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**NAME OF POLICY:** Library Collection Development

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**POLICY MANUAL:** Governance

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## **BACKGROUND**

The Norwood Payneham & St Peters Libraries has a coordinated approach for the development and maintenance of relevant and contemporary library collections in order to meet the needs of the community and comply with Public Library standards in South Australia.

## **DISCUSSION**

This Collection Development Policy guides how the Council will develop and maintain its Library collection appropriately to ensure the needs of the community in respect to the Library collections are met.

The Policy informs the community about the selection criteria which is applied and provides a coordinated approach to the development of the Library collections through a framework to assist with the introduction and/or removal of resources from the collection.

## **KEY PRINCIPLES**

The Council offers a diverse range of resources in a variety of hard copy, digital and electronic formats. The range of collections which are provided seek to foster lifelong learning and literacy, reflect local community interests or needs and facilitate recreational or cultural resources to enrich and inspire the community.

## **POLICY**

The Council will endeavour to provide a wide range of materials within its financial parameters and spatial scope to satisfy the information, recreation, lifelong learning and cultural needs of the local community.

The Library's collections will be developed and maintained in alignment with the strategic directions and scope of the Library Service, and in accordance with the One Library Management System Operations Guide – Collection Maintenance, as established and adopted by Libraries of SA in 2018.

### **Basic Selection Criteria**

The Council will utilise the following selection criteria to determine if a resource will be acquired for the Library collection:

- appropriate content, format and language relevant to the immediate and anticipated needs and interests of the community;
- currency of information contained within the publication;
- relative importance compared with other known materials on the subject;
- appropriate physical format for circulation and storage;
- subject coverage within the existing collection;
- price;

- reputation and significance of the author, illustrator, composer or contributor;
- production by popular or in demand authors, illustrators, composers or contributors;
- availability of the resources elsewhere in the community or through the One Card Network or the State Library of South Australia;
- standard of the publication in respect to physical presentation, typeface, illustrations or binding;
- specialised formats for accessible access for people living with a disability; and
- the languages which are spoken within the City of Norwood Payneham & St Peters.

### **Controversial or Offensive Resources and Censorship**

The Council recognises that some materials can be considered controversial or offensive depending on individual viewpoints. The Council aims to include a representative selection of materials which meet selection criteria on topics of interest to citizens, including items covering controversial subjects, provided they are not prohibited by law.

It is the responsibility of parents, guardians and caregivers, to determine the suitability of materials which are accessed by children.

In accordance with the Classification Scheme and Code of the Australian Classification Board, the Council will restrict access to materials which are deemed suitable only for mature adults through the application of collection codes within the Library Management System. These codes will restrict the circulation of materials to age related borrower categories, upholding the age restriction classifications listed on publications, film, computer games and digital media.

### **Donations**

The Council will accept the donation of materials that meet selection criteria as set out in this Policy. Items which are donated will only be accepted on the understanding that the items will become the property of the Council, and as such the Council reserves the right to evaluate, use, sell or dispose of the materials as deemed appropriate.

### **Request for Suggestions and Purchase**

Library users are encouraged to offer suggestions for purchase. Items which are requested for loan and are not already held in the collection, will be purchased whenever practical if they meet the selection criteria. The purchase of requests will be subject to meeting the selection criteria and budgetary constraints.

When it is not feasible or it is considered inappropriate to purchase an item which is requested, attempts will be made to obtain it through an inter-library loan. Items that are requested for inter-library loan from libraries which are not from South Australian public libraries may incur a charge as per the Council's Fees and Charges, and this charge will be required to be paid by the person requesting the item.

### **Removing Items from the Library collection**

Continuous critical evaluation is essential to maintain the effectiveness, quality, currency and integrity of the Library collections.

The Council will utilise the Standards for Quality of Physical Collections as outlined in Section 4.3 and the additional Age Standards outlined in Appendix 1, of the One Library Management System Operations Guide – Collection Maintenance as adopted by Libraries of SA in 2018.

Library materials will be removed from the collection on an ongoing basis due to poor physical condition, obsolescence (ie contains out of date information), insufficient use to warrant retention, availability of multiple copies, spatial constraints, and age.

Items which are removed from the collection may be sold to the public at in-house Library sales, given to charitable organisations, donated to specialist libraries (if the item is considered a rare specialist item), or disposed of through appropriate waste or recycling systems. Items will not be discarded for or kept for disposal to any specific person under any condition.

## **REVIEW PROCESS**

This Policy will be reviewed within three (3) years of the adoption date of the Policy.

## **INFORMATION**

The contact officer for further information at the City of Norwood Payneham & St Peters is the Council's Manager, Library Services & Lifelong Learning, telephone 83340228 or via email: [skennedy@npsp.sa.gov.au](mailto:skennedy@npsp.sa.gov.au)

## **ADOPTION OF THE POLICY**

This Policy was adopted by the Library Services Committee on 12 October 1998.

This Policy was reviewed by the Council on 3 August 2009.

This Policy was reviewed by the Council on 6 August 2018.

This Policy was reviewed by the Council on 4 April 2022.

## **TO BE REVIEWED**

This Policy is to be reviewed by April 2025.