1 Introduction and Collection Aims

Latrobe City Libraries encourage and support lifelong learning, community participation and the promotion of literacy and reading by providing collections which are attractive to people of all ages and reading ability.

To maintain and build a good collection, libraries develop general collection guidelines – which incorporate what the library collects and why it collects it. In doing this, a library can:

- See the strengths and weaknesses of its collection.
- Use it as a tool for decision-making.
- Use it to inform censorship decisions and help respond to feedback about the contents of the collection.
- Use it to emphasise the priorities and ensure the continuity of the collection.

Guidelines are designed to assist staff and inform the public about the principles underlying resource selection and retention. Our aim 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 Latrobe City community.

1.1 Responsibility for Managing Collection Development

- Manager Community Information Services: holds final responsibility for the collection and authorises staff to apply these guidelines in building the collection.
- Coordinator Libraries: provides strategic direction to the Librarian - Collections and is responsible for leading the annual review of these Guidelines and convening a panel of appropriate staff for unusual problems.
- Librarian - Collections: responsible for the daily collection development including resource selection and collection management.
- Customers: have input into the collection by submitting ‘Requests for Purchase’.

1.2 Users and potential users of the Library Collection

Latrobe City’s Library Collection should:

- Meet the changing needs of youth;
• Engage senior citizens in new and alternative forms of technology;
• Meet the needs of our CALD community with relevant Languages Other Than English (LOTE) collections;
• Offer alternative formats to allow usage by people with disability;
• Engage the Aboriginal community in the selection of relevant resources.

2 General Guidelines for Selection

The primary purpose of selection is to collect materials of contemporary interest and significant value relevant to the diverse needs of the Latrobe City community. The library has a responsibility to both present and future library users in adding materials which enrich the collection and maintain overall balance.

Selection of library materials will be guided by the following selection criteria:

• Authority and competency of the author/creator.
• Currency.
• Accuracy and veracity.
• Comprehensiveness in breadth and scope.
• Appropriateness to anticipated interest and skills of intended users.
• Physical appropriateness of resources for a library collection (e.g., 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 Collection Areas

Items for lending are selected in the key collection areas of fiction (adult, teen and junior), non-fiction (adult and junior), and large print. Audio (talking books, DVDs (fiction and non-fiction), and magazines (adult, teen and junior), are also purchased but to a lesser amount.

A small selection of reference resources are purchased. Due to an increased user preference for online formats, the library is reducing the number of hard copy reference resources and instead providing electronic access to up-to-date versions of reference resources.

2.2 Other Points for Consideration

• Through the SWIFT consortium there are over 800,000 titles from libraries across Victoria, which are available to the Latrobe City community.
• Through LibraryLink Victoria (LLV), an Inter-Library Loan (ILL) system, Latrobe City Library members have access to the collections of National and State public libraries, academic and special libraries, as well as other public libraries across Australia.

• The library does not attempt to duplicate the services and materials offered by academic and special library providers or businesses.

• The library acknowledges the educational needs of students in the area. However, textbooks and curriculum-related materials are provided only where these materials also serve the general public.

• Legal, medical or other specialist works will be acquired only to the extent that they are useful to the average library customer.

• 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. Realia are three-dimensional objects which do not easily fit into the categories of printed materials; e.g., utensils, textiles, tools, etc.

2.3 Input from library customers
The Latrobe City community is 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. Requests which do not comply with Latrobe City objectives and guidelines will not be added to the library collection. A range of avenues to make requests and recommendations is provided. Special events will be held from time to time to encourage a greater level of community participation in selecting items for the collection.

2.4 Donations
Latrobe City Libraries welcomes donations of:

• items of local history interest, and,
• items produced/written by local residents, past and present.

Financial contributions are also welcomed.

Latrobe City Libraries reserves the right to evaluate donated items and to either use or discard them in accordance with 2. General Guidelines for Selection above and 3.7 Local History and 3.8 Family History below.

Donations must comply with Latrobe City objectives and guidelines. No other conditions may be imposed relating to any donations except by prior negotiation. Donation values will not be appraised for income tax purposes.
Guidelines Relating to Specific Areas of the Collection

In addition to the general selection guidelines above, Latrobe City Libraries applies the following guidelines to the collection of materials in specific areas:

3.1 Fiction

- Provide a wide range of fiction of all types.
- Provide fiction for all ages of readers.
- Include classic literature and works of literary merit, including fresh copies or new editions when needed.
- Include popular titles, including at times more than one copy to help meet demand.
- Include good representation of Australian authors.
- Include a representative cross-section of material published overseas. Do not generally include novelty books (e.g., children’s pop-up books), as they are not robust enough for continual lending.
- Do not generally include abridged titles.

