

muswellbrook shire council

Upper Hunter Library Network Collection Development Policy

Policy No. L1/1

Assembled by Upper Hunter Library Network

> Adopted By Council , 2016 Minute #

Upper Hunter Library Network Collection Development Policy

L1/1

1 Introduction

The Upper Hunter Library Network (UHLN) manages the combined collections of the Upper Hunter Shire Libraries and the Upper Hunter Regional Library (Muswellbrook and Denman Libraries). The UHLN first began in September 2010 following the dissolution of the Upper Hunter Regional Library, a service which included both LGAs.

This collection development policy provides a framework for developing the UHLN's collections.

The UHLN services seven branches, Aberdeen, Cassilis, Denman, Merriwa, Murrurundi, Muswellbrook and Scone. Use and loan of the collection resources remains the reason for the majority of library visits. Therefore the collection development policy is essential to ensure the maintenance of a current accessible collection that meets the information, recreation, educational and cultural needs of the community.

2 Community

The UHLN covers approximately 11,502 square kilometres. The Muswellbrook Shire mixes industry and agriculture with its many coal mines, electricity generation, thoroughbred horse studs, vineyards and cattle properties. The Upper Hunter Shire is a predominantly rural area. Most of the rural area is used for grazing, dairy farming, horse studs and general farming. The Shire is a major cattle, crop, goat, pig, poultry and sheep producer, has an increasing number of vineyards, an abattoir which supplies the Australian and overseas markets.

The Shires have main centres of population at Muswellbrook and Scone, with minor centres at Aberdeen, Cassilis, Denman, Merriwa and Murrurundi.

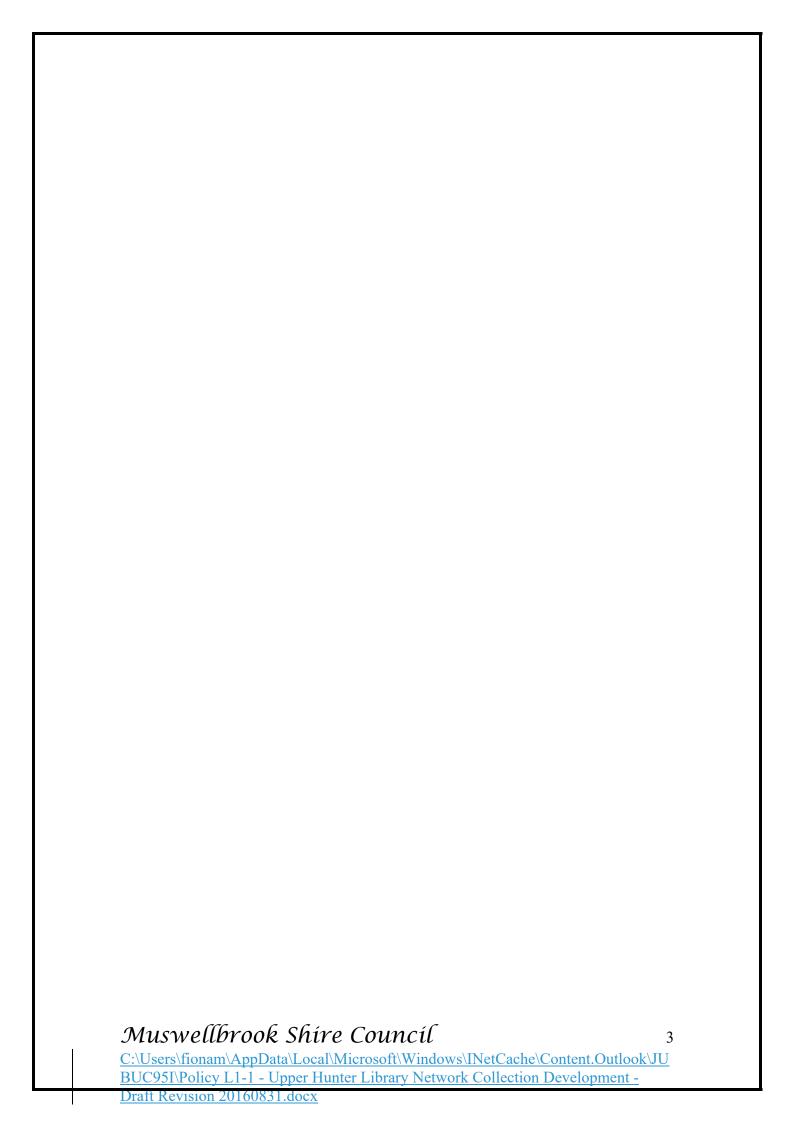
Total 2009-2011 population of the combined LGAs was 29,589545.

3 Objectives

This policy is an essential component of effective library collection management. It is informed by professional standards and is driven by community need and strategic planning processes. The collection development policy:

- Supports the identification and allocation of collection funds for current and future priorities.
- Ensures that objectivity and professional rigour inform the selection, allocation, rotation and weeding processes.
- Informs guidelines for the collection including subject profiles, depth of coverage and resource formats.
- Ensures that the operation of the library service is in accordance with the relevant Acts, regulations and codes governing public libraries in New South Wales.
- Provides an essential tool for induction, reference and ongoing staff training.

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4 Context

The UHLN operates within the framework of the Library Act of NSW and its associated regulations. Statements by the Australian Library and Information Association (ALIA) and the Library Council of New South Wales supporting these and other principles are available at the following websites:

- ALIA Policies
- State Library of NSW Policies

5 Vision Statement

Our vision is to provide a diverse and accessible collection of physical and virtual resources that meets the information, recreation, educational and cultural needs of our community.

