Tablelands Regional Library Service

Collection Development Policy

Acquisitions and Collection Maintenance

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

From ALIA statement on Free Access to Information, Appendix 1

<table>
<thead>
<tr>
<th>Draft</th>
<th>Final</th>
<th>Version:</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifier:</td>
<td>CCS 2.2.3</td>
<td>Policy Section:</td>
<td>Library Services</td>
</tr>
<tr>
<td>Date Adopted:</td>
<td>17 November 2015</td>
<td>Review Date:</td>
<td>17 November 2018</td>
</tr>
<tr>
<td>Author:</td>
<td>Briengan Rodgers, Library Coordinator</td>
<td>Review Officer:</td>
<td>General Manager Community &amp; Regional Planning</td>
</tr>
</tbody>
</table>
## CONTENTS

1. INTRODUCTION ........................................................................................................................... 3
2. SCOPE ........................................................................................................................................ 3
3. POLICY STATEMENT ................................................................................................................... 3
4. POLICY OBJECTIVES ................................................................................................................ 3
5. POLICY PRINCIPLES .................................................................................................................. 4
6. COMMUNITY PROFILE ............................................................................................................. 4
7. LIBRARY BRANCHES ................................................................................................................ 5
8. ACCESS TO LIBRARY COLLECTIONS ......................................................................................... 5
9. RANGE OF MATERIAL COLLECTED .......................................................................................... 6
10. LIBRARY COLLECTIONS .......................................................................................................... 6
11. RESPONSIBILITY FOR MATERIALS SELECTION ..................................................................... 6
12. SELECTION TOOLS .................................................................................................................. 7
13. SELECTION CRITERIA ................................................................................................................ 7
14. SUPPLIERS ................................................................................................................................ 9
15. READER REQUESTS .................................................................................................................. 9
16. DONATIONS .............................................................................................................................. 10
17. INTERLIBRARY LOANS .............................................................................................................. 10
18. CONTROVERSIAL MATERIALS ............................................................................................... 10
19. FILM CLASSIFICATION ............................................................................................................. 11
20. COMPLAINTS ............................................................................................................................ 11
21. STOCK ROTATION .................................................................................................................... 11
22. REVIEW AND WITHDRAWAL .................................................................................................. 12
23. CRITERIA FOR WEEDING ....................................................................................................... 12
24. DISPOSAL OF WITHDRAWN MATERIAL ................................................................................. 12
25. ITEMS NOT ACQUIRED FOR THE COLLECTION .................................................................. 13
26. SELECTION POLICIES BY COLLECTION .............................................................................. 13
27. ASSOCIATED DOCUMENTS .................................................................................................... 19
28. REVIEW .................................................................................................................................... 19
29. DISTRIBUTION REGISTER ...................................................................................................... 19
1. **INTRODUCTION**

A Public Library should be responsive and accountable to the community it serves. Collection Management is critical to the achievement of this goal and to the on-going ability of the library to meet the informational, educational and recreational needs of their community.

Collection Management should be a well planned activity for which a well defined policy is essential. Collection development includes acquisition, selection, evaluation, preservation and deselection of materials/books/journals, etc after assessing user needs. With the advent of Internet and the digital era, Collection Management now includes digital as well as hard copy formats.

Annual expenditure on the acquisition and processing of new library material accounts for a substantial proportion of the library’s operational budget. Such a significant Council asset must be managed responsibly and effectively.

Accordingly the Collection Management policy should be evaluated regularly to ensure relevancy.

2. **SCOPE**

This policy applies to the purchase of all material for the Tablelands Regional Council Library Service.

The purpose of materials selection is to support the Statement of Purpose of the Library Service, which is, to meet the informational, cultural, recreational and educational needs of the local community.

The Library’s goal is to develop the quality and quantity of the facilities and collection resources to reflect community needs.

3. **POLICY STATEMENT**

This policy defines the collection development policy of Tablelands Regional Council Library Service.

