

	MANAGEMENT STATEMENT	
	Library Collection Development Statement	
	Policy Number	
	Directorate	Strategy, Community & Development
	Owner	Collections & Resources Librarian
	Last Approved	23/07/24
	Review Due	

1. PURPOSE

Fraser Coast Regional Council is committed to building a connected and inclusive community through positive and innovative services that meet community needs. As part of this vision, Fraser Coast Libraries provides free, impartial and equitable access to a wide range of resources to support the information, recreation, literacy and cultural needs of the community. This policy is based on the direction established by State Library of Queensland and as such the collection performance and requirements are measured against the Queensland Public Library Standards and Guidelines to develop and manage a balanced and appealing library collection.

2. SCOPE

This policy applies to all staff involved in the procurement, and deselection of library resources including any part of these processes.

3. HEAD OF POWER

Libraries Act 1988
 Local Government Act 2009
 Human Rights Act 2019

4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

“Boutique collection” means a customised collection to meet the current needs and/or demands of the community.

“Collection maintenance” means measures taken on a routine basis or as needed to evaluate the relevance of and/or preserve the materials in a library collection.

“Deselection” means the process of identifying titles for removal from the collection, usually on the basis of currency, usage, and condition.

“eLibrary” library materials produced in electronic formats including eMagazines, eBooks, eAudiobooks, video streaming and reference works published online and on bibliographic databases, and other web-based resources.

“Library collection” means the total accumulation of books and other materials owned by a library, catalogued and arranged for ease of access, often consisting of several smaller collections e.g. adult fiction, adult nonfiction, junior fiction etc.

“Local” means directly relevant to the area covered by the Fraser Coast Local Government Area boundaries.

“Physical resources” means physical items that are held as part of the library collection such as books, DVDs, audiobooks, CDs, toys, puzzles, magazines and newspapers.

“Profile arrangement” means a list of needs established by specialised library staff with a supplier for the purchase of resources on approval within a specific subject area, level of specialisation, language, series, format, maximum price.

“Self-published material” means the editing, printing, marketing of a work at the author’s own expense, without assistance of a commercial publisher.

“Special collections” means a collection of items such as books or photographs that are of unique value and importance to community culture, history and/or literature.

“Standing order” means an order placed by the library with a supplier to automatically purchase any work by a specific author or each volume or part of a series as published and until further notice.

5. POLICY STATEMENT

Fraser Coast Libraries aims to provide a collection that:

- Embraces a wide range of ages and interests
- Is responsive to publishing changes and customer demand
- Promotes literacy and lifelong learning
- Reflects the needs and interests of the community
- Provides a balanced range of resources to provide equitable access to information for all
- Preserves the regions cultural heritage and history
- Meets standards and guidelines set by State library of Queensland, Queensland Public Libraries Association and Australian Library and Information Association

Resources are selected without bias, with the understanding that not all resources will appeal to all customers. Fraser Coast Libraries does not act as a censoring body, however the library service is required by law to abide by Australian Classification Board classification ratings.

6. Access and Use of the Collection

With the exception of the special collections, Fraser Coast Libraries collection is predominantly a lending collection containing both physical and digital resources which can be freely accessed in person or online.

Items are grouped into broad categories which indicate the recommended audience. The library is not a censoring authority and the responsibility for monitoring the suitability and use of both physical and online library resources rests with the individual, or the parent or carer supervising a minor.

7. Procurement of Library Resources

The procurement of library resources is managed in accordance with Council’s Procurement Policy. Materials are acquired using annually reviewed standing orders, profile arrangements and online ordering with reputable library suppliers.

Collection funding is derived largely from Queensland State Government through the Public Library Grant program. Supplementary funding for the collection is provided by Council and other specialised grants. The distribution of funds across collections is closely monitored and is reviewed annually with adjustments made to reflect changes in community demographics, collection use, publishing changes along with strategic priorities.

Customers are encouraged to contribute to the development of the collection by suggesting resources for purchase or requesting items for short term loan via the library catalogue or in-branch with staff.

7.1. Selection Criteria

Resources are assessed for selection according to a number of criteria:

- Community relevance, demand, or significance
- Currency, accuracy, suitability to skills and interests of intended audience
- Authority or reputation of publisher, author, producer, or illustrator
- Date and place of publication, with special regard to Australian content
- Construction and quality; style, readability, and suitability for public lending
- Ease of use and vendor support
- Price including recurring and maintenance costs
- Obtainability through library suppliers
- Suitability and availability of format
- Relevance to the community, region, or regional significance (Local History)
- Relationship and importance to the entire collection
- Number of parts/works included in a series or needed to meet demand

7.2. Resources Not Collected

- Material prohibited by law or licensing
- Expensive or rare items inappropriate for a public library service
- Items of inappropriate physical dimensions
- Old, out of date or fragile items, unless acquired for historical purposes
- Undergraduate, postgraduate, professional and scholarly materials, unless the content is of general interest, or it is the most appropriate materials available
- Items of poor quality; questionable formatting, sentence construction, spelling, imagery
- Self or independently published titles unless they meet other selection criteria and the author is a Fraser Coast resident, the book is about the Fraser Coast or has a high media profile
- Resources that solicit payment or donation
- Workbooks
- Resources in a language not currently collected
- Items unavailable through standard or specialised suppliers
- Items that do not have a registered ISBN

7.3. Donations

Fraser Coast Libraries accepts donation of print materials published within the last 12 months and in as new condition. Donations of audio-visual material, magazines and toy items are not accepted. The library reserves the right to decline or redistribute donations that do not meet the selection criteria. Donated items become the property of the library, location designation and retention of donations will be determined by the library. Items unsuitable for the collection are disposed of by means considered appropriate by the library. No conditional donations will be accepted.