6 Collection Principles

- 6.1 The following principles underpin the UHLN Collection Development Policy:
 - Access: the UHLN will provide free adequate and convenient access to all resources
 - Equity: the UHLN will make available resources to all people regardless of gender, age, disability, ethnic origin or economic status
 - Participation: the UHLN will actively engage with the community through participation and feedback processes
 - Cultural Relevance: the UHLN will collect resources which support the library related needs of all sectors of the local communities
 - Quality and Range: the UHLN will provide a wide range of resources with a strong focus on quality in terms of content, presentation and format
 - Information and Learning: the UHLN will support lifelong learning with the provision of up to date and accessible library resources in a variety of formats
- 6.2 The UHLN does not attempt to duplicate the services and materials offered by other library providers. Through cooperative agreements, resources of other libraries may be available to UHLN members by accessing the Inter-Library loan service.
- 6.3 Textbooks and curriculum related materials are provided only when those materials also serve the general public. Legal and medical works will be acquired for the collection only to the extent that they are useful to the general community or supplied as part of the LIAC agreement.

7 Funding and Collection Responsibility

- 7.1 The UHLN is funded by Upper Hunter Shire Council and Muswellbrook Shire Council. The Library Act also provides for a State Government Subsidy to be paid annually for the provision of public library services. The Upper Hunter Library Network Agreement provides guidelines for the contributions of each Shire Council.
- 7.2 The UHLN collection is managed by the Technical Services Librarian, under the guidance of the Upper Hunter Library Network Committee. The committee consists of representatives from:
 - Upper Hunter Shire Council:
 Director of Corporate Services
 Community Services Manager
 Upper Hunter Shire Library Coordinator

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- Muswellbrook Shire Council:-
 - **Director of Corporate Services**
 - Manager of Community and Cultural Services
 - Upper Hunter Regional Library Coordinator
- Upper Hunter Regional Library Technical Services Librarian a jointly funded position.

8 Community and Stakeholder Engagement

Current community need and diversity are essential components of public library collection development. Knowledge of these components is derived from data on community demographics and community engagement. It is also supported by adherence to professional standards, reference to professional literature and vigilant awareness of contemporary industry needs.

9 Local Studies Collections

It is recognised that Local Studies Collections fall outside of this policy, remaining the responsibility of each LGA.?

10 Collection Management

10.1 Selection Responsibility

The Technical Services Librarian is responsible for the selection of UHLN resources. This is managed by involving staff and community in a team approach to the selection process.

10.2 Selection Criteria

The following criteria are used to determine whether items are purchased:

- Popular interest
- Community need and potential use
- Currency
- Authority and Reputation of Author, Publisher, Producer or Illustrator
- Format
- High quality presentation
- Literary Merit (awards/short list items)
- Long term relevance
- Suitability for different age levels
- Local Emphasis
- Cost
- Availability in other libraries
- Relationship to items already in the collection
- Representative of cultural diversity

In general resources are purchased only if they have been published in the last three years. Exceptions to this may include the replacement of damaged or lost items, classic titles or core items as required.

10.3 Donations

The UHLN may accept donations that meet the general selection criteria. However, it reserves the right to allocate donated material to any collection or branch, to dispose of donation material that it does not need, or to reject

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unsolicited weeding gu	donations uidelines.	of unsuitable	materials.	All doı	nations	are	subject	to the)

10.4 Stock Suggestions

Stock suggestions and requests from library members within the UHLN are encouraged. All suggestions will be assessed based on the guidelines outlined within this policy. Materials meeting these criteria will be purchased where finances permit.

10.5 Controversial Materials

It is recognised that many materials are controversial and that a particular item may offend some members of the community. Powers of censorships are vested in Federal and State Governments and materials will not be rejected on moral, political, racial or religious grounds if it otherwise meets the selection guidelines. Materials prohibited by law will not be included in the collection.

Responsibility for the reading, listening and viewing of library materials by children rests with their parent or quardian rather than with library staff.

10.6 Evaluation

The library collection is regularly evaluated to ensure it meets the needs of our community. Common methods of analysis include borrowing statistics, usage reports, physical inspection and customer feedback. Evaluation tools include:

- Annual loans per collection
- Turnover rates
- Age of collections
- Reservations
- Usage of electronic collections

The UHLN conducts a stocktake every two years to assess missing items and to update the library catalogue to ensure a true and accurate reflection of library holdings is maintained.

10.7 Stock Rotation

Stock rotation ensures that library users have access to regularly refreshed stock. Rotation maximises usage of library resources across all seven branches. The Technical Services Librarian and two Library Coordinators are is responsible for a regularly scheduled rotation process.

10.8 Weeding

Weeding is a term used to describe the process by which an item is withdrawn from the collection. Collection weeding is a routine process that supports the collection's currency, relevance, attractiveness and accessibility.

Criteria for weeding consideration include:

- Accuracy of information
- Physical condition and appearance of item
- Potential future use
- Unnecessary duplication
- Online availability
- Incomplete set
- Currency of edition

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Poor usage – items rarely borrowed in last two years
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Weeding exceptions include:

- Works of literary merit
- Works relating to local studies and family history
- Item is a part of a series and cannot be replaced
- Subject matter is impossible or expensive to replace

Discarded items may be:

- Given free of charge to charitable or not-for-profit organisations
- Sold
- Items that have reached the end of their practicable life are recycled or otherwise discarded

Requests by individuals for particular library resources are not able to be accommodated.

Policy Review Date:

To be reviewed every 3 years.

<u>Author:</u> Library Network Members, Muswellbrook and Upper Hunter Shire Council.

<u>Date:</u> 12 January, 201231 August 2016

REVIEW HISTORY:

	Current	Previous	Prior	Prior
Minute No:		<u>229</u>		
Meeting Date:		13/02/2012		
Review Date:	31/08/2016			
Rescind Date:				