4. **POLICY OBJECTIVES**

The objectives of this policy:

- To support freedom of information
- To achieve a balanced collection, appropriate to the size and demographic profile of the community
- To provide guidelines for collection maintenance
- To provide a basis for the most effective use of available funds
To ensure accountability for the materials and associated budgets
To provide collections that are current, attractive and well maintained
To establish a framework for continuous evaluation and development
To provide materials appropriate to the development and strengthening of the cultural life of the community

5. POLICY PRINCIPLES

- To provide a balanced collection including popular material and works of literary merit for all ages
- To provide popular and contemporary fiction and non-fiction material in a range of formats
- To provide broadly based information and reference services
- To provide a relevant Local & Family History collection
- To meet the informational, cultural, recreational and developmental needs of adults and youth in the community
- To enable adults and youth to discover the enjoyment and appreciation of reading for pleasure and information
- To provide materials to stimulate imagination and assist in the development of individual abilities
- To encourage a love of reading as well as an established pattern of library use
- To improve emerging, adult, intergenerational, information and digital literacy skills within the community
- To provide material in a variety of languages to meet the needs of the areas culturally and linguistically diverse population. This material is sourced as a bulk loan from State Library Queensland
- To provide materials to support the needs of the visually impaired

6. COMMUNITY PROFILE

Tablelands Region: The Tablelands region is an area covering 11,000 square kilometres of diverse landscapes including world heritage rainforests and crater lakes, expansive savannas and wetlands, along with a variety of rural and agricultural farming.
Located in Far North Queensland, extending west of Port Douglas, Cairns and Innisfail, there are several major towns including Atherton, Malanda and Herberton. Smaller towns include Ravenshoe, Millaa Millaa, Tolga and Yungaburra. The population of 24,973 (ERP at June 2014) is dispersed across this geographically diverse region.

7. LIBRARY BRANCHES

Tablelands Regional Library Services has 7 branches;

- Atherton
- Malanda
- Mt Garnet
- Yungaburra
- Herberton
- Millaa
- Ravenshoe
- Millaa
- Yungaburra

8. ACCESS TO LIBRARY COLLECTIONS

Access to the Tablelands Regional Library Service collections is provided free of charge as outlined in the ALIA statement on Free Access to information, Appendix 1, and as required by the State Library Queensland State Funding and Service Level Agreement.

Branches

There are 7 static branches. Each library holds a core collection of Reference and Magazine titles. Other collections float between branches. The floating collection ensures that returned items stay at the library to which they are returned rather than being transported back to the originating.

OPACS

On-line public access catalogues are available at all branches.

The online catalogue is available 24/7 and allows library members to order an item for collection at any branch.

Classification

All collections are filed either alphabetically by Author/Title or by the Dewey Decimal system.

Not for Loan

The Reference and Local & Family History Collections are not available for loan.
9. **RANGE OF MATERIAL COLLECTED**

**User Needs**

General user needs should be regarded as the prime determinants in allocating funds and resources. The range of material selected should reflect the diverse ages, interests, ethnicity and learning abilities of the Tablelands Regional Library Service community.

The library's role is to attempt, within the capacity of available resources, to adequately represent the variety of subject areas and present a showcase of current and classic material for recreation, education and cultural exploration.

A variety of viewpoints should be represented.

Physical format and appearance should be suitable for their intended use and users.

All selected material should fulfil selection guidelines and any specific criteria required for special collections.

**Determining user needs**

Where appropriate advantage should be taken of possible funding opportunities and grants.

When possible surveys and community profile information should be used in conjunction with staff knowledge and experience, to determine general and specific needs and expectations.

