

City of South Perth

Collection Development and Maintenance

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Library and Local History Services

'To provide innovative quality library and heritage services which support the intellectual, educational, cultural and social needs of the South Perth community'



1. Introduction and Mission

The City of South Perth Library Service is dedicated to providing its patrons with free access to ideas and information in a variety of formats; to promote lifelong learning; to nurture a love of literature and all varieties of cultural expression; and to spark the imagination and creativity of all.

2. Purpose

The City of South Perth Libraries' principles are expressed through the service's collection development and maintenance. The Library Service will continue to improve and manage its collection, in support of its vision, role and objectives, and in accordance with the Library's Business Plan. The purpose of this document is to clarify the planning and management issues of selecting materials for collection.

3. Collection Parameters

South Perth Library Service has an organic collection and responds to perceived community needs by developing ongoing collection projects to enhance accessibility. The library provides within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge.

Each library branch within the service has different collecting levels. Branch collections are developed in response to demographic variables and demonstrated use patterns highlighted in circulation statistical reports.



4. Objectives

- 4.1 The public is informed of the collection parameters.
- 4.2 It provides a resource that will indicate the ways in which community needs will be met through the collections in a timely manner.
- 4.3 It demonstrates our commitment to the development and management of quality collections for the South Perth community.
- 4.4 This document will be reviewed annually.

5. Other Issues

The following are issues that MAY influence the structure of the collection:

- 5.1 Items requested through inter-library loan will be given serious consideration for purchase where they meet the selection criteria. It is not the place of the public library to provide highly specialised, technical, or academic publications.
- 5.2 The library will accept donations on the understanding that they will become the property of the library and as such, the library reserves the right to evaluate, use or dispose of the materials as it deems appropriate. Once donated, ownership is transferred to the library and as such items are not returnable.
 - 5.2.1 Disposal of items which do not meet the collection criteria is left to the discretion of library staff. Discarded resources may be:
 - Sold to the public with the money earned going to a charitable organisation.

5.3 As a general rule, second-hand material will not be purchased, except for Local History, where this can be a common and acceptable form of purchase.

6. Responsibility and criteria for selection

The Collection Development Librarian, in conjunction with the Youth Services Librarians and E-Service Technician are responsible for implementing this policy consistently across all locations of the library.

Materials being considered for selection are examined with a number of factors in mind.

- Appropriateness for the library and to the community.
- Currency of information.
- Accuracy and reliability of information.
- Popularity of author/subject.
- Reasonable cost.
- Particular relevance to the City of South Perth community.
- Suitable format and physical quality of material.
- Customer demand.

Where popular materials are being selected, the fact that they are in demand will frequently outweigh other considerations and be the paramount reason for their selection.

Textbooks may be included in the collection when they are the best authority available, cover high demand subject areas, or are likely to be of interest to the broader community.

Selection is carried out using a range of resources and bibliographic tools including:

- Professional discretion.
- Electronic bibliographic resources.
- Publishers and booksellers catalogues.
- Library suppliers' promotional literature and visits.
- Standing orders.
- Bookshop visits.
- Evaluations of donations.
- Visits to shops (including CDs and DVDs)

In order to maintain a collection of current, relevant library materials that meets the needs of our diverse patrons, there is an ongoing process of continual assessment. The collection needs continuous evaluation in order to be sure that the library is fulfilling its mission to provide material in a timely manner to meet patrons' interests and needs.

7. Adult Non Fiction

The collection aims to meet the specific cultural, informational and recreational needs of the community, and to provide appropriate curriculum support to students of all ages. Quality and clarity of text and illustrations are essential.

Current, popular material supported by standard works, in broad subject categories

- Material covering subjects of high interest or emerging issues.
- Materials with the emphasis on the general, non-professional reader.
- Emphasis on materials published with an Australian author, published in Australia, or with Australian content.
- Popular and best seller non-fiction purchased in multiple copies and distributed among the branches when demonstrated demand dictates.
- Subject gaps are actively identified, and filled.
- Autobiographical and biographical works deemed to be of general interest or historical in nature housed in a separate biography collection.

Reasons for non-inclusion:

- Material is out of date, published in an unsuitable format, or too expensive.
- There are already suitable alternative titles in the collection on the subject.
- The item is not considered to be the most appropriate information resource for that subject area.
- Item is of a highly technical or specialised nature which is unlikely to be highly used.
- Material is a multi-volume set, unsuitable for a lending collection.
- Second-hand materials will not be purchased for the collection.

For loan. To ensure equity of access, the library may restrict the loan period of certain titles which have a high ratio of holds per title.

8. Adult Fiction

The Adult Fiction collection is intended to provide access to contemporary works, recreational and classic novels, to accommodate as many reading interests as possible. The material purchased may be in hardcover or paperback format, depending on availability, price and predicted use.

