

Randwick City Library Collection Development Policy

Adoption Date:
01 July 2021

Review Date:
01 July 2024

Version:
1

Responsible Department:
Randwick City Library

TRIM Document Number:
D04252728

Contents

1. The Collection Development Policy	3
2. Collection Overview	4

1. The Collection Development Policy

1.1 Definition

The Collection Development Policy (the Policy) states how the library identifies, selects and manages resources required to meet the changing needs of our customers.

Documents informing the Policy include:

- Randwick City Council's Management Plan
 - The Randwick City Plan
 - A Cultural Randwick City Plan
 - RCL's Operational Plan
 - Library policies

Documents the Policy informs:

- Collection Development Guidelines (including selection and maintenance guidelines for each collection)
- Inter-Library Loans Policy
- RCL's Marketing Plan

1.2 Randwick City Council's Vision

"Randwick City Council's vision is to build "a sense of community". We are achieving this through our mission statement of "working together to enhance our environment, celebrate our heritage and to value and serve our diverse community"

(Source: The Randwick City Plan, 2006)

An awareness of the community profile including demographic trends and knowledge of the customer base are vital in planning and building the collection. This is based on census and RCL customer demographics and usage and the library's annual Public Libraries Statistical Return

1.3 Responsibility

Responsibility for the Policy and for developing the Library's collection rests with the Collection Services Librarian in consultation with a team of specialist library staff.

1.4 Purpose of the Policy

- To inform stakeholders of the range and depth of the Library's collections
- To guide planning
- To demonstrate accountability
- To encourage stakeholder participation
- To assess performance
- To facilitate co-operation with other libraries and organisations

1.5 Revision

The Policy will be reviewed annually and revised every 3 years to reflect any changes in RCL's Strategic Plan. A revision may be prompted by any significant change in:

- Demographic composition of the LGA
- Information needs of customers
- Community demands

1.6 Indigenous Material

Randwick City Library acknowledges that it is located on the land of the Gadigal and Bidjigal peoples who traditionally occupied the Sydney coast. The library actively acquires materials by and about Aboriginal and Torres Strait Islander peoples. Such materials are highlighted by the application of a sticker depicting the Australian Aboriginal Flag.

2. Collection Overview

2.1 Collection Objectives

The Collection will provide a balance of material that will assist all members of the community to participate in cultural, intellectual, vocational, business and recreational pursuits. It will include:

- Popular, contemporary material in a broad range of formats
- Material to support the educational requirements of primary and secondary students and those undertaking independent study
- Resources in languages that reflect Randwick's cultural diversity
- Sources of general information covering a wide variety of subjects
- Information on the local area and Randwick City Council
- Resources to support councillors and staff of Randwick City Council

2.2 Strategies

To achieve these objectives RCL will:

- Analyse circulation and other statistics to assess collection use
- Monitor demographic trends
- Participate in resource sharing with other libraries and organizations
- Conduct regular user and non-user surveys
- Seek public comment on various aspects of library collections
- Encourage and act on the public's recommendations for purchase

2.3 Performance Indicators

The following measures will be used to assess the effectiveness of the Collection:

- Circulation statistics
- Reservations statistics
- Membership statistics
- Analysis of inter-library loan requests
- Analysis of customers' suggestions for purchase
- Feedback from surveys
- Public Libraries Branch Annual Statistical Returns
- Website hits

2.4 Collection Building

Technological innovation is transforming the way in which libraries build their collections and provide access to information. RCL is developing collections that anticipate, and services that respond rapidly to, customer demands.

In addition to providing library resources in various formats for loan, RCL is continually investigating digital content options, such as ebooks and eaudiobooks, and developing suites of electronic databases that provide customers with a tailored response to information requests.

The RCL website provides customers with 24 hour 7 day a week access to a range of library resources and services.