10. **LIBRARY COLLECTIONS**

<table>
<thead>
<tr>
<th>Adult Fiction</th>
<th>Adult Non Fiction</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local &amp; Family History</td>
<td>Large Print</td>
<td>Talking Books in a variety of formats</td>
</tr>
<tr>
<td>Junior Fiction</td>
<td>Picture Books</td>
<td>Teenage Fiction</td>
</tr>
<tr>
<td>Graphic Novels</td>
<td>Junior Non Fiction</td>
<td>Magazines</td>
</tr>
<tr>
<td>Music CDs</td>
<td>DVDs</td>
<td>Puzzles</td>
</tr>
<tr>
<td>CD ROMS</td>
<td>Newspapers</td>
<td>Electronic Databases</td>
</tr>
<tr>
<td>eResources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Community Language material sourced from State Library Queensland

11. **RESPONSIBILITY FOR MATERIALS SELECTION**

The Tablelands Regional Coordinator Libraries is responsible overall for the management of the Library Service, including all aspects of materials selection. The final responsibility for material selection lies with the Coordinator Libraries.

The Supervisor Collections & Systems is responsible for organising and managing the selection for the library's collection.
The Youth Services team assists the Supervisor Collections & Systems with selection of the junior and youth collections.

The Local and Family History Librarian is responsible for the purchase and materials selection for the library’s Local and Family History collection.

Responsibilities and duties relating to materials selection are also delegated to Branch teams and other qualified or experienced staff.

All staff are encouraged to offer staff recommendations.

Specialist service area staff have significant input into the selection of material for their area of responsibility.

12. **SELECTION TOOLS**

- A range of trade and professional journals and bibliographic databases
- Media reviews
- Staff and customer recommendations
- Standing Profile Orders

13. **SELECTION CRITERIA**

The following criteria are to be considered in the selection of library materials. A combination of criteria is often used rather than adherence to all the criteria.

**Non-fiction**

*Content*

- Authority of author and or publisher – e.g. qualification and reputation
- Content appropriate for intended users of a public library
- Local author, subject matter or publication
- Internal presentation e.g. indexes, illustrations
- Priority is given to Australian treatment of subjects

*Accuracy and currency*

- Material must not be defamatory or illegal
- Content current and accurate
- Value to the collection
- Likely usage - priority is given to material that is likely to be popular as well as relevant to local lifestyle and trends
- Relationship to the existing collection - e.g. the items fill a gap in the collection

**Physical format**
- Durability
- Ease of maintenance
- Appearance
- Appropriate packaging of non-print media
- Dimensions – generally items too large, too small or too awkward to handle or store will not be purchased
- The following formats are not included in the circulating collection: rag, “bath” books, elaborate pop-up books or items designed for user responses (e.g. albums, calendars, questionnaires, puzzles etc.)
- Spiral binding is avoided wherever possible

**Price**
- Price is a consideration but not the sole deciding factor. (If price is prohibitive the item will not be selected)
- Rare and or expensive items will not normally be purchased unless they are of intrinsic local interest

**Fiction**

**Content**
- Demand and potential use by a wide range of users
- Reputation of author
- Literary merit, originality and imagination, effective plot and characterisation
- Value to collection
- Reviewed or recommended
- Award winning titles such as Premier's Literary Awards, Man Booker, Vogel, Children’s Book Council
- Physical format affecting suitability and durability for library use

**Price**
- Price is a consideration but not the sole deciding factor. (If price is prohibitive the item will not be selected)

**Availability**
- If the item is out of print, or the time necessary to acquire the item is too long, then an interlibrary loan may be considered.
eResources

Content
- Demand and potential use by a wide range of users
- Reputation of author
- Literary merit, originality and imagination, effective plot and characterisation
- Value to collection
- Reviewed or recommended
- Award winning titles such as Premier's Literary Awards, Man Booker, Vogel, Children’s Book Council

Price
- Price is a consideration but not the sole deciding factor. (If price is prohibitive the item will not be selected)

14. SUPPLIERS

Under the requirements of Tablelands Regional Council Purchasing Policy, thorough consideration must be given to best value for the community.

Criteria to be considered:-
- Terms and conditions of supplier, e.g. discount, supply time, value added service.
- Local supplier consideration
- Council’s purchasing policy

15. READER REQUESTS

Requests for materials not currently held in the collection will be given serious consideration for purchase if they are:

- Within selection guidelines
- Within budget
- Available for purchase
- Without copyright restrictions
- Not prohibited by law

The Coordinator Libraries reserves the right to make a final decision regarding such purchases.

