

Latrobe City Library Service

**Resource Collection
Guidelines
2006**



1. Introduction

The purpose of the Latrobe City Library Service Resource Collection Guidelines is to assist library staff and inform the public about the principles upon which selections are made. The judgement of library staff will be exercised within the framework of these Guidelines which will assist them in choosing from the vast array of materials available.

1.1 Collection Aim

The aim of Latrobe City Libraries 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 needs of the whole community. This aim is drawn from the principles laid out in the UNESCO Public Libraries Manifesto.

<http://www.unesco.org/webworld/libraries/manifestos/libraman.html>

1.2 Responsibility for Managing Collection Development

Latrobe City Library Service has a Collection Coordinator heading a collection development team comprising technical and systems coordinators together with specialist staff. Branch staff are also consulted.

Final responsibility for the collection lies with the Community Information Manager who authorises staff to apply these guidelines in building the collection. Unusual problems will be referred to a panel consisting of coordinators and the Community Information Manager.

1.3 The Collection

Access to the collection of Latrobe City Libraries is provided free of charge according to grant subsidy conditions imposed by the Victorian State Government and in accordance with policies of the Australian Library and Information Association.

<http://alia.org.au/policies/public.library.services.html>

The collection can be accessed at 3 branches (Traralgon, Morwell and Moe), one joint use library at Churchill Kurnai College and online.

Each branch holds a core collection of reference and lending stock, including both fiction and non-fiction in a variety of formats, suitable for all age groups and responsive to particular needs of the locality. The quantity of materials held in each branch library is variable and is dependant upon the size of the facility, the requirements of the community and budgetary constraints.

The collection is owned by Latrobe City and is managed as a single collection with items transferred according to demand.

The Library maintains an online site, allowing Internet access to the Library catalogue, as well as an online database collection. This collection provides access to journal, newspaper and reference information resources both in the library and at home via the internet.

2. General guidelines for selection of new materials.

The primary purpose of selection is to collect materials of contemporary interest and significant value. The library is always guided by a sense of responsibility to both present and future library users in adding materials which enrich the collection and maintain overall balance. Staff members apply their knowledge and experience in making decision on the inclusion of particular items. Selection of library materials will be guided by the following selection criteria:

- Authority and competency of the author/creator.
- Currency and accuracy
- Comprehensiveness in breadth and scope.
- Appropriateness to anticipated interest and skills of intended users.
- Physical appropriateness of resources for a library collection (eg. binding type, size, storage)
- Relationship to existing collection.
- Relative importance in comparison with other materials on the subject.
- Importance as a record for present and future use.

2.1 Guidelines for Selection

- The library does not attempt to duplicate the services and materials offered by other library providers.
- Through the inter-library loan system, Latrobe City Library members have access to the collections of National and State libraries, academic and special libraries, as well as other public libraries. There is a fee to access this service.
- The library acknowledges the educational needs of students in the area. Text books and curriculum related materials are provided only where these materials also serve general public.
- Legal, medical or other specialist works will be acquired only to the extent that they are useful to the layman.
- The library acknowledges a particular responsibility to collect, preserve and organise material relating to natural history, flora and fauna, social, economic, culture and political aspects both current and historical of the Latrobe Valley. Realia will not be collected.
- In selecting materials for the collections of a particular branch, the library will pay due regard to the specific economic, social and cultural needs of that community.
- Selections will not be based on an anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and in serving the interest of the Latrobe City community.

2.2 Requests and Comments from library customers

Library customers will be encouraged to make requests and recommendations for items that are not already in the library collection and to comment generally on any aspect of the collection. A range of avenues for requests and recommendations will be provided. The results of library surveys will also be taken into account.

General comments on the collection will receive a written response where the name and address is supplied.

2.3 Donations

The Latrobe City Library Service welcomes gifts of materials and/or financial contributions. The Library Service reserves the right to evaluate donated items and to dispose of them in accordance with the criteria applied to purchased materials. Gifts which do not comply with Latrobe City objectives and guidelines will not be added to the collection and are placed for sale in regular book sales. No other conditions may be imposed relating to any gift except by prior negotiation. Gift values will not be appraised for income tax purposes.

