MANAGEMENT POLICY

COLLECTION MANAGEMENT POLICY

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Responsible Position	Manager Macquarie Regional Library
Branch	MRL Library Services
Division	Liveability
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Description	**Date**
This policy provides a framework for Macquarie Regional Library (MRL) to acquire and manage its collections resources and inform the public of the selection process.	10 February 2022
Notes: Existing policy review in accordance with public library and industry standards	

1. Introduction

The Macquarie Regional Library (MRL) operates within the Library Act 1939. It is committed to providing accessible and equitable access to physical and digital resources to support the residents' information, education, recreation, and cultural developmental needs and visitors to the areas of Dubbo, Narromine, and Warrumbungle Councils.

2. Purpose

This policy provides a framework for MRL to acquire and manage its collections resources and inform the public of the selection process.

This policy will allow the Library:

- To provide a collection that meets the needs of local communities
- To plan for future collection development
- To inform the public of our selection policy in all areas
- To ensure that the library budget is spent effectively
- To meet the benchmarks for public library collections identified by the State Library of NSW and the Australian Library and Information Association (ALIA)

3. Background and related legislation

The following legislation and publications are related to this policy:

- *Local Government Act 1993*
- *Independent Commission Against Corruption Act 1988*
- *Public Interest Disclosures Act 1994*
- *Government Information (Public Access) Act 2009*
- Dubbo Regional Council. *Public Interest Disclosures Act 1994 – Internal Reporting Policy*
- *Commonwealth Classification (Publications, Films and Computer Games) Act 1995*
- ALIA. *Standards and Guidelines for Australian Public Libraries*
- State Library of NSW. *Living Learning Libraries*

4. Related MRL policies & documents

- MRL Loans Policy
- MRL Membership Policy
- MRL Revenue Policy
- MRL Weeding Guidelines
- MRL Local History Donations Form and Schedule

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5. Scope

This policy applies to print and electronic resource collections provided at MRL libraries and service points and via the MRL website. MRL reserves the right to alter the policy and procedure at any time, to meet extraordinary circumstances and improve customer service delivery.

6. Definitions

- MRL operates the following **libraries and service points**, Baradine, Binnaway, Coolah, Coonabarabran, Dubbo, Dunedoo, Mendooran, Narromine, Trangie and Wellington.
- **Member Councils** are Dubbo Regional Council, Narromine Shire Council and Warrumbungle Shire Council
- **Electronic resources** are online resources that include databases, eBooks, eAudiobooks, eFilms, eNewspapers and eMagazines.
- **Customer** means any person, whether or not a member, who visits a library or service point of MRL to use any library resources or facilities.
- **Member** means any person who has fulfilled the membership requirements and has a current membership card.

7. Collection principles

MRL aims to develop a collection that:

- Provides a balanced range of resources, including both popular, best-selling material and enduring works in a variety of formats
- Is accountable and relevant
- Supports and encourages literacy and lifelong learning
- Is flexible to meet the changing needs of the MRL community
- Preserves the cultural heritage and history of the MRL community
- Meets the standards and guidelines identified by the State Library of NSW and ALIA

The **Core Collection** is the collection that will satisfy most customer demands. Items with significant past and current usage are core collection materials.

Some sub-collections within the Core Collection are defined within the Library Management System (e.g. Adult Fiction, Junior Picture Books, DVDs). The Library determines what sub-collections are relevant to its users and may create and change these collections over time.

Some categories of items outside the Core Collection are retained because of their enduring value to the community. These are:

- Works of local authors
- Works related to local studies
- Works of famous authors, including the "classics"
- Works of non-fiction that are or have been influential, i.e. 'standards'
- Children's Book Week shortlisted books

- Special collections containing items in specific subject areas have been identified as having greater accessibility and value to the community. Examples include the Find Legal Answers & Drug Info collections. These collections may be physically separated from the Core Collection and have specific borrowing conditions suitable to the material and its use.

Most collections are available for loan. Exceptions include staff resources, reference titles and Local & Family History materials for in-house use only.

Access to the collections is via the library catalogue, through which customers can identify titles, place reservations and make suggestions for purchase. MRL aims to make all its resources and collections locatable via the catalogue.

8. Purchasing

According to the relative populations, collection budgets are apportioned between the libraries and service points. Additional grants and funds may be available for formats or collections at specific libraries and service points.

Regular analysis of the use and suitability of collections is used to determine how apportioned funds are distributed for different formats and collections at libraries and service points.

MRL will use a range of resource suppliers to provide material based on the following criteria:

- Quality
- Range
- Price
- Delivery times
- Pre-publication ordering
- Customer support services, including financial and delivery reporting
- Integration with the Library Management System
- Add-on services, including selection profiles and pre-processing

Local suppliers will prefer local suppliers where the criteria can be met satisfactorily.