If the request does not fit the selection criteria, the customer will be advised to submit an Interlibrary Loan request.
16. DONATIONS

Tablelands Regional Library Service welcomes and encourages donations of books and other materials that meet the library’s requirements and are in accordance with its Donation Policy.

Donations will not necessarily be added to the collection. The material will be judged by the same selection standards as applied to new purchases.

Unsuitable donations will be sold, passed on to a charity or discarded.

17. INTERLIBRARY LOANS

Like all libraries, Tablelands Regional Library Service does not have the financial resources or physical space to hold every book. The library therefore participates in a cooperative Interlibrary Loan system with other libraries within Australia.

Provision of Interlibrary Loan material is at the discretion of each Library service.

An interlibrary loan is the preferred method of supply for:

- Items that are out of print
- Expensive items to purchase/ low interest/specialist items
- Requests for resources in a community language
- Some urgently required items

The Library Management system now offers library customers the opportunity to place their own online Inter-Library loan requests.

Interlibrary loans attract a small fee and in the case of supply from State or University Libraries an additional charge may apply (see Tablelands Regional Library Service Interlibrary Loans policy).

In offering an interlibrary loan Tablelands Regional Library Service

- Charges fees for the service, including fees imposed by the lending library
- Ensures conditions imposed by the lending library are fulfilled
- May exclude some items from loan to other library services or agencies

18. CONTROVERSIAL MATERIALS

A fundamental principle of public library provision is the right of the individual to read and think for themselves. Tablelands Regional Library Service upholds the ALIA statement on the free access to information (see Appendix 1).

The public library’s role is to collect and maintain a representative selection of topics of interest, including items on all sides of controversial matters - moral, religious and political.

The public library provides free and open access to the ideas and information available on all subjects covered in the media.
Material of a dissenting or sensitive nature may also be included.
The library will select and make available materials for information, understanding, knowledge and enjoyment for all ages, levels of ability and interest.
Material will not be rejected on the grounds that it offends some sections of the community.
Selection is based on the merits of the work in relation to collection building and to meeting the interests of readers rather than subjective views or opinions. (See Selection policies by collection).
Tablelands Regional Library Service accepts the possibility that some readers may be offended by some of the material held in the collections.
These customers have a right to express this offence but not to force their beliefs on other members of the community or to deface library materials.
Library materials will not be marked or identified to show approval or otherwise of contents
Supervision of material read or accessed by persons under 18 remains the responsibility of the parent or guardian.

19. **FILM CLASSIFICATION**

Tablelands Regional Library Service is obliged to comply with the decisions made by the Office of Film and Literature Classification in regard to restrictions placed on the access to publications. ([www.oflc.gov.au](http://www.oflc.gov.au))

DVDs are lent in accordance with classification guidelines given by the Film and Literature Board.

- DVDs with an MA15+ rating cannot be loaned to a customer under 15 years
- DVDs with an R18+ rating cannot legally be loaned to a person under the age of 18 years

20. **COMPLAINTS**

Any person disagreeing with the inclusion or exclusion of materials in regard to the collection has the right to appeal.

Complaints outlining specific concerns about library materials, should be submitted to the Coordinator Libraries, outlining specific concerns

The material in question will be re-evaluated using Tablelands Regional Library Service selection criteria and a reply provided to the complainant.

21. **STOCK ROTATION**

Tablelands Regional Library Service provides service via a network of 7 static branches. It is recognized that each service point and its membership have a number of common features as well as identifiable differences in needs and interests.

Tablelands Regional Library Service purchases multiple copies but rarely for every branch. Collections are refreshed through the process of floating or stock relocation.
Whenever an item is transferred to another branch the information in the catalogue is updated. Regardless of its temporary or permanent location any item can be reserved by a library member at any branch and collected or used at a nominated branch.

**Inter-Branch reservations**

Reservations may be placed online or at any branch.

