



POLICY 2402

COLLECTION DEVELOPMENT POLICY

1. Intent of Policy

The Collection Management Plan guides staff involved in the management of Library materials and resources to ensure the community has access to a current and relevant collection of Library materials in a variety of formats including print, audio, audio-visual and digital. To provide a catalogue to record the collection and allow customers easily find what the Library holds. This includes the selection, acquisition, management and disposal of resources in order to meet the needs of our clients and the Library's objectives.

2. Scope of Policy

This Plan applies to the Library collection of Oberon Council Library.

3. Guidelines

Basic Criteria for Selection

Materials selected for Oberon Council Library are considered reflecting the following criteria. The application of these criteria will vary from one collection to another.

- Appropriateness to the needs of the community
- Popular interest/demand
- Reliability of content
- Currency of information
- Importance of the subject to the balance of the collection
- Australian content
- Suitability of subject, style and reading level for the intended audience
- Cost of the item
- Availability of materials at other libraries
- Age of the item
- Physical condition of the item
- Durability for multiple member borrowings
- Material should reflect diversity as well as current popular publications

Recommendations and Donations

Customers are encouraged to recommend items they would like added to the collection. These suggestions are considered subject to the selection criteria.

The Library welcomes donations. All donations are assessed against the selection criteria. The Library reserves the right to dispose of material that does not meet the selection criteria. Some donations are sold by Friends of Oberon Library and the funds used for Library purposes.

Collection Maintenance

Collection maintenance includes a bi-annual review of the Collection Development Plan and the removal of items deemed not applicable. Removal of items is an ongoing process with the purpose of ensuring collection currency, accessibility, relevancy and good physical condition.

Criteria for removal of items are:

- Physical condition – dirty, worn, damaged items
- Titles which have not been used or borrowed in the previous 3 years
- Out of date material
- Books about topics and people that are no longer relevant or accurate
- Superseded editions, especially in law and health
- Availability of information in other formats that may better serve the same purpose
- Amount of similar material held in the collection
- Incomplete items with parts missing.

Controversial Material

Oberon Library provides materials representing a range of views in diverse fields including politics, social issues and religion, no matter how controversial or objectionable these ideas may be to some people in a democratic society. Materials prohibited by law are not included in the collection. It is the responsibility of parents or guardians, not of Library staff, to determine the suitability of materials used by their children.

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