- Popular and bestseller fiction purchased in multiple copies
- Popular genres
- Popular series titles
- Comprehensive selection of titles by major Australian authors
- Recognised classics and high-quality contemporary material
- National and international award-winning novels
- Notable foreign material translated into English
- Works in low demand, but considered to be of enduring value and significance are acquired to add depth to the total collection
- Suggestions for purchase considered

Where the hardback and trade paperback are released at the same time, more copies of the paperback will be purchased. Hardback editions no longer have the sturdy shelf life of the past.

Reasons for non-inclusion:

- Material is out of print, published in an unsuitable format, or too expensive.
- Second-hand materials will not be purchased for this collection.
- Physical format not well constructed or appealing.

For loan. To ensure equity of access the library may restrict the loan period of certain titles which have a high ratio of holds per title.

9. Large Print

The Large Print Collection, of fiction and non-fiction books, has been developed to meet the needs of those members of the community unable to read normal-size print.

- Popular fiction and high demand non-fiction categories.
- The collection may compliment adult non-fiction and adult fiction by duplicating titles, thus creating greater availability of popular works.
- Suggestions for purchase considered.

Reasons for non-inclusion:

- Material is out of print, published in an unsuitable format, or is too expensive.
- Second-hand materials will not be purchased for this collection.
- Suggestions for purchase considered.

For loan. To ensure equity of access the library may restrict the loan period of certain titles which have a high ratio of holds per title.

10. Graphic Novel Collection

The Graphic Novel Collection is intended to provide access to illustrated novels and comics as an alternative to the traditional novel collection. Its aim is to accommodate more visually-oriented customers. The collection encompasses junior, teenage and adult materials.

- Titles recommended on websites and publishers catalogues.
- Bestsellers.
- Recognised authors and publishers.

Reasons for non-inclusion:

- Material is out of print, published in an unsuitable format, or too expensive.
- Not available from established library suppliers.
- Second hand materials will not be purchased for the collection.

For Loan. To ensure equity of access the library may restrict the loan period of certain titles which have a high ratio of holds per title. It is the responsibility of the parent or guardian, rather than the staff, to make a final decision as to what is suitable reading for their child.

11. Local History

The Local History Collection is developed and managed as a community resource, to inspire, educate and inform.

The collection and development of this area is the responsibility of the Local History Librarian. For more information on how this collection is managed, please refer to the Local History Collection document.

The Local History Collection includes:

- Local photographs and pictorial material.
- Newspapers and publications.
- Oral history interviews.
- Books and reports.
- Maps and plans.
- Rare Books.
- Objects, artworks and ephemera.

12. Junior Collections

The Junior Collection aims to provide and maintain a well-balanced collection of resources to meet the informational and recreational needs of the children of the City of South Perth. High school students' needs will be supplemented by the adult non-fiction collection.

The junior collections aim to encourage children to discover the enjoyment and appreciation of reading for pleasure. These collections serve children from infancy to approximately 13 years. All titles are judged on their individual merits. No titles are excluded because of any particular bias against an author or subject matter. It is the responsibility of parents or guardians, rather than library staff, to make a final decision as to what is suitable reading for their child.

Non Fiction

- Current, popular material and standard works in broad range subject categories.
- Multiple copies will be purchased in areas of high demand.
- School libraries are the primary source of curricula material in the community, with the public library collection acting as a secondary source.
- Subject gaps are actively identified and filled.
- Ease of use and clarity of text essential.
- Preference is given to books written objectively.

Reasons for non-inclusion

- Material is out of date, published in an unsuitable format, or too expensive.
- There are already suitable titles in the collection.
- Language, levels and concepts of the items are inappropriate for the intended audience.



Fiction - General

- Popular and best seller titles.
- Popular series titles.
- Leisure reading in all genres.
- Children's classics.
- An active policy of replacements is followed to ensure that a core basic collection is always available.
- Collections will be shaped by local demand.
- Every attempt is made to ensure content, style and reading level is appropriate.
- Suggestions for purchase considered.

Fiction – Picture Books

- For children from birth to approximately seven years. Text and illustrations must be appropriate.
- Preference given to titles with high quality text and illustrations.
- Wide range of titles purchased to provide even coverage.

Fiction – Junior Easy Readers

- Titles with simple controlled vocabulary for children who are learning to read.
- It is not the aim of the library to duplicate the resources provided by the local schools.

Fiction – Junior Fiction

- Books for children with reading levels seven and older.
- The collection will reflect a balance between quality literature and popular authors.
- Titles may be held in both hardcover and softcover.

Reasons for non-inclusion:

- Material is out of print, published in an unsuitable format or too expensive.
- Language, levels and concepts of the items are inappropriate for the intended audience.

For loan. To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

13. Young Adult Collection

The aim of the Young Adult Collection is to serve the needs and interests of patrons aged between 13 and 18 years through the provision of a range of suitable resources. The collection acts as a bridge between the junior and adult collections, and hopes to encourage the use of the library by teenagers. No titles are excluded because of any particular bias against an author or subject matter. It is the responsibility of parents or guardians, rather than library staff, to make a final decision as to what is suitable reading.

