardian.

#### **What does guardian mean?**

The legal definition of "guardian" is not identical across State and Territory jurisdictions. You should clarify the meaning of guardian with your policy department or governing body.

### **R 18+ RESTRICTED – RESTRICTED TO 18 AND OVER**

This classification applies only to films.

The material in this classification is for adult audiences.

A detailed description of each classification is contained in the Classification Guidelines for Films and Computer Games 2005.