

Latrobe City Libraries - Collection Development Guidelines

2025-01

1. Introduction and Collection Aims

Latrobe City Libraries provides access to physical and online collections that support community reading, research, and lifelong learning. 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, attractive, and useful collection in a range of media. Our collection aims to be current, relevant, and responsive to needs of the Latrobe City community.

1.1 Management and Development of the Collection

- Manager Active Communities and Partnerships holds final responsibility for the Collection.
- Coordinator Libraries provides strategic direction to the Librarian – Collections.
- Librarian – Collections is responsible for collection development including collection management, resource selection, and resource de-selection.

1.2 Users and potential users of the Library Collection

Latrobe City Libraries provide free access to all users and potential users of the library collection, in line with the *Joint Statement from the Australian Library and Information Association (ALIA) and the Australian Public Library Alliance (APLA) in support of free access to information in Australian libraries* (2018).¹

All residents of Latrobe City are welcome and encouraged to become members of the library. Membership is not a requirement for visiting physical library spaces or using collection items while in the library space.

The collection should:

- Meet the changing needs of youth
- Engage older people in new and alternative forms of technology
- Meet the needs of our CALD communities
- Include diverse perspectives
- Offer alternative formats to enable access by people with disabilities

Latrobe City Libraries is committed to offering an inclusive and culturally-safe service. Aboriginal and Torres Strait Islander peoples are advised that the collection may hold items that include images and/or names of deceased people.

2. General guidelines for selection

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

2.1 Collection areas

Physical collections

Items are selected to suit the interests of adult, young adult, and junior community members. Fiction, non-fiction, picture books, large print books, talking/audio books, DVDs, newspapers, and magazines are collected.

Non-lending items include general reference works, local collection items, newspapers, and the ex-Yallourn collection.

¹ Available at: <https://read.alia.org.au/alia-free-access-information-statement>

Online collections

Resources are selected to suit the interests of adult, young adult and junior community members and include eAudiobooks, eBooks, eComics, eNewspapers, eMagazines, and family history research. Streaming film services are selected to make film, television, and documentary resources available.

2.2 Other points for consideration

- Through library systems and consortia such as Libraries Victoria, 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 purchased only to the extent that they are useful to the general public.
- 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.

3. Selection

Materials which are of contemporary and historical interest and of significant value and relevance to the diverse needs of the Latrobe City community are selected.

Selection criteria

Selection of library materials will be guided by the following 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

Exclusions

Textbooks to support higher education courses or of a highly technical nature are not selected.

“Self-published” books are not selected.

4. Purchase Recommendations

Library members may recommend materials for purchase by completing online or hard-copy purchase recommendation forms.²

² Available at: https://www.latrobe.vic.gov.au/library/Using_your_Library/Loan_Services/Collections

Acceptance of recommendations is subject to the general selection criteria outlined above and the criteria for specific areas of the collection outlined below. Suggested items are not guaranteed to be selected.

5. Guidelines Relating to Specific Areas of the Collection

Fiction

- Provide a wide range of fiction of all genres
- Provide fiction for all ages of readers
- Include classic literature and works of literary merit
- Include multiple copies of popular titles
- Include a wide representation of Australian authors
- Include a representative cross-section of international authors

Non-Fiction

- Provide a current and relevant non-fiction collection
- Provide non-fiction for all ages of readers
- Include and maintain key retrospective works as needed
- Include a wide representation of Australian works
- Include a representative cross-section of international works

Large Print

Provide a collection of large print books, predominantly adult fiction.

Talking Books

- Provide a collection of fiction and non-fiction talking books, predominantly adult fiction
- MP3 CD format is favoured over CD format

DVDs

DVD collections for adults and children contain quality feature films, television series, and non-fiction material of educational merit.

No effort is made to compete with commercial borrowing/streaming film services.

Literacy

Provide a select number of literacy titles:

- relevant to community members learning English as a Second Language (ESL)
- relevant to community members with literacy difficulties
- for teachers of English language and literacy

Community Languages Other than English (LOTE)

Provide a select number of resources and online world newspapers in community languages other than English.

