POLICY

SCENIC RIM
REGIONAL COUNCIL

Council Policy

Library Collection Development

Policy Reference Number	CP00017	Approval Date	22/11/2023
Portfolio	Customer and Regional Prosperity	Next Review Date	22/11/2026
Business Unit	Customers Community and Cultural	Document ID	12421391

1. Purpose/Objective

The objective of this Policy is to ensure the appropriate development of the Scenic Rim Libraries collection.

The State Government via the State Library of Queensland (SLQ) supports local governments to provide library resources to their communities through an annual grant. It also takes a lead role in developing and supporting the methodology of collection development and management to ensure the diversity and inclusion of library resources. This policy directs the development of the collection in compliance with funding obligations and contemporary library standards.

2. Scope

This Policy applies to all Workers involved in the acquisition, cataloguing and management of library resources to support and comply with the objectives of this procedure and manage the collection in accordance with it.

Business Activity - applies to all collection resources acquired, catalogued, and deleted by Council Workers.

Collection Types - applies to the full range of resource types across all format

3. Responsibility

The following roles are responsible for ensuring this policy is understood and adhered to:

1.   Manager Customer, Community and Culture
2.   Principal Specialist Library Services
3.   Library Workers

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4. Policy

Council is committed to Library collections that are contemporary, high quality, and cover a wide range of popular topics, interests, and formats for members of all ages. They express a variety of viewpoints and cultural understandings and represent a diversity of people, places, events, issues, and ideas. Library services are proactive in pivoting their collection purchases to meet changing community needs

The selection and availability of library materials and services is governed by professional considerations and not by political, moral, and religious views. Personal views or values, or any perception of the potential of material to offend or cause controversy, do not limit the materials the library service might acquire and make accessible.

The library is not a censoring body. All items acquired are procured under the Council's procurement policy and comply with regulating authorities.

4.1. RESOURCE CATEGORIES AND FORMATS RELATE TO THE FOLLOWING AREAS:

4.1. REQUESTS AND INTER-LIBRARY LOANS

Members may request items not held in the collection to be considered for purchase. These will be considered for general suitability based on the current acquisition profile for the collection, availability, cost, and value for money. Members can also request an item through the Inter Library Loan (ILL) process if the item meets the request criteria from the lending library. ILLs will initially be sourced from other public libraries, if not available, the request may progress to state, national, academic, or special libraries. Should an ILL incur a lending fee, the full charge will be passed on to the customer (see Council's schedule of fees and charges).

4.1.2 LOCAL STUDIES

Local studies collections provide access to a continuously developing library collection which documents, preserves and presents the historical and contemporary development of the region's local communities. The local studies collection and services assist in ensuring that the history of the region is recorded, for the benefit of local, state, and national heritage. Local studies collections also grow via donations from the community. Active collecting of contemporary material is a high priority to ensure the preservation of an accurate reflection of the community for the future.

- Local studies collections include a wide range of materials and formats, both historical and contemporary, relating to the local area and are reflective of the various communities within it. Examples include:
- published items such as books, reports, and pamphlets.
- manuscripts.
- cartographic materials.
- images, photographs, and postcards.
- local newspapers and newsletters.
- oral histories.
- materials from significant writers.
- ephemera e.g., flyers for community events and elections.
- audiovisual items.
- online resources.
- digitised materials.
- Collections may also include physical, digital, and electronic resources to assist in tracing local family histories, such as Births, Deaths, and Marriages records.

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- Council recognises that cultural diversity is a significant feature of our communities and that is reflected in the collection. Material relating to all cultures represented in the community, both historical and contemporary, is collected.

4.1.3 GENERAL

Library services provide equity of access to a comprehensive range of collections for members of all ages and backgrounds, including those with differing abilities.

- Collections are current and available across multiple formats to meet the recreation, learning, work, and life skill needs of the community. While the composition of collections will vary between library facilities to suit local needs, every library facility includes the following essential collections:
    o fiction and non-fiction across all age groups.
    o fiction and non-fiction with content that reflects the diversity of the community including children, people with disabilities, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, and lesbian, gay, bisexual, transgender, intersex, and queer people (LGBTIQ+).
    o large print, literacy support and resources in languages other than English.
    o magazines and newspapers; and
    o electronic collections across all age groups and reflective of the diversity in the community, including e-books, e-audiobooks, e-magazines, music, movies and e-resources for reference, research, and learning.
- Library collections, whether physical or electronic, lending, or non-lending, are evaluated regularly by suitably experienced staff to ensure their currency, accuracy, quality, and appeal, as well as their continued ability to meet user demand.
    o Worn, incomplete and outdated material is discarded as part of a regular evaluation program enough to ensure the physical collection meets the Standard for Collections (State Library of Queensland, 2020).
    o Collection age, usage, condition, access periods, platforms, licensing arrangements and ability to download to a wide range of devices, are all useful indicators for collection evaluation.
    o Discard practices also account for out-of-print and last copy requirements of the library service.
    o Items may be excluded from acquisition if deemed not appropriate due to their physical dimensions, poor physical condition, and items prohibited by law.
    o Determination of accessioning self-published items is made by the standard selection acquisition criteria.
- Donated items will be evaluated by the standard selection acquisition criteria, Council is not obliged to accept all donated items and reserves the right to decline or redistribute.
- Exit strategies are developed for specific formats as they become obsolete, superseded, or little used. Council's collection development practice considers factors such as evidence that demand is minimal or non-existent, availability of supporting devices or hardware, and length of time since last purchased.
- Objections and challenges to library collection items can occur. That a collection item may cause controversy, offend, or be disapproved of by an individual or group is not, in itself, a reason to not provide such collection items or remove them from access if they meet the collection development criteria. The collection will be developed in compliance with the national classification scheme and the Take Down Procedure will be followed on notification from the Australian Classification Board of item reviews and decisions