3.2 Non-Fiction

- Provide an up-to-date, balanced collection in areas likely to be of interest to users.
- Provide non-fiction for all ages of readers.
- Include and maintain key retrospective works as needed.
- Make every effort to fill any obvious or reported gaps in the collection’s coverage.
- Have an emphasis on (but not limit to): health, leisure, sport, hobbies, travel, history, biographies and nature.

3.3 Large Print

- Provide a collection of large print books for library users.
- This collection is accessible to all customers.
- To be comprised predominantly of popular adult fiction of all types, supplemented by a smaller proportion of popular non-fiction.
- Some Junior large print titles are also selected if they complement the current collection.
- Both hardcover and softcover are selected – hardcover for durability and softcover for lightness.
• A Senior Citizens Circulating Collection of Large Print items circulates between a number of Senior Facilities in the Moe, Morwell and Traralgon areas. This collection is for the use of these residents and is exclusive of the latest titles.

3.4 Audio-Visual

• Maintain up-to-date lending collections of audio-books and digital video discs (DVDs) subject to budgetary considerations.
• New audio-visual formats will be introduced to the collection as technologies develop and demand arises and budget permits.
• 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.

3.4.1 Audio-Books

• Formats currently being selected are CD, MP3 and e-audio.
• The majority of the audio-book collection will use unabridged recording.
• Some dramatisations of children’s classics are included.
• Children’s ‘read along’ kits are also purchased to encourage the development of literacy skills and to complement our current collection of children’s reader books.

3.4.2 Music Compact discs

• Music compact discs will gradually be phased out and replaced by online subscriptions to music.
  • Online subscriptions will represent the broad range of musical styles;
  • Recordings by well-known artists or standard works that are likely to have enduring appeal are preferred.
• Children’s music compact discs will continue to be purchased.
3.4.3 DVDs

- DVD collections for adults and children contain quality feature films, television tie-ins and non-fiction material of classical/literary/educational merit.
- Latrobe City Libraries does not attempt to compete with commercial borrowing enterprises; but will provide a limited collection of popular movies considered appropriate for general viewing.

3.5 Reference

- Maintain a collection of “not for loan” material, containing the broadest possible range of subjects, that is always available for use during library hours.
- As the reference collection becomes more digitised and electronic, it will be increasingly available 24 hours a day through the Latrobe City website.
- 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 print collection may include atlases, encyclopedias, dictionaries, street directories, yearbooks, handbooks, government publications and monographic publications which are the recognised authority on their subject.
- Currency of information is of utmost importance: most items in the reference collection will be replaced as new editions are published or as it becomes available in a digital format.
- The material purchased for the reference collection will consist of print, CD-ROM, electronic databases or any other formats considered relevant.
- Online access to reference material is an integral part of our reference collection and membership of ERA (Electronic Resources for all Australians) allows patrons to access many different online databases, as well as Encyclopaedia Britannica Online.

3.6 Former Yallourn Collection

Latrobe City Libraries will have the Ex-Yallourn collection assessed and valued. Its future as a discrete reference collection will be reviewed as part of the assessor’s recommendations.

3.7 Local History

- Latrobe City Libraries recognises the importance of encouraging research and understanding of our community’s history and culture.
• The library generally purchases a minimum of two copies (one lending and one reference) of items published relating to Latrobe City and its immediate neighbours.
• The library generally purchases a minimum of one copy of substantive works on the history of Gippsland and towns/cities within the wider Gippsland area.
• This collection includes books, periodicals, audio-visual materials, photographs and theses.
• Donated items which help to preserve the cultural heritage of our community will be accepted. Acceptance is in accordance with 2.4 Donations above.
• Latrobe City Council cooperates with local history societies whenever possible.

3.8 Family History

• Provide basic genealogical research materials, primary reference tools and guides to sources for family history research.
• Provide access to additional research materials where available through the SWIFT consortia and LibraryLink Victoria (LLV).
• Genealogical records and resources are acquired for Victoria and other parts of Australia.
• AncestryLibrary.com and the Birth, Deaths and Marriages Indexes and other genealogical resources are available for customer use, within the library only.
• General selection criteria apply to the selection of genealogical resources.
• Donated items which help to preserve the cultural heritage of our community will be accepted. Acceptance is in accordance with 2.4 Donations above.
• Latrobe City cooperates with family history societies whenever possible.

3.9 Newspapers and Magazines

• Subscribe to a carefully selected number of daily newspapers and magazines likely to be of interest to library users.
• Print and online newspapers and magazines will be subscribed to.
• These range from popular general publications to those focusing on special interests.
• Currency of information contained in magazines is of primary importance: issues will be retained in branches for a limited period only.
• All newspapers will be reference only; i.e., non-circulating.
• Back copies of newspapers will be kept in branches for a limited period only.
• Access to older copies of newspapers is available through online databases accessible through the library’s webpage.
Older copies of local newspapers will be bound unless it is possible for the Library to conserve them by microfilming or digitisation.

