

Library Collection Development Policy

Keywords: *library, collections, development, customers, resources, selection, materials*

Corporate Plan:	<p>1. Lifestyle <i>L7 - Continue to renew the council; region through the development of restaurant/café facilities, camping, playgrounds and other civic spaces</i> <i>L8 - Partner with others to support and maintain a vibrant and arts, cultural, heritage and events sector.</i> <i>L9 - Enhance utilisation of Council-owned recreation facilities for a more diverse range of activities aligned to community and cultural needs</i></p> <p>3. Business <i>B4 - Enhance resource sharing and regional opportunities with other councils</i> <i>B11 - Employ best practice financial, governance and service methods across Council's work</i></p>
Classification:	Community Services – Public – Corporate Policy
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Next Review Due:	January 2026
Responsible Officer(s):	Library Manager
Council File Reference:	17.90.1
Applicable Legislation:	<p>Broadcasting Services (Online Services) Act 1999 (Commonwealth)</p> <p>Freedom of Information Act 1991 (SA)</p> <p>Libraries Act 1982 (SA)</p> <p>Copyright Act 1968 (Commonwealth)</p> <p>Commonwealth legislation Classification (Publications, Films and Computer Games) Enforcement Act 1995.</p>
Relevant Policies:	<p>Customer Service Policy</p> <p>LMS Policy and Operations Guide – Section 4 (Libraries of SA)</p>
Related Procedures:	Objections to library materials
Delegations:	Nil

Purpose

The purpose of this Collection Development Policy is to assist with the management and acquisition of library resources and to account to the public for the selection of such resources.

The reasons for preparing a Collection Development Policy are many and they include:

- To identify strengths and weaknesses of the collection and to appropriately plan

the rectification of these inadequacies.

- To prepare guidelines for future collection development
- As a management tool and for internal communication and training
- To inform the public of our selection policy in all areas.

Principles

The Berri Barmera Council has adopted the following Collection Development Policy to guide staff and to inform stakeholders and the public about the principles upon which the collections of the Berri Barmera Library Service, more specifically the Berri Library and the Barmera Public Library, are developed and maintained. For the purposes of this policy both Berri Barmera Council libraries shall be referred to as “the Library” or “Library”, unless otherwise noted.

The Library collection supports the Vision of the Berri Barmera Library Service: “Building a better community by becoming the premier provider of information and leisure services now and into the future”

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The Berri Barmera Library Service supports the individual's right to access ideas and information representing all points of view. To this end, the library welcomes and solicits patron suggestions, comments and ideas about the collection and its development. Berri Barmera Council Library Services have adopted the Australian Library and Information Association's Statements (Appendix 1) on Free Access to Information, Online Content Regulation, Information Literacy for all Australians, Core Values and Statement on Public Library Services.

It should be noted that this collection development policy applies solely to public library stock located in the Berri and Barmera libraries. Berri Library is a joint use library and the other major stakeholder, Berri Regional Secondary College have their own specific collection development policy for library stock selected and owned by them. Library staff are aware of the details of these different collection development policies and select materials accordingly.

MATERIALS SELECTION:

1. Freedom to Read

The primary objective of a public library is to serve as a free and open access to the ideas and information available on all subjects in all formats.

Library staff will not censor the reading matter selected by any member of the public.

Parents are responsible for supervising the library materials chosen by their children. The Library endorses the Australian Library and Information Association Statement on free access to information as stated below (as well as other ALIA statements mentioned in the Policy Introduction):

“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:

1. 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;

2. 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;
3. 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;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognizing that powers of censorship are legally vested in state and federal governments."

2. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library manager who operates within the framework of the policies determined by the Berri Barmera Council. This responsibility may be shared with other members of the library staff; however, because the Library Manager must be available to answer to the Council and the general public for actual selections made, the Library Manager has the authority to reject or select any item contrary to the recommendations of the staff.