3. Policies relating to specific areas of the collection.

In addition to the general selection criteria Latrobe City Libraries applies the following guidelines to the collection of materials in specific areas.

3.1 Fiction

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

The collections will be regularly refreshed with new editions of standard and classic titles. Where demand for particular titles is high (eg. Best seller fiction), extra copies will be purchased in order to keep waiting lists to a minimum.

Novelty books will not normally be purchased.

Hardcover editions are preferred as their lifespan is generally longer than softcovers. However, softcover fiction will be purchased where hardcover editions are not available or where it is deemed that library users would prefer softcover editions, or where demand is high and additional copies need to be purchased.

3.2 Non-Fiction

Latrobe City Libraries aims to provide an up-to-date, balanced collection in all subject areas likely to be of interest to library users. Key retrospective works on all subjects will be included and replaced as necessary.

Suitable material will also be provided for all age groups, from pre-school children to adults. Where demand is very high multiple copies of a title will be purchased. Every effort will be made to fill any obvious or reported gaps in the collection's coverage. Latrobe City Libraries will not purchase course text books unless they have some value to the wider community. In meeting the needs of students for non-fiction material, the library aims to supplement rather than duplicate material held in school libraries.

3.3 Large Print

Latrobe City Libraries aims to provide a collection of large print books for library users who are unable to read ordinary print. While all Library members can access this collection, 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 proportion of popular non-fiction.

3.4 Audio Visual

Latrobe City Libraries aims to maintain up-to-date lending collections of audio books, music compact discs, videos and digital video discs. New audio-visual media will be introduced to the collection as technologies develop and demand arises, subject to budgetary considerations.

The audio-visual collections will compliment the book collection as well as assisting those with sight or hearing disability.

The 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. Only high grade audio and visual recordings will be purchased for reasons of durability.

Audio Books

Unabridged recording will comprise the majority of the talking book collection. Recordings are held in a variety of formats. Duplication between formats will be avoided except with titles are in high demand. Some dramatisations of children's classics are included. Children "read along" kits are also purchased to encourage the development of literacy skills.

Music Compact discs

The music collection will consist of compact discs representing the full range of musical styles. Recordings by well known artists or standard works that are likely to have enduring appeal are preferred. Children's music and stories will continue to be purchased in tape cassette format until demand decreases significantly.

Videos and DVD

The video and DVD collections for adults and children contain quality feature films, television tie-ins and non-fiction material of classical/literary/educational merit. Video purchasing is limited by availability.

3.5 Reference

Latrobe City Library Service will maintain a collection of "not for loan" material, containing the broadest possible range of subjects, that is always available for use during library hours. The collection will be used for answering ready reference enquiries, providing a starting point to research on a topic and assisting with further in-depth research. The collection will include atlases, encyclopaedias, dictionaries, street directories, yearbooks, handbooks, government publications and monograph publications which are the recognised authority on their subject. The titles will vary according to the

particular needs of each library. Currency of information is of utmost importance. Most items in the reference collection will be replaced as new editions are published. The material purchased for the reference collection may consist of books, CD-ROM, electronic databases or any other formats considered relevant.

3.6 Local History

Latrobe City Libraries will pursue collection of all published works on Latrobe Valley in book, serial and newspaper and audio-visual formats. Local papers will be bound.

3.7 Family History

Latrobe City Libraries provide basic genealogical research materials, primary reference tools and guides to sources for family history research in addition to providing access to research materials through inter-library loan.

Genealogical records and resources are acquired for Victoria and other parts of Australia.

General selection criteria apply to the selection of genealogical resources.

Family histories will generally be accepted as donations.

3.8 Newspapers and magazines

Latrobe City Libraries will subscribe to a carefully selected number of daily newspapers and magazines likely to be of interest to library users, ranging from popular general publications to those focusing on special interests. Currency of information contained in magazines is of primary importance and issues will be retained in branches for a limited period, generally no longer than two years.