Magazines and newspaper subscriptions will be reviewed annually.

Customers can make suggestions to the library about subscriptions to new magazines and newspapers.

3.10 Languages Other than English (LOTE)

Latrobe City Libraries provide a selection of magazines, newspapers, online resources and audio-visual materials in the languages identified as most prevalent within Latrobe City (ie, Greek, Italian, German and Dutch).

Efforts are made to find less-available materials for languages more newly used in the area, such as those by the Sudanese.

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

Where possible, the Library will partner with other libraries and organisations through the Victorian Public Library Network and the Interlibrary Loan System to meet the needs of people from culturally diverse language groups.

3.11 Adult Literacy Collection

To help address the needs of those residents learning English as a Second Language (ESL) and those who have difficulty with literacy, Latrobe City Libraries offers an Adult Literacy Collection.

These books, CDs/DVDs and audio books have been chosen to address a number of different literacy issues:

- for those with literacy problems with English as a first language;
- for those who have English as a second language; and
- for those who are teaching people with these issues.

The collection includes a range of readers with an adult interest level for those adults learning to read. There are also cooking books aimed at both ESL and non-ESL readers, books combined with a read-along CD and textbooks for both students and teachers.

All of the items in the Adult Literacy collection are identified by the International Symbol of Adult Literacy. This makes them easy for both staff and customers to identify, find and re-shelve them.
3.12 Electronic and Online Resources

Online resources include but are not limited to: online databases, e-books, e-audiobooks, recordings and images, software programs, social media tools and the internet.

These technologies are evaluated using the standard selection criteria described earlier in this document. In addition, resources will be assessed and tested against specific criteria including, but not limited to, the following:

- Ease of use - clear clean interface with easily understandable instructions.
- Download speed.
- Remote access availability.
- Seamless integration between the product and the library catalogue.
- Authentication requirements of the vendor.
- Hardware and software requirements.
- Licensing conditions and pricing structure.

4 Controversial Materials and Access to Electronic Resources

Latrobe City Libraries recognises that some materials are controversial and that any given item may offend. 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 also be controlled to the extent required to preserve them from harm.

Adult customers take their own responsibility for reading, listening to and viewing library materials, including use of electronic resources.

Parents or legal guardians take that responsibility for their children. Selection will not be inhibited by the possibility that materials may be inadvertently come into the possession of children.

Electronic filters on internet content are not used on the Public Access computers. Access to content on the public internet is subject to legal requirements. The intentional downloading and/or viewing of material that contains content considered to be offensive as defined by the Victorian Equal Opportunity Act 1995 is not condoned. Offensive material there defined includes, but is not limited to:

- Obscene or harassing language or images.
• Racial, ethnic, sexual, erotic or gender-specific comments or images.
• Other content or images that would offend someone on the basis of their religion or politics, sexual orientation, physical features, national origin or age.

Parents and guardians who wish to limit or restrict access by their children should personally oversee their use of the internet and other forms of electronic information. Staff are available to assist with children’s information needs but the library does not accept responsibility for determining what they should access. (See Latrobe City Libraries, Public Access Computers Guidelines, October 2012).

Complaints regarding library materials should be detailed in writing to the Coordinator Libraries. The complaint will be assessed by the Coordinator in consultation with the Librarian - Collections. The complaints process will consist of the following tasks:

• Acknowledgement of the complaint;
• Research reviews of the item in question from reputable journals;
• Examine borrowing history of the complainant (i.e., previous complaints);
• Review the item;
• Make a decision.

The complainant will be then informed of the decision to retain the item in the collection, discard the item, or move it to a different collection.

Latrobe City Libraries upholds the Statement of Free Access to Information by the Australian Library and Information Association (ALIA) (see Appendix).

5 De-selection
Latrobe City Libraries continually reviews the currency and relevance of the collection to ensure it remains up-to-date, usable and attractive. The collection is evaluated with consideration given to:

• Age
• Currency of information
• Unnecessary duplication
• Availability online
• Available space
• Usage levels
• Physical condition
• Continuing relevance

Items withdrawn from stock are deleted from the database and either sold at book sales by Friends of Latrobe City Libraries, redirected to alternative programmes (e.g., Books on
Buses, community programmes, etc.), donated to more appropriate libraries or collections, or sent to paper recyclers.

The Local Collection is reviewed using these same general criteria, with the distinction that the inherent value of the item to the history of the local area will have a higher weighting in the de-selection process than many other criteria including usage and condition.

6 Review of Collection Development Guidelines

These guidelines are reviewed annually and presented to the Manager Community Information Services for approval.
Appendix

Statement on free access to information

ALIA objects addressed:
To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle
Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement
There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities. The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;

7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Amended 2007

(Replaced "Free library services to all, freedom to read". Adopted 1971, amended 1979, 1985).