A courier service operates twice weekly between most branches.

Missing or unfilled reservations are tracked using a number of daily, weekly and monthly reports.

**22. REVIEW AND WITHDRAWAL**

To ensure the collection is attractive and current it is essential to regularly remove old stock.

Items with cultural or literary significance will not be removed from the collection but may be replaced with a copy that is in better condition.

The only collection kept in perpetuity at Tablelands Regional Library Service is the Local & Family History collection.

**23. CRITERIA FOR WEEDING**

- Physical condition
- Age
- Superseded, inaccurate or factually misleading information
- Later editions
- Series integrity
- Insufficient use
- Subject no longer relevant or of interest
- Multiple copies no longer in demand
- Outdated format

**24. DISPOSAL OF WITHDRAWN MATERIAL**

Library materials selected for withdrawal from the collection will be disposed of as follows:

- Sale to the public
- Donation to Lotus Glen Correctional Farm
- Donation to other library services
- Donation to charities - subject to library staff not being involved in additional selection, sorting, storage, packing or despatch of items
Collection Development Policy

- Overseas donation of selected material - subject to library staff not being involved in additional selection, sorting, storage, packing or despatch of items
- Paper recycling
- Discarded

25. ITEMS NOT ACQUIRED FOR THE COLLECTION

It is not the role of the public library to provide curriculum support for students at all levels. The public library seeks to provide a collection to support lifelong learning for all ages. Therefore Tablelands Regional Library Service does not collect

- Text books (unless the subject coverage meets selection criteria)
- Specialist /academic texts
- Curriculum materials (such as readers, maths kits etc)
- Research material (an extensive collection of materials on a particular topic would not generally be considered for purchase)
- Extensive duplication to meet class assignments
- Expensive, low interest items
- Collectors’ items

26. SELECTION POLICIES BY COLLECTION

<table>
<thead>
<tr>
<th>Collection</th>
<th>Adult Fiction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clientele</strong></td>
<td>Adult community</td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>To provide a wide range of fiction/literature in all genres. Works to include Australian authors, international classics, award winning titles, bestseller and popular authors, Murri related themes.</td>
</tr>
<tr>
<td><strong>Access</strong></td>
<td>Available at all branches See 9 - Access to Library Collections</td>
</tr>
<tr>
<td><strong>Formats</strong></td>
<td>See 14 - Selection Criteria. Hardback or trade paperback preferred.</td>
</tr>
<tr>
<td><strong>Criteria</strong></td>
<td>See 14 - Selection Criteria</td>
</tr>
<tr>
<td><strong>Duplicates</strong></td>
<td>Best sellers; Popular items. Book Club sets. Class sets are not purchased (See 26 - Items Not Acquired For The Collection)</td>
</tr>
<tr>
<td><strong>Selection methods</strong></td>
<td>See 12 - Responsibility for Collections &amp; 14 - Selection Tools</td>
</tr>
<tr>
<td><strong>Weeding</strong></td>
<td>See 23 - Review and Withdrawal &amp; 24 - Criteria for Weeding.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection</th>
<th>Adult non-fiction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clientele</strong></td>
<td>All members of the community</td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>To provide a balanced collection in all subject areas likely to be of interest to</td>
</tr>
</tbody>
</table>
members of the community.
Particular emphasis to be placed on the most popular areas of interest as determined by reader surveys and requests.