Local Collection

Latrobe City Libraries recognises the importance of encouraging research and understanding of our community's history and culture.

The library generally purchases items published relating to Latrobe City's history and culture.

Aboriginal and Torres Strait Islander peoples are advised that this collection holds resources that may include images and names of deceased people; they may also include words and descriptive terms that may offend. These resources are presented as part of the record of the past; contemporary users should interpret the work within that context.

Reference

Provide a collection of general reference works which is “not-for-loan”, current, relevant, and authoritative. Preference is given to authoritative online/electronic versions, as these are generally more accurate and up-to-date.

Newspapers and Magazines

The library subscribes to a number of local and national newspapers.

- Newspapers are “not-for-loan”
- Back copies of daily newspapers are retained for one week
- Back copies of weekly or fortnightly newspapers are retained for two weeks
- The *Latrobe Valley Express* is bound and retained indefinitely

The library subscribes to a number of national and international printed magazines.

- Magazine issues may be borrowed
- Currency of information contained in magazines is of primary importance: issues will be retained in branches for 12 months.

Magazine and newspaper subscriptions are reviewed annually.

Electronic resources

- Provide access to online collections such as eBooks, eAudiobooks and eMagazines and research databases such as encyclopaedias and family history resources
- Electronic resources are selected according to both the general and specific criteria outlined for physical stock
- The selection of electronic resources is subject to additional criteria including, but not limited to:
 - Ease of use
 - Accessibility, including remote access availability
 - Ability to integrate the product with the library catalogue
 - Authentication requirements
 - Hardware and software requirements

6. Free Access to Information

Latrobe City Libraries will resist attempts by individuals or groups “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”, in-line with ALIA’s *Free access to information statement* (2018).³

Access to material 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 inadvertently come into the possession of children.

Reference items are available for access within Latrobe City Library branches.

Complaints regarding library materials should be detailed in writing to the Coordinator Libraries.

³ Available at: <https://read.alia.org.au/alia-free-access-information-statement>

7. De-selection

Latrobe City Libraries aims to maintain a collection which is current, relevant and responsive to needs of the Latrobe City community. Deselection is offset by the purchase of material that aligns with community interests.

General collections

Deselection is undertaken within an evidence-based practice model. Items identified for de-selection have been evaluated by, but not limited to, these criteria:

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

Withdrawn items are deleted from the catalogue and either redirected to alternative programs, donated to more appropriate libraries or collections, or made available as “free books” for community members to keep. If none of these avenues is available or appropriate, withdrawn stock may be sent to paper recyclers.

Local Collection

Items in the local collection will remain in the collection indefinitely, unless physically damaged or deteriorated.

STACK collection

Items in the STACK will remain in the collection, unless physically damaged or deteriorated. The emphasis is on historic Australiana. Other items deemed of value may also be added.

8. Donations

Latrobe City Libraries welcomes donations of local history items.

Latrobe City Libraries reserves the right to evaluate and accept or reject donated items in accordance with selection criteria outlined above.

No other conditions may be imposed relating to any donations except by prior negotiation.

Donation values will not be appraised for income tax purposes.

9. Review of Collection Development Guidelines

The Collection Development Guidelines are reviewed every two years, or as needed.

10. Document Control

Title	Location/Document Number/Hyperlink		
Author	Senior Librarian - Collections		
Owner	Senior Librarian – Collections		
Approved By	Nicky Lappin Manager Active Communities and Partnerships		
Approved Date	Xx/xx/2025	Next Review	Xx/xx/2028

Related or Additional Documents

Title	Location/Document Number/Hyperlink
2022-25 Living Well Latrobe	https://www.latrobe.vic.gov.au/sites/default/files/2022-03/Health%20%26%20Wellbeing_1200799198327751_Marketing_Web_V1_FA.pdf
Free access to information statement (revised 2018)	https://read.alia.org.au/alia-free-access-information-statement