Customers are also an important part of the selection process. Customers can make suggestions for material to be purchased at the circulation desk and these will be recorded in the suggestion book, which are consulted during the selection process. Customers may also request purchase of items by telephone or via the library's website.

3. Criteria for Selection

These general criteria are taken into account for all materials selected for the Library. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's or publisher's qualifications and/or reputation
- Evaluations in review media
- Contribution to diversity or breadth of collections
- Inclusion of title in standard bibliographies or indexes
- Receipt of or nomination for major awards or prizes
- Quality of production
- Affordability

- Support of library's vision, mission and roles

4. Selection Sources

The library subscribes to several periodicals and staff access a number of online resources which are used as review and evaluation sources for material selection. Among these are:

- Good Reading Magazine – periodical
- The Advertiser - newspaper
- The Sunday Mail - newspaper
- Public Library Services BC Acquisitions Selection Lists - website
- Amazon - website
- ALS - website
- Internet Movie Database – website
- Gould Genealogy – website
- Book Depository - website
- Fishpond - website
- Booktopia – website
- Good Reads – website

5. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, the SA Public Library Network is used to obtain those materials that are beyond the scope of this library's collection.

In return for utilizing the SA Public Library Network to satisfy the needs of our customers, the Library agrees to lend its materials to other SA Public Library Network libraries using the state wide Library Management System (LMS), and to make its current holdings accessible by other libraries throughout the state. The Library also follows the-2013 Australian Interlibrary Resource Sharing Code and requests and loans items nationally using the scale of fees and charges set out in the Code.

6. Donations

The library accepts donation of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. Donated material not selected for inclusion in the collection will be sold in the library's second hand book sales or disposed of in other ways.

No value is placed on donated materials, though the library can provide an acknowledgment of receipt of the items if requested by the donor.

7. Weeding (Deselection) / Maintenance

The collection is maintained and weeded (deselected) through an ongoing process of collection analysis. Older items are repaired, withdrawn or replaced based on the following:

- The needs and interests of the community
- Number of circulations, requests and reserves
- Availability of similar materials in the collection
- Affordability
- Physical condition
- Age of the item, usually if an item is more than 10 years old
- In-print status
- Appearance in standard lists
- Available space
- Availability at other local libraries

Items discarded are sold at an ongoing book sale, donated or recycled.

The library will not withdraw an item simply because a patron wishes to purchase it.

8. Objections to Library Materials

Libraries provide both a physical collection of material and also digital collections through services like Libby and Borrow Box. The South Australian Public Library Network Collection Policy (in Section 4 of the LMS Operations Guide) aims to foster the development and maintenance of a broad and diverse collection that is of interest to all South Australians.

Material supplied in libraries and eBooks, eMagazines and Audiobooks from Libby and Borrow Box are available for general public access under the Commonwealth legislation Classification (Publications, Films and Computer Games) Enforcement Act 1995.

SA libraries do not censor, remove or restrict titles that some customers may find offensive. Parents or legal guardians are strongly encouraged to be responsible and supervise their child's choice of library materials and online activities.

Any individual who desires may express his or her objections to particular library materials by completing a "Statement of Concern about Library Materials" form (Appendix 2). After the form is completed, it will be submitted to a Library Review Committee composed of an interested community member from the library Book Group, the Library Manager, and a member of the Library staff. The material will be reviewed objectively, and with the best interests of library customers, including students in mind. The Library Manager will then respond to the person making the objection.

9. Local Authors

Every attempt is made to acquire titles by local authors (Berri Barmerra District and the towns in the Riverland) that are self-published and published by mainstream publishers. Duplicate copies of titles by local writers are purchased (for the main collection and the local history collection) because these titles usually contain valuable local content and are of high local interest.

10. Print on Demand Self Published

Print on demand titles that are self-published, even though available via mainstream distributors, will not be added unless they meet the library's collection criteria. It should be noted that self-published items do appear regularly in the monthly selection lists and can be difficult to identify as self-published works.