<table>
<thead>
<tr>
<th>Access</th>
<th>Available at all branches See 9 - Access to Library Collections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formats</td>
<td>Hardback or trade paperback preferred. CD-ROM inserts will be retained if the right to lend is specifically stated on the publication. See 14-Selection Criteria</td>
</tr>
<tr>
<td>Criteria</td>
<td>See 14 - Selection Criteria</td>
</tr>
<tr>
<td>Duplicates</td>
<td>Best sellers; Popular items. Class sets are not purchased (See 26-Items Not Acquired For The Collection) Each branch to hold general titles on most subjects. Title duplication to be minimised</td>
</tr>
<tr>
<td>Selection methods</td>
<td>See 12 - Responsibility for Collections &amp; 13 - Selection Tools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference, including CD-ROM and Online Databases.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clientele</td>
</tr>
<tr>
<td>Scope</td>
</tr>
<tr>
<td>Access</td>
</tr>
<tr>
<td>Formats</td>
</tr>
<tr>
<td>Criteria</td>
</tr>
<tr>
<td>Duplicates</td>
</tr>
<tr>
<td>Selection methods</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adult Large Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clientele</td>
</tr>
<tr>
<td>Scope</td>
</tr>
<tr>
<td>Access</td>
</tr>
<tr>
<td>Format</td>
</tr>
<tr>
<td>Criteria</td>
</tr>
</tbody>
</table>
### Collection Development Policy

<table>
<thead>
<tr>
<th>Collection</th>
<th>Adult talking books</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clientele</strong></td>
<td>All members of the community, particularly the frail and visually impaired.</td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>To provide a range of popular titles with literary merit. Abridgements of adult titles are not recommended. Include some popular non-fiction.</td>
</tr>
<tr>
<td><strong>Access</strong></td>
<td>Available at all branches. See 9 - Access to Library Collections.</td>
</tr>
<tr>
<td><strong>Formats</strong></td>
<td>CD’s. Cassettes are now longer held or purchased.</td>
</tr>
<tr>
<td><strong>Criteria</strong></td>
<td>Popular authors, literary merit, reputable series, price, packaging. See 14 - Selection Criteria.</td>
</tr>
<tr>
<td><strong>Duplicates</strong></td>
<td>Not recommended. (See 26 - Items Not Acquired For The Collection)</td>
</tr>
<tr>
<td><strong>Selection methods</strong></td>
<td>See 12 - Responsibility for Collections &amp; 14 - Selection Tools</td>
</tr>
<tr>
<td><strong>Weeding</strong></td>
<td>See 23 - Review and Withdrawal &amp; 24 - Criteria for Weeding.</td>
</tr>
</tbody>
</table>

### Local and Family History

<table>
<thead>
<tr>
<th>Collection</th>
<th>Local and Family History</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clientele</strong></td>
<td>All members of the community including researchers.</td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>Materials, which relate to any part of the Tablelands Region area, past or present, will be included.</td>
</tr>
<tr>
<td><strong>Access</strong></td>
<td>Special circumstances permit temporary short term loan for use in other branches. No Inter Library Loan. Photocopy, subject to copyright, may be provided via ILL.</td>
</tr>
<tr>
<td><strong>Formats</strong></td>
<td>All. See 14 Selection Criteria.</td>
</tr>
<tr>
<td><strong>Criteria</strong></td>
<td>Materials about Tablelands Region and places within its boundaries or by or about individuals who have lived or do live in Tablelands Region. See 13- Selection Criteria.</td>
</tr>
<tr>
<td><strong>Duplicates</strong></td>
<td>Various editions may be held.</td>
</tr>
<tr>
<td><strong>Selection responsibility</strong></td>
<td>Primarily Local &amp; Family History Librarian with suggestions from staff and customers. See 12 - Responsibility for Collections</td>
</tr>
<tr>
<td><strong>Weeding</strong></td>
<td>Only if a superior copy of an item became available.</td>
</tr>
</tbody>
</table>

### Adult DVDs – non fiction and fiction

<table>
<thead>
<tr>
<th>Collection</th>
<th>Adult DVDs – non fiction and fiction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clientele</strong></td>
<td>All members of the community</td>
</tr>
<tr>
<td><strong>Scope</strong></td>
<td>The collection is focused on TV series, Popular movies, non-fiction material, classic films, musical productions and television documentaries available on</td>
</tr>
</tbody>
</table>

