

Library Collection Development Policy

Policy No:	[]
Purpose:	This policy outlines the collection building principles of the [] Library in support of the strategic direction of the organisation.
Category:	Library
Applicable to:	All staff
Relevant Authority:	<u>Archives Act 1983</u> <u>Australian Government Protective Security Policy Framework</u> <u>Copyright Act 1968</u> <u>Copyright Amendment (Digital Agenda) Act 2000</u> <u>Public Governance, Performance and Accountability Act 2013</u> <u>Freedom of Information Amendment (Reform) Act 2010</u> <u>Privacy Act 1988</u> <u>Privacy Amendment Act 2004</u> <u>Public Lending Rights Act 1985</u> <u>Public Service Act 1999</u> Include any other relevant legislation
Related Documents:	Client Service Charter Policy Library Loans Policy <u>Guidelines for Australian Special Libraries</u>
Policy Statement:	The organisation is committed to ensuring the provision of evidence based policy. The Library has a role to play in providing responsive, high quality library and information services.
Approved by:	[]
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1. Introduction

The Collection Development Policy (CDP) is a dynamic document that outlines collection building principles, strategies and guidelines for the purpose, content, growth and development of XXXX's library collections and information resources.

The CDP will:

- Focus on alignment of resources with strategic priorities of the organisation.
- Provide a balanced approach to collection management.
- Set standards for the selection and weeding of material.
- Outline preferred formats of material held in the collection and any access conditions.
- Provide guidelines for corporate archival functions.
- Define collections as organisational assets and provide an accurate framework for official asset valuation.

2. Policy

2.1 Selection Principles

The XXXX Library collection may include core, supporting and peripheral material. Priority is given to core areas relating to the strategic objectives and core business of the organisation. Changes to organisational policies and programs may impact upon the selection/de-selection of material.

Purchases are made on request and subject to approval by (Position with appropriate level of delegation). The Library will arrange the acquisition of the item at the best price available and preference will be given to using electronic formats where appropriate.

Selection Criteria

- Relevance to the business needs and strategic direction of the organisation.
- Authority and currency.
- Value for money (determined by a number of factors including cost and access).
- Enduring value and relevance.
- Comprehensiveness and depth of treatment.
- Representation of a range of views and academic dialogue.

Selection Preferences

- Works produced by, for, or funded by the organisation and associated agencies, will be given priority.
- Australian publications relating directly to the core business areas, of academic standard and preferably peer reviewed. Reviews from non-publisher sources will be sought wherever possible.
- Digital items are preferred over hard copy items, depending on cost and distribution rights.
- Paperback items are preferred over hardcover for cost efficiency.

Selection Sources

Subject to Selection Criteria and Preferences, items will be selected for acquisition from the following sources:

- Client suggestions and requests.
- Items borrowed on inter library loan twice (depending on the subject matter).
- Web sites of major relevant research centres and peak bodies - monitored regularly for relevant publications.

- Reviews in reputable journals, commercial reviews, publishers' brochures and websites and published references.
- Specific subject searches in areas of emerging importance, using subscription databases, and other resources.

Multiple Copies

- The library collects two (2) copies, where available, of organisational publications (one for the general collection and one for the Archive collection). Where only an electronic copy is available, we will save a copy directly to the organisation's electronic record system (specify electronic folder) and one in the Internet Archive. Internet Archive is a non-profit library of millions of free books, movies, software, music and websites.
- Within the general collection, multiple copies will be acquired only in the case of items of major importance to the core subject areas or items with high usage (particularly if the item is not available electronically).
- Please note – there will always be exceptions where policy changes, emerging needs or particular characteristics of material, or high usage dictate special consideration. The collection development librarian, in consultation with management, can vary the number of copies as required.

Donations, Gifts and Exchanges

- Relevant donated items are a valuable addition to the collection. Individual donors are advised of the conditions of inclusion at the time of making the donation.
- Unsolicited gifts or donations are assessed for inclusion in the collection under the same selection criteria as purchased material.
- Donations that do not meet these criteria are discarded in line with the de-selection guidelines.
- Only donors who provide contact details and request that unwanted material be returned will have unwanted items sent back to them. In all other cases, unwanted material will be discarded in line with the de-selection guidelines.

Purchasing for Other Areas

- The Library will organise the purchase, at best price, of items for business areas in the organisation.
- Business areas must provide cost centre details and approval (from staff with appropriate level of delegation) via email to Library email address.
- The material will be shown on the Library Catalogue as "Business Area Collection". Library staff will forward requests from other areas to borrow the material to the Business area holding the material for their consideration.
- This will reduce purchasing duplication and save money for the organisation.
- The Library must be contacted to retrieve the materials if they are no longer required by the business area

Limitations

The library does not usually collect:

- Foreign language material (unless organisational).
- Corporate records.
- Indigenous material of a cultural and sensitive nature.
- Work manuals and tools for permanent or long-term retention in work areas.
- Material authored by organisational staff members (other than work related material).