4.1.4 DISPLAY

Library service collections, both physical and electronic, are arranged and displayed to highlight the

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diversity of the library service collection and to optimise access and usage. Consideration is given to placement of resources within physical library facilities including the decision to arrange resources spine out to optimise space or face out aligning with retail display principles. Consideration is also given to the placement of electronic resources on the library website, catalogue, and mobile apps to improve access, accessibility and promote usage.

4.1.5 SUSTAINABILITY

Council considers the impact and sustainability of physical collection items on the environment with materials donated, reused, or recycled where possible. Libraries aim to provide books and other items for loan without plastic coverings, unless these are required to minimise damage to high-use items.

4.1.6 DIGITAL RESOURCES

As well as providing access to statewide e-resources managed by State Library of Queensland, Scenic Rim Libraries will invest in electronic collections to meet the needs of the local community as per the Standard for Collections (State Library of Queensland, 2020).

- Electronic collections can be accessed within library facilities as well as through the library website and Online Public Access Catalogue (OPAC) 24 hours a day. The library catalogue provides metadata access to content at the article or item level to increase discoverability and usage of e-resources,
- Assessment of e-resource platforms considers a range of factors including:
- subscriptions costs.
- quality, relevance, and currency of content.
- resource capabilities such as response time, speed, saving, downloading, printing, and sharing.
- access via mobile devices.
- user-friendliness for library service members.
- license conditions including simultaneous users.
- digital rights management.
- authentication solutions.
- patron data management and privacy.
- availability of metadata for discovery systems.
- usage data, including regular reports on access issues.
- provision of support/help desk; and
- support by the vendor/publisher for marketing and training

4.2. COLLECTION PROCUREMENT

The procurement of library resources is managed according to council's Procurement Policy. Library services use a variety of models for the procurement of materials. The choice of model is made with local priorities, cost-effectiveness, timeliness of delivery to users and sustainability in mind.

- Shelf-ready procurement models enable physical collection items to be acquired and processed by nominated suppliers according to library service specifications, delivered to specific service points, and associated records downloaded directly into the library service catalogue. Library staff undertake resource selection or outsource selection to suppliers based on agreed profiles. Library services benefit significantly from utilising procurement procedures

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that streamline services and minimise the time it takes from ordering to shelf.

- Library service specifications are informed by the Resource Description and Access Standard.
- Suppliers are evaluated at least annually according to their performance against criteria set by the library service. These may include ability to deliver resources according to agreed specifications or profiles, turnaround time, IT systems capacity and quality assurance systems.
- Contracts are established with suppliers, detailing respective obligations. Consideration is also given to consortium arrangements to facilitate a larger purchasing base to attract greater discounts. Where appropriate council considers a mix of local procurement when it represents value for money and speed to service.

4.3. COLLECTION DISCOVERY

The library service has an Online Public Access Catalogue (OPAC) available and accessible within library facilities and via the internet 24 hours per day, to enable the community to search and reserve library collections and access electronic collections. The OPAC is responsive across all devices and compatible with adaptive and assistive technology. Online discovery tools provide digital services, content enrichment, online readers advisory tools and enable access to digitised resources, federated searching, and article-level content.

5. Definitions

e-book, e-resource, e-audiobook means Electronic format material

OPAC means the Online public Access Catelogue

Council means the Scenic Rim Regional Council

Scenic Rim Libraries or Library means the Beaudesert Library, Boonah Library, Canungra Library, Mobile Library and Tamborine Mountain Library

Regulating Authorities as it relates to procurement means that Procurement by local governments must comply with the prescriptive legislative requirements contained in Chapter 6 of the Local Government Regulation 2012 (Qld)

Worker means Scenic Rim Regional Council employees, contractors, volunteers and councillors

6. Related Legislations/Documents

Human Rights Act 2019

Information Privacy Act 2009

Libraries Act 1988

Local Government Act 2009

Right to Information Act 2009

State Library of Queensland Collection Expenditure Rules and Guidelines 2022-2024

Scenic Rim Regional Council has considered the Human Rights Act 2019 *(QLD)* (the Act) when adopting this policy. When applying this policy Council will act and make decisions in a way that is compatible with it's Human Rights obligations in accordance with the Act.

This Policy supports the Scenic Rim Regional Council Corporate Plan 2026, in particular theme - Healthy, Engaged and Resourceful Communities

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7. Version Information

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Version No	Adoption Date	Key Changes	Approved by
1	22/11/2023	New policy, Ordinary Meeting Item 11.14	Scenic Rim Regional Council
2			

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