Customers are able to:

- Access the library's catalogue and indexed websites
- Access council owned documents, publications and photographs
- Make recommendations for inclusion in the collection
- Renew items and place reservations for items currently on loan or not held
- Access online databases
- Download digital content

2.5 Co-Operation

RCL supports co-operation between libraries by participation in:

- Various consortia, eg NSW.net
- Inter-library lending
- Contribution of holdings information (except toys, games, DVDs and CDs) to Libraries Australia, a national bibliographic database

RCL currently lends most of the items in its collections free of charge to:

- Other NSW public libraries
- Libraries of the University of New South Wales
- Randwick College of TAFE
- And for a standard fee to other libraries (as detailed in the RCL Inter-Library Loans Policy)

2.6 Collecting Levels

Library collections are developed at a general readership level with an emphasis on Australian content. Customer demand will determine which subjects receive more comprehensive coverage.

2.7 Evaluation

The evaluation of the RCL collection will be based upon:

- Analysis of circulation statistics
- Analysis of inter-library requests
- Analysis of purchase requests
- In-house use analysis
- Feedback from surveys
- Social media comments
- Professionally recognised standards and staff expertise.

2.8 Scope

RCL provides free lending of:

- Books
- Audio books
- DVDs
- Music CDs
- Theme Kits
- Spark! Science Boxes
- Learning Support Collection
- Material in community languages
- Kits for learning English and other languages
- Bi-lingual picture books
- Magazines
- Downloadable electronic books and audiobooks

All items, other than toys and games, can be borrowed from and returned to any branch.

Resources for in-house use include:

- Legal Information Access Centre (LIAC) publications
- Selected newspapers
- Local history material including Council documents and electoral rolls (by appointment)

2.9 Selection Criteria

Selection is based upon the principles of unrestricted access and freedom from censorship.

(Source: Access to Information in NSW Public Libraries: Library Council Guideline, n.d.)

Selection is carried out by specialist staff who use professional judgement in applying the following criteria:

- Popularity of author/artist
- Customer demand
- Currency and accuracy of information (unless the resource is of historical/research interest)
- Suitability of format
- Relevance to the intended audience
- Authority of source
- Literary/artistic merit (receipt of widespread critical acclaim)
- Price
- Durability
- Duplicate copies to satisfy demand

Electronic resources may have additional criteria such as licensing. There is also a preference for eBook and eAudio titles to be in .ePub format to be compatible with library apps, and to have multiple user access with acceptable licensing conditions.

An emphasis will be placed on collecting material written or created by Australian writers or artists.

Standing orders are utilised for fiction, non-fiction, large print, audio books and travel guides.

All staff members are encouraged to make suggestions for purchase based on their expertise and contact with patrons.

The number of duplicate copies purchased is based on reservations and circulation statistics.

Donations:

Will be evaluated according to the selection criteria. Items not added to the library stock will be put in the library's book sale or recycled (See 2.10 Maintenance)

Selection tools used:

- Trade. library and retail publications
- Newspapers
- Suggestions from patrons and staff
- Standing orders
- Publisher catalogues
- Visits to bookshops
- Web sites
- Reviews

2.10 Maintenance

The collection will be maintained at a high standard by continual addition, deletion, repair and replacement.

Withdrawal and discarding from the Adult, Children, Youth, Community Languages and English Literacy collections will be carried out on an ongoing basis according to a withdrawal and discarding schedule. Criteria for the withdrawal and discarding of Local Studies, and Toy and Game material is outlined in the RCL Collection Development Guidelines.

Criteria for withdrawal and discarding:

- Currency of the material
- Relevance to the community of Randwick City
- Physical condition
- Circulation statistics
- Superseded editions
- Duplicate copies of resources no longer in heavy demand

Exceptions:

- Material out of print
- Material considered classic works
- Material not likely to become outdated

Discarded material may be:

- Sold at RCL's book sale
- Recycled

FOLLOW US ONLINE



1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

Randwick City Council
30 Frances Street
Randwick NSW 2031