



LIBRARY COLLECTION DEVELOPMENT POLICY

Adopted: 25 March 2025

TRIM 128936.2025

POLICY TITLE

DIRECTORATE: Community & Lifestyle

BUSINESS UNIT: Library & Museum Services

1. PURPOSE/ OBJECTIVES

- 1.1. The purpose of this policy is to provide the principles and guidelines used to manage the library collection. The policy informs the community what they can expect to find in the library collection and how this community asset is managed.
- 1.2. It is also intended to defend freedom of information and to protect against censorship, as it applies to the provision of library collections.

2. DEFINITIONS

Library material refers to any items held by the library as part of a collection for the use of the community, regardless of the format of these items. Library material may be available for loan, or for use in the library.

3. POLICY STATEMENT

Liverpool City Council Library Service aims to provide a comprehensive collection of print, non-print and digital resources which meet the current and future informal, recreational, educational and cultural needs of the Liverpool community.

This policy will inform council staff and the community of the principles used for decision making regarding the collection.

3.1 Policy Framework

Councils in NSW operate their libraries under the Library Act 1939 in partnership with the state government through the State Library NSW.

Liverpool Council has agreed to operate its libraries in accordance with the Act and the Guidelines issued by the Library Council of NSW under the Act.

s10 of the Act sets out that access to libraries, collections, reference and information services must be offered free of charge, and that anyone may enter a library and access collections and information services.

Collections at Liverpool are managed in accordance with the Access to Information in NSW Public Libraries Guideline, issued by the Library Council of NSW under s10 (5) of the Act. The main points of these guidelines are:

3.2 Collections

- 3.2.1 Public libraries develop, maintain and provide access to collections of resources to meet the information needs and interests of their communities. Libraries have collection development policies and guidelines to assist in the selection of library material.

The continuous review of library collections is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials believed to be controversial, contentious or disapproved of by sections of the community.

- 3.2.2. A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on contemporary and historical issues, including controversial issues.
- 3.2.3. Libraries should endeavour to provide access to comprehensive and balanced collections that meet the needs of their communities as far as budget, space and availability of materials allow.
- 3.2.4. Library materials that have not been subject to federal and state restriction or prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other grounds. Nor should library materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.
- 3.2.5. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, for example by holding them in special collections or available on request, can be an indirect form of censorship. No library materials should be held in closed access physically or digitally except for the express purpose of protecting them from damage, theft or due to Australian Classification restrictions.

These points have been used as the framework for this collection development policy.

3.3 Collection Principles

The following principles underpin the policy:

3.3.1 We will purchase what our community wants.

We will respond to community demand by focusing our purchasing on new and popular Library materials. We will ensure free access to library materials that are appealing to all community members, regardless of gender, age, disability, ethnic origin, or economic status.

3.3.2 The collection will reflect a wide range of community views

We will provide Library Materials that represent differing viewpoints. We will provide material on topics of interest to the community, including controversial subjects providing those items are not prohibited by law. We will be guided by the relevant legislation including the Australian Classification Board guidelines.

3.3.3 The collection will vary in complexity to embrace the diversity, educational background and reading abilities of the community

To support:

- Information literacy and lifelong learning
- The right of people to have access to materials in the language of their choice
- The acquisition of English as a Second Language materials
- The commitment to provide excellent service to people of all identities and backgrounds.
- The educational needs of students of all ages (textbooks and curriculum related materials are provided only where these materials also serve the general public or where they provide information otherwise not available)

3.3.4 We provide informational, recreational, and cultural materials in the media of the day.

Online resources and downloadable content are an integral part of the library's collection

Providing access to resources in a wide variety of formats ensures access for persons of all ages and abilities. eBooks, eAudiobooks, eMagazines and downloadable collections will continue to grow and be made accessible to our community.

3.3.5 We will actively encourage community participation and feedback

Library users are encouraged to make requests and recommendations for items that are not already in the collection and to comment generally on any aspect of the collection.

3.4 Selection Guidelines

Selection of material for the collection will consider the following criteria:

- Actual or potential demand
- Currency, accuracy, and reliability of the information
- Existing material in the collection.
- Literary / artistic merit (received critical acclaim)
- Price
- Suitability of format

Detailed specific collection profiles will be developed and reviewed annually. These profiles will inform suppliers contracted to select material for library collections.

The library has current collection profiles for the following collections:

- Adult Fiction and Non-fiction lending collections
- Junior and Youth Fiction and Graphic Novels
- Adult and Junior Audio Visual collections
- Adult and Junior DVD collections

The library will adhere to legal requirements regarding material ratings for library materials. Material with R ratings will be purchased where there is community demand, and the library management system will be used to restrict loan of this material to those over 18 years.

3.5 Suggestions for purchase and requests

The library will encourage customers to make suggestions for purchase for the collection. Processes used will make it simple for the community to do so.

Where materials suggested are in print, and fit selection criteria, they will be purchased.

Where materials are no longer in print or do not fit selection criteria, the library will attempt to provide access through the inter-library loan service.

Customers will be informed about the decision made, and when the item is available for use.

3.6 Collection Formats

The collection will include a range of formats, to meet the different needs of the community. Traditional and emerging formats will be offered. Where there is demand, titles will be offered in multiple formats.

The library can further support community learning, by providing instruction on the use of emerging formats.

3.7 Community Languages

Collecting levels and formats are to be determined by demand as well as language demographics. Recognising that literacy levels in CALD communities vary, and that certain formats are in greater demand in some community language groups.

3.8 Heritage Collections

The Heritage collections (including local studies and museum collections) are a unique research resource for the local and wider community.

Developing this collection includes the acquisition of material produced in any format that relates to the Liverpool LGA, and selected material produced in the LGA.

The collection will also actively commission the production of material to record the contemporary history of the Liverpool LGA.

Management of Heritage collections are guided by different principals and priorities, than those covered by this policy.

Due to the importance of, and the unique requirements of Liverpool's Heritage collections, a Heritage Collection development policy will guide decisions related to those collections.

3.9 Withdrawal and disposal

Items will be withdrawn from the collection based on the following criteria:

- Current demand / recent usage
- Physical condition
- Currency of the information
- Superseded editions

Discarded material may be:

- sold via public book sales
- Recycled
- Donated to charities or not for profit organisations

3.10 Responsibility for the collection

A number of specialist staff will be responsible for the collection on a daily basis.

The collection will be overseen by the Team Leader Collections and Information Services, under the direction of the Coordinator Library Information and Heritage.

4. RELEVANT LEGISLATIVE REQUIREMENTS *(where applicable)*

The Library Act (NSW) 1939 No 40

Library Regulations (NSW) 2010

Copyright Act 1968

Australian Classification Board

AUTHORISED BY

Council Resolution

EFFECTIVE FROM

25 March 2025

REVIEW DATE

25 March 2027

VERSIONS

The current and previous version of the policy should be set out in the following table.

Version	Amended by	Changes made	Date	TRIM Number
3	Elysa Dennis – Manager of Library & Museum Services	Complete Rewrite	25 March 2027	258264.2024
2			1 July 2012	145705.2020
1			14 March 2004	117266.2007