All newspapers will be reference only. Back copies of newspapers will be kept in branches, the length of time depending on space constraints.

Local papers will be bound and where possible the Library will conserve local newspapers by microfilming or digitalization.

All magazines and newspaper subscriptions will be reviewed annually.

3.9 Languages other than English (LOTE)

In response to the small number of non-English speaking residents of Latrobe City, Latrobe City provides a selection of magazines, newspapers, online resources and audio visual materials in the languages identified as most prevalent (Greek, Italian, German and Dutch). Bulk loans of LOTE materials may be obtained from other library services. Latrobe City Libraries monitor demand for this type of material and adjust the collection accordingly.

Language learning instructions in the major European and Asian languages are purchased in a variety of formats and provided as part of the lending collection.

4 Use of library materials

The Library recognises that some materials are controversial and that any given item may offend some user. Library materials will not be marked or identified to show approval or disapproval of contents and no items will be removed from the collection except for the express purpose of protecting from

damage or theft. Access to particular materials may be restricted in response to legislated or legal requirements.

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

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

Complaints regarding library materials should be detailed in writing to the Community Information Manager.

Latrobe City Library Service upholds the "Statement of Freedom to Read" by the Australian Library and Information Association.

<http://www.alia.org.au/policies/free.access.html>

5 Access to the collection

Every opportunity is taken to enhance community access to the collection and other sources of information. The Latrobe City Library Service Circulation Guidelines define the protocols for access to the collection.

6 Collection evaluation and weeding

The Collection Development team assisted by branch staff will continually review the currency and relevance of the collection to ensure it remains up-to-date and attractive.

The collection is evaluated using the online catalogue with consideration given to:

- Age of the collection
- Usage levels,
- Physical condition of individual items
- Conspectus levels for non-fiction items used to describe each of the collection areas in terms of levels and intensity. (Appendix 1).

Items withdrawn from stock are deleted from the database and either sold at regular book sales, donated to more appropriate libraries or collections, or sent to paper recyclers to be pulped.

7 Review of Collection Development Guidelines

These guidelines are reviewed annually. Major changes will be referred to the Manager Information Services for approval.

APPENDIX I

Conspectus Collection Analysis Latrobe City Library Service 2006

The Conspectus system provides systematic analysis of the non-fiction collection in accordance with breadth and scope of the collection and the required intensity. Each area of the collection is examined in terms of current and desired intensity. The criteria below are used to describe collection scope. Majority of collection can be described as “minimal” or “basic” however Latrobe City endeavour to collection to “intermediate” level for local Gippsland information and resources.

| Level | Description | Detail |
|-------|-----------------------------|---|
| 0 | Out of scope | The library does not collect in this area |
| 1 | Minimal | A collection for which few selections are made beyond introductory/very basic material |
| 2 | Basic | A collection of up-to-date materials which services to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopaedias, databases, standard and significant works, manuals and handbooks. A basic information collection can support general enquiries, school and some undergraduate information and information at a popular level |
| 2a | Basic - Introductory | A collection at this level includes general works devoted to major topics and selective periodicals. |
| 2b | Basic - Augmented | This level provides a broader range of information about a subject at a basic level. |
| 3 | Intermediate | A collection containing a broad range of resources adequate to support undergraduate and most graduate instruction, sustained independent study and work based interests or specialist enquiries. |
| 3a | Intermediate - Introductory | A collection at this level includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals and online databases on primary topics |
| 3b | Intermediate - Augmented | A collection at this level includes a significant number of seminal works and journals on primary and secondary topics in a field and retrospective materials. This collection is adequate to support all undergraduate and most post-graduate level coursework. |
| 4 | Research | A collection comprising both current and retrospective resources, with historical material retained. |
| 5 | Comprehensive | A collection which includes, as far as possible all significant works of recorded knowledge. |