9. Selection

Selected items must be suitable for public lending purposes with consideration to appropriate distribution and licensing agreements, packaging and presentation. Multiple copies will be considered for high interest or popularity materials across the libraries and service points.

MRL will use standing order and profile arrangements with suppliers where suitable.

Criteria used for selection decisions include:

- Relevance and current demand
- Significance of the subject matter, permanence or timeliness of the subject
- Local topics or interest

- Accuracy of content and authority of the author

- Relationship and importance to the entire collection

- Quality of presentation appropriate to the content and audience

- Suitability of format

- Date of publication

- Price

MRL will not purchase material Materials prohibited by law. MRL is obliged to comply with decisions made under lawful federal or state prohibition, for example, by the Classification Board. MRL will not purchase material in the following categories unless they are of significant local content and interest or purchased for specific use in providing library services such as programs.

- Textbooks for formal courses of study. Textbooks prescribed for study may be included in the collection where they are of general interest or value to the community, and they are the most appropriate materials available

- Electronic resources requiring non-standard hardware or software to access

- Very large and very small format books

- Workbooks

- Material with distribution restrictions. Some material with distribution restrictions, such as electronic resources, may be purchased for the collection and made available for use as reference items in the Library

MRL supports and appreciates each library user's right to access information through content that may be controversial or unacceptable to others. Accordingly, a representative selection of materials that meet selection criteria on topics of interest to its readers, including items covering controversial subjects, will be provided. MRL is guided by relevant legislation, including the Australian Classification Board's guidelines and principles of equity and access from the Australian Library and Information Association's (ALIA) policy statements.

Every community member shall have the right to suggest materials for consideration for purchase by the library service. If they meet the selection and collection development criteria, specific titles will be purchased. Material not suitable for purchase may be obtained on inter-library loan on request.

10. Donations

MRL will accept donations of items from the public under the following conditions.

Items must be:

- Published in the last five years and in new or near new condition unless it has a local studies context

- Relevant to the needs of the Library's customers

- Fill a gap in the Library's collections

Donated material is accepted on the understanding by the donor that the library service may dispose of those items which fail to meet the criteria for collection development or be discarded at a later date in accordance with collection maintenance guidelines. MRL reserves the right to reject accepting donations for operational reasons.

A preference is given for donations to supplement smaller branch budgets.

11. Weeding

Weeding is an essential component of the Library's collection management system in maintaining a relevant collection in good condition. The Library maintains a process of ongoing discarding based on eliminating unnecessary items, outdated materials, materials no longer of interest or in demand, duplicates, and worn or damaged copies. In addition, frequency of circulation, local interest and availability of newer and more up-to-date materials are of prime consideration.

Materials withdrawn from the collection are disposed of by arrangement with book suppliers, book sales, a donation to charitable organisations or recycling.

12. Specific Collections and Formats

Local and Family History

MRL will collect records and information about local and family history relevant to the member Councils. In addition, all libraries and service points hold some materials relating to their local area.

The collection will include:

- Published and unpublished material, including biographies, genealogies, oral histories, statistical information, photographs, newspapers and maps
- Data records including births, death, marriage and cemetery indexes
- Subject-based material relevant to understanding and researching all aspects of the history of the Member Council areas, including environment, economy and social conditions

Donations of photographs and other materials must be of significant research and cultural interest and are accepted in the Local History Donations Form and Schedule.

Selected photographs and documents will be digitised and accessible from the library catalogue. Digitisation processes will comply with copyright legislation.

Donations of heritage material that requires special treatment or storage conditions such as realia will be referred to local museums or a relevant local organisation.

Reference

Reference resources will be made available in the most appropriate format to ensure accuracy and currency of information. Where possible, resources will be available to the community outside opening hours via online access. A core collection of print resources may be retained for use within the Library where relevant and not duplicated by electronic resources.

Special Collection

The Special Collection contains fiction and non-fiction items relevant to the needs of Macquarie Regional Library customers. However, it cannot be placed on open shelving due to condition, rarity, and monetary or historical value.

Items included may be:

- of a subject that is relevant to local studies research
- of a subject that is relevant to Aboriginal culture and history
- of limited availability from other public library services or sources
- classic and significant Australian reference works (not for loan)
- material related to the Rolf Boldrewood Literary Prize (not for loan)
- archival copies of significant local history materials (not for loan)

Electronic Resources

The Electronic Resources Collection aims to provide access to a selection of digital material that supports community needs within the Library and remotely. This includes access to reference material in databases and online resources, including, but not limited to, eBooks, eAudiobooks, eFilms, eNewspapers and eMagazines.

The selection of electronic resources is based on the criteria identified in Section 9 with the addition of the following:

- User-friendly interface
- Platform and device compatibility
- Search functionality
- Integration with the Library Management System
- Licensing arrangements
- Customisation features
- Disability access
- Administrative, marketing and technical support services
- Programs of continuous improvement