---

*Version 2: 17/11/2015*
### Collection Development Policy

<table>
<thead>
<tr>
<th>Collection</th>
<th>Description</th>
</tr>
</thead>
</table>
| **DVD** | DVD Available at all branches See 8. - *Access to Library Collections.*
| **Formats** | DVD Australian region formats only. Blu Ray format is not collected
| **Criteria** | See 14 - *Selection Criteria*
| **Duplicates** | Not recommended (See 26- *Items Not Acquired For The Collection*)
| **Selection methods** | Profile or standing orders, hands-on or brochures. 13 - *Selection Tools*
| **Weeding** | As per standards. Since large amounts of staff time cannot be committed to review DVDs a high turnover rate is expected. See 23-Review and Withdrawal & 24- Criteria for Weeding

<table>
<thead>
<tr>
<th>Collection</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Music CD’s** | Music CD’s Available at all branches See 8 - *Access to Library Collections.*
| **Formats** | CD
| **Criteria** | Range of musical styles. See 14- *Selection Criteria*
| **Duplicates** | Not recommended (See 26- *Items Not Acquired For The Collection*)
| **Selection methods** | Profile or standing orders, hands on and published lists. See 13 - *Selection Tools*
| **Weeding** | See 23 - Review and Withdrawal & 24 - Criteria for Weeding.

<table>
<thead>
<tr>
<th>Collection</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Community Language** | Community Language N/A
| **Access** | N/A
| **N/A** | Bulk Community Language titles are borrowed from State Library Queensland

<table>
<thead>
<tr>
<th>Collection</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Magazines, including newspapers** | Magazines, including newspapers Available at all branches See 8 - *Access to Library Collections.*
| **Access** | The newspapers are for reading in branches only. Serials are available for reservation. See 8 - *Access to Library Collections.*
| **Formats** | Broadsheet, pictorial, large and small format serials.
| **Criteria** | Authority of publisher. See 14- *Selection Criteria*
| **Duplicates** | As required by branches
| **Selection** | Hands on, reader requests and staff input. See 13 - *Selection Tools*
| **Weeding** | Newspaper are generally stored for one week only. Atherton library holds newspapers for two months

---

*Version 2: 17/11/2015*
Magazines are generally kept for a maximum of 2 years. Magazines published infrequently may be kept for a longer period.

<table>
<thead>
<tr>
<th>Collection</th>
<th>Lending CD-Rom Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clientele</td>
<td>All members of the community</td>
</tr>
<tr>
<td>Scope</td>
<td>A range of subjects and government initiatives.</td>
</tr>
<tr>
<td>Access</td>
<td>Available at most branches. See 9. - Access to Library Collections.</td>
</tr>
<tr>
<td>Formats</td>
<td>CD-Rom. CD ROMS are held but no longer purchased</td>
</tr>
<tr>
<td>Criteria</td>
<td>Currency and relevance of information. See 14- Selection Criteria</td>
</tr>
<tr>
<td>Duplicates</td>
<td>Not recommended. Government donations, often the exception. (See 26- Items Not Acquired For The Collection)</td>
</tr>
<tr>
<td>Selection methods</td>
<td>Publisher's catalogues and on-line resources and brochures. See 13 - Selection Tools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection</th>
<th>Young Adult Fiction and magazines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clientele</td>
<td>Teenage and Young Adults over 12 years</td>
</tr>
<tr>
<td>Scope</td>
<td>To provide popular fiction including Australian and International authors. Award winning authors, classical and popular works.</td>
</tr>
<tr>
<td>Access</td>
<td>Available at all branches. See 9. - Access to Library Collections.</td>
</tr>
<tr>
<td>Formats</td>
<td>Hard and soft cover. See 14-Selection Criteria.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Quality writing likely to appeal to the age group and likely to encourage reading. See 14- Selection Criteria</td>
</tr>
<tr>
<td>Duplicates</td>
<td>Award winning authors</td>
</tr>
<tr>
<td>Selection methods</td>
<td>See 13 - Selection Tools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collection</th>
<th>Junior fiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clientele</td>
<td>12 years and under.</td>
</tr>
<tr>
<td>Scope</td>
<td>To provide popular fiction including Australian and International authors. Award winning authors, classical and popular works.</td>
</tr>
<tr>
<td>Formats</td>
<td>Hard and soft cover. See 14-Selection Criteria.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Quality writing likely to appeal to the age group and likely to encourage reading. See 14- Selection Criteria</td>
</tr>
<tr>
<td>Duplicates</td>
<td>Award winning authors</td>
</tr>
</tbody>
</table>