11. Confidentiality of Patron Records

The Library recognizes each patron's right to confidentiality and staff are bound by the Code of Conduct for Council Employees which specifically refers to staff's access to and the use of data in the course of their employment. No information regarding any patron record, including the items circulated to that patron will be divulged.

COLLECTION STATEMENTS:**Adult Materials**

COLLECTION TYPE	CLIENTELE	SCOPE	LOCATION	FORMATS	CRITERIA	WEEDING/ RETENTION	FUTURE PLANS
Adult Non Fiction	All members of the community	Resources suitable for information and for recreational purposes, to support individuals of all ages pursuing their interests or independent life-long learning and to enhance interest in literature and reading. Material to assist people to enjoy Australian Society and Culture and the place of Australia in the world. Where possible resources should address both sides of a subject.	Both Berri and Barmera libraries.	All formats collected.	Non-fiction materials should be collected using the following criteria: <ul style="list-style-type: none">• Accuracy, currency, and material should generally be unbiased.• The authority of writers and publishers.• The scholarship involved in the work.• Ease of use, comprehensibility, and relevance to the intended audience.• The physical quality of the item and the value of the book in relation to its price.	Materials that are outdated, inaccurate or damaged should be weeded. Historical works should be retained, Standard works and classics should be retained, and Australian works should generally be retained. Display copies of Council reports should be retained for the life of the interest in the subject of the report and according to Council policy.	<p>The non-fiction at Berri and Barmera should be weeded at least every 2 years and gaps in subject areas identified. As funding becomes available these gaps should be filled.</p> <p>This collection may be reduced significantly in the future due to lack of use and/or possible space restrictions.</p>

Adult Fiction	The adult community	The adult fiction collection includes all types of fiction, both popular and literary written in English. Australian writers' work will be collected as will the work of bestselling and popular writers and award winning writers.	Both Berri and Barmera libraries.	All formats collected although the tendency is select trade paperbacks over the more expensive hardback versions.	Fiction will be selected using the following criteria: <ul style="list-style-type: none"> • Literary merit • Imaginative and original writing • Well sustained plot with effective characterisation • Existing series 	Stock is discarded when it is damaged, aged or no longer in demand.	As time allows, missing or deteriorating copies of classics or series will be replaced with copies donated or purchased as funds allow.
Adult Large Print	People in the community with visual impairment	Popular fiction and non-fiction.	Both Berri and Barmera libraries.	All formats collected.	Large print should be selected using the criteria for Fiction and Non-Fiction and mindful of the needs and general interests of the clientele. Large print will be generally acquired from reputable specialized suppliers or from the Blue Cloud Acquisitions selection list.	Old and damaged items are discarded. "Read out" stock is rotated between branches or with other libraries within the SA Public Library network.	As the population ages, demand for large print may increase.
Periodicals/Magazines	All members of the community	The periodical collection should contain titles whose subject material is of general interest, focusing on current affairs and other issues of interest to Australian, preferably titles that are not readily obtainable due to availability or price. The collection should support and supplement the non-fiction collection.	Both Berri and Barmera libraries.	Periodicals	Magazines are collected for informational, recreational and leisure reading. Local interest, appeal, subject matter and demand are considered when adding new titles. Available indexing is considered when determining how long a title is retained. Professional journals are acquired within the library field. Back issues of magazines are kept for one (1) to two (2) years.	At least 1 year of each title is kept and issues are discarded when damaged or usefulness has ended.	The collection size has been downsized due to reduced demand and availability of digital subscriptions. This collection will be reviewed annually. Supplemented by Digital Magazines available Statewide through the 1Card online catalogue

Newspapers	All members of the community	Local and state daily newspapers	Both Berri and Barmera libraries.	Newspapers	Newspapers are collected for informational, recreational and leisure reading.	Local newspapers are kept for 7 years at Berri and going back to 1964 at Barmera. State I newspapers are discarded after 2 months.	Some newspaper content is now available electronically
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Children's Materials