- Popular and best seller titles
- Paper back an hardcovers
- Popular series titles
- Leisure reading materials in all genres.
- Titles appropriate to intended audience use
- Collection will be shaped by demand
- Suggestions for purchase considered.

Reasons for non-inclusion:

- Material is out of date, published in an unsuitable format or too expensive.
- There are already suitable alternative titles in the collection.
- Language, levels and concepts of the items are inappropriate for intended audience.

For loan. To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

14. Audio Visual Collection

The audio visual collections are aimed at providing listening, and viewing material to compliment and support the fiction and non-fiction collections. The collections also support the special needs requirements of the community and encourage library use by people who are not traditional library patrons. Other formats will be considered in response to developing technology.

Compact Discs

- All music styles will be considered.
- Major composers and performers are represented.
- Recorded books including a wide range of fiction and popular non-fiction titles with emphasis on popular authors.
- Language instruction.
- Suggestions for purchase of music discs considered.

Reasons for non-inclusion:

- The material is too expensive or unavailable in Australia.
- The material published is in an unsuitable format.
- Material is poorly produced and presented.
- Second hand materials will not be purchased for this collection.

For loan. To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

DVDs and Blu-rays

- Collection on popular contemporary movies and television programs.
- Quality feature films, classic movies, plays and television programs.
- Documentaries of an informative, entertaining or educational nature.
- Selected subject coverage focusing on topics of wide appeal.
- Major creative or artistic works.
- Suggestions for purchase considered.
- MA and R rated material can be purchased and will be labelled appropriately.

Reasons for non-inclusion:

- Material is on videocassette only.
- Material is out of print, incompatible with Australian standards, too expensive.
- Second-hand material will not be purchased for this collection.
- Materials poorly produced and presented.

For loan. Due to the limited size of the collection, and to ensure equity of access the library reserves the right to limit the number of titles borrowed from this collection. To ensure equity of access the library may restrict the loan period of certain titles which have a high ratio of holds per title.

15. Languages Other Than English (LOTE)

To provide members of the community with reading material in targeted community languages, supporting the promotion of information and ideas.

- Adult fiction of all genres, including works by authors of the country, and translated titles.
- Non-fiction books covering topics of interest.
- Recreational and informational DVDs

Reasons for non-inclusion:

- Material is out of print, published in an unsuitable format, or is too expensive.
- Suggestions for purchase considered

For loan.

16. Periodicals

Periodicals purchased for the Adult Lending, Young Adult and Junior collections aim to meet the recreational and informational needs of the community. They provide a current, topical collection that compliments and supports the lending collection.

Titles are evaluated and reviewed annually for regularity, popularity, relevance and reliability of supply. If a title has an irregular or unclear production or supply, it will not be reselected. If an existing title is heavily vandalised or is not used often the subscription will be cancelled.

Adult Lending

- General, popular and specialist periodicals are purchased to reflect customer needs and preferences.

Reasons for non-inclusion:

- Material is too expensive or published in an unsuitable format
- Title is too esoteric and specific and therefore unsuitable for a public library audience.
- Second hand material will not be purchased for this collection.

Current issues of periodical titles held at the library are located in the display area, and are designated "For use in library only". Older issues are for loan. To ensure equity of access the library may restrict the loan period of certain titles which have a high ratio of holds per title.

Junior & Young Adult

- General, popular and age-specific interest periodicals are purchased to reflect customer needs and preferences.
- Titles are reviewed annually in line with the renewal process.

Reasons for non-inclusion

- Material is too expensive or published in an unsuitable format.
- Title is unlikely to be of interest to a broad range of readers.
- Second-hand material will not be purchased for this collection.

Current issues of periodical titles held at the library are located in the display area, and are designated "For use in library only". Older issues are for loan. To ensure equity of access the library may restrict the loan period of certain titles which have a high ratio of holds per title.

17. Deaccession

Deaccessioning is the process of deleting items from the collection. It must be deleted under clearly stated guidelines and disposed of accordingly. As such, please refer to the library weeding guidelines.

18. Disposal

Upon deletion from the City of South Perth Library's collection, items are either put out for sale, or sent via the Exchange process to the State Library of Western Australia.

State Library items that fit the criteria are to be returned as per the Exchange process. Please refer to the Exchange procedures.

Items that have been purchased with the library's budget, and are referred to as 'Local Stock', can be deleted from the catalogue and placed out for sale. The money collected from these sales is counted and given to the City's selected monthly charity. This is the case at both branches.

19. Management

The City of South Perth Library Service's collection will be managed by the Collection Development Librarian/Branch Librarian. The Manager Library Services will be consulted regarding all issues and actions concerning the collections.