<p>| Collection | Junior non-fiction |</p>
<table>
<thead>
<tr>
<th>Collection</th>
</tr>
</thead>
</table>
| **Clientele** | 12 years and under.  
| **Scope** | To provide for the informational, educational, recreational and cultural needs of the age group.  
| **Access** | Available all branches See *Access to Library Collections*.  
| **Formats** | Hard and soft cover See *Selection Criteria*.  
| **Criteria** | Accuracy, currency and balance of content. Authority of author and publisher. Relevance. Quality of illustrations. Index and Bibliography. See *Selection Criteria*.  
| **Duplicates** | Normally not recommended, duplication of subject areas is preferred. (See *Items Not Acquired For The Collection*).  
| **Selection methods** | Hands on, trade and professional journals, Internet. See *Selection Tools*.  
| **Weeding** | See *Review and Withdrawal & Criteria for Weeding*.  

**Collection** | **Picture books**  
| --- | ---  
| **Clientele** | From birth to primary School age.  
| **Scope** | To provide visually pleasing books. International and Australian Authors. Award winning titles.  
| **Access** | Available all branches See *Access to Library Collections*.  
| **Formats** | Hard cover or board preferred. Some paperbacks acceptable. See *Selection Criteria*.  
| **Criteria** | Quality authors and illustrators and quality of presentation. See *Selection Criteria*.  
| **Duplicates** | Acceptable sometimes.  
| **Selection methods** | See *Selection Tools*.  
| **Weeding** | Minimal time spent repairing these books. See *Review and Withdrawal & Criteria for Weeding*.  

**Collection** | **Young adult and Junior Audio-Visual**  
| --- | ---  
| **Clientele** | Junior and Young Adult under 18yrs.  
| **Scope** | To provide a range of works in this format.  
| **Access** | Available at all branches. See *Access to Library Collections*.  
| **Formats** | CD & DVD.  
| **Criteria** | Popular appeal. See *Selection Criteria*.  
| **Duplicates** | Not recommended. (See *Items Not Acquired For The Collection*).  
| **Selection methods** | See *Selection Tools*.  
| **Weeding** | See *Review and Withdrawal & Criteria for Weeding*.  

Version 2: 17/11/2015
Collection Development Policy

<table>
<thead>
<tr>
<th>Collection</th>
<th>eResources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clientele</td>
<td>All members of the community</td>
</tr>
<tr>
<td>Scope</td>
<td>To provide a range of works in this format, including e-magazines</td>
</tr>
<tr>
<td>Access</td>
<td>Available online. See 9 - Access to Library Collections.</td>
</tr>
<tr>
<td>Formats</td>
<td>WAV, MP3 and a range of eBook formats.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Popular appeal. See 14 - Selection Criteria</td>
</tr>
<tr>
<td>Duplicates</td>
<td>Not recommended. (See 26- Items Not Acquired For The Collection)</td>
</tr>
<tr>
<td>Selection methods</td>
<td>See 13 - Selection Tools</td>
</tr>
</tbody>
</table>

27. ASSOCIATED DOCUMENTS

- Tablelands Regional Library Service Donations Policy
- Tablelands Regional Library Service Interlibrary Loans Policy
- Tablelands Regional Library Service Code of Conduct Policy

28. REVIEW

It is the responsibility of the Coordinator Libraries to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required.

29. DISTRIBUTION REGISTER

This policy is to remain in force until otherwise determined by Council.
Appendix 1 - ALIA 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:

- 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;

- 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;

- 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;

- catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;

- protecting the confidential relationships that exist between the library and information service and its clients;
Collection Development Policy

- 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;

- 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.