Older materials of local significance to the Fraser Coast Region may be considered for special collections.

7.4. Self-Published and Independently Published Materials

Self-published and independently published resources are not generally collected. The assessment of self-published material is outsourced, and authors have the opportunity to submit a copy of their new or forthcoming title to the vendor as per the details on the Fraser Coast Libraries website.

8. Collection Scope

8.1. General

A diverse range of popular and literary fiction as well as a wide range of popular, authoritative, and topical information resources to facilitate community learning, personal development, and recreational reading for all age demographics is provided as part of the library collection.

This material is delivered through a variety of physical and digital formats.

8.2. eLibrary

Provided for all ages, the eLibrary is comprised of a range of streaming, downloadable lending, and online resources that support recreational needs of the community. Licencing arrangements define the conditions of use and availability of these resources.

8.3. Special Collections

8.3.1. Reference

Reference resources are made available for use in the most appropriate format to ensure ease of access for the community. Physical reference items are integrated into the general non-fiction.

8.3.2. Local Studies

The Local Studies collection includes published and unpublished material relating to the history, development, culture, and society of the Fraser Coast region. Items included in this specialised collection must have a distinctive and verifiable connection with the local area with the collection including both current and retrospective materials.

Items in the Local Studies collection may include digital images and digital/digitised resources, these resources are shared with the community through an online catalogue whenever possible. There is no requirement for Fraser Coast Regional Libraries to own the physical item.

8.3.3. Indigenous Collection

Fraser Coast Libraries aims to provide a collection that reflects the diversity and uniqueness of Aboriginal, Torres Strait Islander and South Sea Islander experiences that focus on the Butchulla and Gubbi Gubbi Peoples. The development of this collection is guided by current Queensland public library practice and industry leader advice.

8.3.4. Family History

The Hervey Bay Family History Association partners with Fraser Coast Libraries to offer a family history research service to Library customers onsite at Hervey Bay Library as outlined in their Memorandum of Understanding. A collection of physical and digital resources is made available for the use of library customers within the Family History room during the room's opening hours.

8.4. InterLibrary Loans

Reciprocal borrowing of resources not held in the collection is arranged for customers where possible. Fees associated with these loans will be passed onto the customer. Temporary bulk loans of languages other than English (LOTE) resources are obtained through State Library of Queensland for individuals at a reading level suitable to meet their needs.

8.5. Toy Collection

The toy collection is available to support the principles of learning through play and contains toys, games and puzzles that develop and enhance skills.

8.6. Boutique Collections

Boutique collections are created to focus on a particular subject area or community. These collections can be created for a long or short-term period and may be dispersed amongst the general lending collection at a later time.

9. Collection Evaluation

Annual data collection is undertaken to inform collection development and to meet the Fraser Coast Council and State Library of Queensland reporting requirements. The success and effectiveness of the collections is evaluated through the analysis of this data along with community and staff feedback. Physical resources are regularly transferred between branches to encourage a broader use of the collection.

9.1. Deselection Criteria

Deselection of resources from the Library's collection ensures that collections remain attractive, relevant and reliable. Resources are not typically held indefinitely unless they are of significant relevance to the Fraser Coast region.

The following criteria are used to deselect collection resources:

- Diminished community relevance and demand
- Damaged or in poor condition
- Out-of-date or misleading content
- Superseded format or edition

These criteria may not be equally relevant for all collections with some special collections being exempt from deselection criteria. Decision to deselect items from the collection or reallocate stock to another branch rests with the Collections and Resources team.

Deselected items are repurposed through book sales or may be donated to community groups. Items that are not suitable for repurposing are recycled or otherwise discarded.

9.2. Complaints and Challenges

Libraries support the free flow of information and ideas and have a responsibility to oppose the infringement of intellectual freedom. Fraser Coast Libraries supports each individual's right to access information and does not censor resources with the exception of works prohibited by the Australian Classification Board.

Fraser Coast Libraries acquires and provides access to material in order to ensure that the range of needs and interests within the community are equitably addressed, and to ensure representation of a diversity of perspectives on any particular subject. Objections and challenges to library collection items can occur. That a collection item may cause controversy, offend or be disapproved of by another individual or group is not, of itself, a reason to not provide such collection items or remove them from access. Staff expertise guides the allocation of resources to the most appropriate collection however the supervision of material read, borrowed or accessed by a minor is the responsibility of the parent or legal guardian. While library users have the right to make decisions for themselves

and children in their care, this right does not extend to making decisions for other library users.

A formal request for reconsideration of library resources must be made on a Request for Reconsideration of Library Resources form. Requests for reconsideration of library resources will be assessed by the appropriate Fraser Coast Libraries collection specialist in accordance with:

- Library Collection Development Statement
- Library Collection Takedown Request Procedure
- State and Federal copyright, privacy and classification legislation
- The [Statement on free access to information](#) by the Australian Library and Information Association

10. ASSOCIATED DOCUMENTS

[Copyright Act 1968](#)

[Libraries Act \(Qld\) 1988](#)

[Queensland Classification of Publications Act 1991](#)

[Queensland Public Library Standards and Guidelines](#)

[ALIA core values policy statement](#)

[National and State Libraries Australasia Takedown Position Statement and Guidelines](#)

11. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than two years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy			
2				