Responsibility for selection

- The Collection Management Librarian will have day-to-day responsibility for the collection, including the implementation and review of the CDP and any work procedures in this area.
- Ultimate decisions for collection policy rest with the (Position with appropriate level of delegation), with (Position with appropriate level of delegation) endorsement.
- Business areas of the organisation will be consulted as subject specialists and are integral to building a responsive, targeted collection. Clients are encouraged to contribute to the selection through requests.

2.2 De-Selection

De-selection Principles

De-selection and disposal of material is carried out in accordance with the Public Governance, Performance and Accountability Act 2013 and with regard to (specific organisational Instructions).

De-selection Criteria - General Collection

Items will be weeded from the collection according to the following criteria:

- Content of item is outdated and is not relevant to organisational or client agency functions.
- Item has not been borrowed for a minimum of five (5) years, and is not an organisational or related agency publication, or relevant to a high priority subject area. (The exception will be publications that are considered as classic texts)
- There is more than one copy of a particular title and it is no longer in high demand.
- A later edition is held.
- Item is in poor physical condition – where it is not an archival item and/or the usage does not warrant repair.
- Lost or missing item/s or part/s.

The Archive collection is handled separately.

Responsibility for de-selection

- As Library Collections are audited as organisational assets, details of all accessioned items designated for disposal will be submitted quarterly to the (Position with appropriate level of delegation) for authorisation, before being permanently removed from the Library catalogue.
- The Library may consult relevant business areas to verify subject specialist material for disposal.

Discard of de-selected material

- De-selected material may be made available to other libraries where appropriate.
- Material of special significance that is also outside of core subject areas, may be forwarded to relevant organisations for assessment and possible addition to their collections (e.g. Research Institutes or National Library). These materials may include:
 - Culturally significant items,
 - Historically important material, and
 - Unique or rare items.
- Where material is offered to an external agency, consideration will be given to their policies for donation of material.
- Material containing sensitive or internally published information will not be offered to other agencies. This material must be destroyed according to appropriate security policies.

2.3 Lost/Missing items

Client Responsibility

Clients are responsible and accountable for items they borrow, as outlined in the Service Charter and the Library Loans Policy.

Replacement of lost or damaged items

The library does not automatically replace lost or damaged items. Decisions for replacement are based on:

- Demand for a specific title;
- Number of copies already held;
- Adequacy of coverage by other items;
- Currency and availability of replacement copy; and
- Relevance to the current CDP.

2.4 Collection Evaluation

Evaluation Principles

Evaluation of the collection is an ongoing process as the Library responds to strategic changes in organisational focus, strategic priorities, machinery of government changes and client demand.

Reviews of Collection

- Every two years, an asset valuation of the Library collection will be undertaken for organisational asset auditing purposes.
- A stock take of the Library Collection should be undertaken every two years, when resources permit.
- An annual review of serials will be undertaken by the Library, in consultation with business areas. Relevancy, usage and indexing coverage will be reviewed in conjunction with the subscription renewal process.

Machinery of Government

Materials may be reassigned from or to appropriate departmental libraries in Machinery of Government (MoG) changes, as directed in Administrative Arrangements Orders (AAOs). These items may be added to the Corporate Archive where appropriate.

2.5 Collection Development Review

- The CDP is a dynamic and living document that will be reviewed at least once a year to ensure it remains relevant and aligned with the organisation's and client agencies' strategic frameworks.
- This policy will be reviewed as MoG changes from major governmental restructures or departmental changes occur.
- Minor changes to the CDP may be made by authorised staff at any time, but any such changes will be submitted to the (Position with appropriate level of delegation) for ratification and review.

3. Responsibilities

Core subject areas (See Appendix 1) should reflect current organisational business needs, strategic priorities and policy responsibilities, and subject areas should be updated according to MoG changes.

All material is purchased under the Public Governance, Performance and Accountability Act 2013, following Contract and Procurement Guidelines. The Library seeks value for money and ensures purchases relate to the business of Government

The Library maintains transparency and accessibility to the citizens of Australia and other government agencies by providing information for most of our holdings via Libraries Australia.

Terms and conditions outlined in external client partner agreements, contracts, or licences will be considered in the implementation of collection development policy decisions.

Sensitive or Protected materials will be treated in accordance with [the Australian Government Protective Security Policy Framework](#).

Indigenous materials will be treated in accordance with the [Aboriginal and Torres Strait Islander Library and Information Resources Network \(ATSILIRN\) Protocols](#).

3.1 All Staff

You can assist the library by:

- Being responsible for all material you borrow, ensuring collection items are returned by the due date;
- Supplying the library with two hard copies (or link if electronic only) of all publications produced, commissioned or funded, by your section;
- Ensuring your borrower details are kept up-to-to date
- Complying with copyright regulations under the Copyright Act 1968;
- Suggest resources for addition to or removal from the library collections.

3. Sanctions for non-compliance

If staff lose or damage material, their Section or Branch will be required to pay for replacement or repair of the item.

4. More Information

For more information, please contact the Library on phone number or email [email address](#), or go to the organisation's [Library webpage](#).

Appendix 1 – Core Subject Areas – Name of organisation (Month Year)

Compile a list of key topic areas you are collecting e.g.:

- Business / Management
- Economics
- Legislation
- Public Administration
- Service Delivery
- Social Policy