COLLECTION TYPE	CLIENTELE	SCOPE	LOCATION	FORMATS	CRITERIA	WEEDING/ RETENTION	FUTURE PLANS
Children's and Adolescent Non-Fiction	Children from primary to secondary school	Informational books for children and youth up to grade 12 with an emphasis on the culture, customs, and history of people from the individual states and countries of the world; physical and natural science; the environment; the arts and handicrafts; sports; poetry and biography.	Both Berri and Barmera libraries.	All formats collected.	<p>Non-fiction materials should be collected using the following criteria:</p> <ul style="list-style-type: none"> • Accuracy, currency, and material should generally be unbiased. • The authority of writers and publishers. • The scholarship involved in the work. • Ease of use, comprehensibility, and relevance to the intended audience. • The physical quality of the item and the value of the book in relation to its price. 	Materials that are outdated, inaccurate or damaged should be weeded. Historical works should be retained, Standard works and classics should be retained, and Australian works should generally be retained. Display copies of Council reports should be retained for the life of the interest in the subject of the report and according to Council policy.	The children's and adolescent non-fiction at Berri and Barmera should be weeded at least every 2 years and gaps in subject areas identified. As funding becomes available these gaps should be filled.

Children's Picture Books	Children from birth to primary age (approximately 0-7 years)	The picture book collection will include Board books, wordless books, concept books (alphabet, numbers, colours, shapes), classic and contemporary preschool picture book stories and fairy or folk tales	Both Berri and Barmera libraries.	Paperback format is preferred.	Picture books will be selected using the following criteria: <ul style="list-style-type: none"> • Literary merit • Imaginative and original writing • Well sustained plot with effective characterization • Attractive physical presentation • Books to stimulate imagination and speech • Books to stimulate the enjoyment of books and Reading 	Stock is discarded when it is damaged, aged, or no longer in demand.	As funding allows, to acquire missing copies of series and classics discarded from stock over the years.
Teenage Fiction	Young adults (approximately 12 years and up)	The adolescent or teenage fiction collection includes all types of fiction, both popular and literary written in English. Australian writer's work will be collected as will work of bestselling writers and award winning writers. The collection will include a wide range of attractive high interest fiction to encourage interest in reading for young adults.	Both Berri and Barmera libraries.	Paperback format is preferred.	Teenage Fiction will be selected using the following criteria: <ul style="list-style-type: none"> • Literary merit • Imaginative and original writing • Well sustained plot with effective characterization • Current reading trends • Attractive physical presentation Responsibility for the reading, listening and viewing habits of minors rests with parents and legal guardians.	Stock is discarded when it is damaged, aged or no longer in demand.	

Children's Fiction	Children from middle primary to lower secondary school	The children's fiction collection includes all types of fiction, both popular and literary written in English. Australian writer's work Will be collected as will work of bestselling writers and award winning writers. The collection will include a wide range of attractive high interest fiction to encourage interest in reading for children.	Both Berri and Barmera libraries.	Paperback format is preferred.	Children's fiction will be selected using the following criteria: <ul style="list-style-type: none"> • Literary merit • Imaginative and original writing • Well sustained plot with effective characterization • Current reading trends • Attractive physical presentation Responsibility for the reading, listening and viewing habits of minors rests with parents and legal guardians.	Stock is discarded when it is damaged, aged or no longer in demand.	
Children's Easy Fiction	Children from lower primary to middle primary school.	The children's easy fiction collection includes all types of fiction, both popular and literary written in English. Australian writer's work will be collected as will work of bestselling writers and award-winning writers. The collection will include a wide range of attractive high interest fiction to encourage interest in reading for children.	Both Berri and Barmera libraries.	Paperback format is preferred.	Children's easy fiction will be selected using the following criteria: <ul style="list-style-type: none"> • Literary merit • Imaginative and original writing • Well sustained plot with effective characterization • Current reading trends • Attractive physical presentation Responsibility for the reading, listening and viewing habits of minors rests with parents and legal guardians.	Stock is discarded when it is damaged, aged or no longer in demand.	

Children's and Adolescent Paperbacks	Children's paperbacks for Children aged 6 to 12 years. Teenage paperbacks for young adults aged 12 and up.	The children's and adolescent paperback collections include all types of fiction, both popular and literary written in English. Australian writer's work will be collected as will work of bestselling writers and award-winning writers. The collection will include a wide range of attractive high interest fiction to encourage interest in reading for children and young adults. Genres included are mystery, horses, general, sports, science fiction, adventure, humour, horror, romance, and novels about the problems of contemporary boys and girls.	Both Berri and Barmera libraries.	Paperback format is preferred.	<p>Teenage Fiction will be selected using the following criteria:</p> <ul style="list-style-type: none"> • Literary merit • Imaginative and original writing • Well sustained plot with effective characterization • Current reading trends • Attractive physical presentation <p>Responsibility for the reading, listening and viewing habits of minors rests with parents and legal guardians.</p>	Stock is discarded when it is damaged, aged or no longer in demand.	This collection is supplemented by the Berri Regional Secondary College teenage paperback collection.
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Multimedia Materials

COLLECTION TYPE	CLIENTELE	SCOPE	LOCATION	FORMATS	CRITERIA	WEEDING/ RETENTION	FUTURE PLANS
Digital Video Discs	All members of the community	<p>The DVD collection will include:</p> <ul style="list-style-type: none"> • Documentaries of an informative or educational nature • Self-help and do-it-yourself titles. • Classic movies, particularly those which reflect Australian culture or have a literary, dramatic or artistic merit. • DVD versions of books including children's stories • Popular movies. • Popular mainstream TV series. • For adults, youth and children. • Collect only well reviewed, nonviolent games • Only select items that have received favourable reviews or recommendations 	Both Berri and Barmera libraries.	Digital video disc	<p>DVDs will be selected using the following criteria:</p> <ul style="list-style-type: none"> • DVDs produced by reputable production houses. • Rated mainstream material may be purchased if there is sufficient demand. 	Old, outdated, and damaged items will be discarded. DVDs which are no longer in demand will be discarded.	DVD loans of both movies and TV Series still continue to be well used by patrons.

Adults and Children's Hear-a- Books (Talking Books)	All members of the community	Popular fiction and non- fiction.	Both Berri and Barmera libraries.	Audio compact disc, Mp3s on compact disc and other formats	Both abridged and unabridged formats are included. Excellence in quality of writing, narrative voice and style, vocal characterizations, appropriateness for audio format, enhancement of text, packaging, and demand, availability of replacement CDs are considerations.	Stock is discarded when it is damaged, aged or no longer in demand.	Supplemented by online Audio books available Statewide through the 1Card online catalogue.
Audio Visual Equipment	Community groups, t and Council	The audio visual equipment collection will include: <ul style="list-style-type: none"> • USB storage devices. • Digital cameras. • Data projectors. • Tablets • Computers 	Berri library.	All formats	Equipment is purchased to support all forms of audio-visual materials owned by the library.	Stock is discarded when it is no longer supported, in demand or damaged and no longer economical to repair.	Older hardware items with no use to be discarded over coming year and replaced if necessary.

Special Materials

COLLECTION TYPE	CLIENTELE	SCOPE	LOCATION	FORMATS	CRITERIA	WEEDING/ RETENTION	FUTURE PLANS
Languages	Adults in the community wishing to read in their native languages.	Includes several collections in the library that involve languages – specifically print and non-print collections published in other languages.	Both Berri and Barmera libraries.	All formats collected.	Purchase materials as required to satisfy the needs of adult new readers and persons for whom English is not their first language..	Stock is only discarded when it is damaged as the collection is small.	More reliance on obtaining items on demand from other libraries in the 1Card network.
Adult Literacy	Adults in the community wishing to learn to read.	Materials of all reading levels. Australian material if possible. Practical material is preferred. Fiction and Non-Fiction and numeracy materials.	Both Berri and Barmera libraries	All formats collected.	Materials are for adults and should reflect adult interests.	Stock is only discarded when it is damaged as the collection is small.	.
Memory Resource	Members of the community with an interest in healthy Ageing.	To support Council's focus on fostering a Dementia Friendly Community. Includes a number of dementia and Alzheimer's resources making up a Memory Resource Collection in the existing ANF collection.	Berri Library.	All formats collected.	Materials for adults with dementia or Alzheimer's as well as healthy ageing resources.	Stock is discarded when it is damaged or out of date.	Investigate expanding collection to Barmera Library.
RSL Australia at War Collection	Local researchers and students.	All materials relating to the history of Australia's involvement in military conflict around the world.	Berri library.	All formats collected.	All material possible is collected, including personal accounts written by those who have served in the armed forces both in Australia and on foreign shores.	No material is weeded.	New RSL Collection resources are purchased as required and as funds allow.

Local History	Local researchers, family history researchers and students.	All materials relating to the history, character and development of the Berri Barmera and district area. Materials written by local writers. Histories of local families and memoirs with significant reference to the Berri Barmera and district area. Local organizations records, including action groups and committees.	Both Berri and Barmera libraries	All formats collected.	All material possible is collected. However with regard to primary resources including images the donor must be the owner of the material and be able to give permission under copyright law for the item to be reproduced.	No material is weeded.	Staff time and resources are utilised to make our local history photographs and other ephemera available digitally via our Enterprise Web Catalogue. This is an ongoing project from 2020.
Stacks	All members of the community	The Stacks collection contains: <ul style="list-style-type: none"> • Classic literary works. • Yearbooks. • Irreplaceable poor condition fiction and non-fiction. • Parts of fiction series unavailable from the SA Public Library network. 	Berri library.	All formats collected.	Literary merit classics that are not requested and/or difficult to purchase materials.	Stock is discarded when it is no longer in demand.	This collection was reviewed in 2015 and in 2020 and heavily weeded. Remaining collection use will be monitored.
Staff Resource	Council Library Staff	Up to date and accurate resources covering major topics of interest to library staff.	Berri library.	All formats collected.	Staff Resource materials are selected using the following criteria: <ul style="list-style-type: none"> • Currency • Authority • Scope • Ease of use • Relevance • Cost 	Stock is discarded when it is damaged, aged or no longer in demand.	Little used due to resources being available digitally. Consider deleting the collection.

APPENDIXES

APPENDIX I: Australian Library and Information Association's Statements

The Library supports the ALIA policy statements. Statements are used with permission from ALIA.

Further information can be obtained from the ALIA website at:

<https://www.alia.org.au/Web/Research-and-Publications/Policies-standards-and-guidelines.aspx>

APPENDIX 2: Statement of Concern about Library Materials

BERRI BARMERA COUNCIL

Statement of Concern about Library Materials

AUTHOR:	_____
TITLE:	_____
PUBLISHER:	_____
FORMAT:	_____
	<i>Is it a Book, Sound Recording, Magazine, DVD or Other (please describe)</i>

DID YOU READ, VIEW OR LISTEN TO THE ENTIRE WORK?	_____

WHAT IS YOUR OBJECTION TO THE MATERIAL? PLEASE BE SPECIFIC; CITE PAGES:	_____

WHAT WOULD YOU LIKE THE LIBRARY TO DO WITH THIS MATERIAL?	_____

PLEASE LIST YOUR DETAILS:	Name: _____
	Address: _____
	Town/Suburb: _____ Postcode: _____
	Organisation or Group Represented, if any: _____

	Phone: _____ Email: _____
	Signed: _____ Date: _____

This form will be submitted to a Library Review Committee composed of an interested community member from the library Book Group, the Library Manager, and a member of the Library staff. The material will be reviewed objectively, and with the best interests of library customers, including students in mind. The Committee will notify you of the results of its review within 21 days.

SIGNED:
Responsible Officer

Date:

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