

WWCL Collection Development Procedure

The Wagga Wagga City Library (WWCL) is committed to providing the public with opportunities to satisfy both their recreation and information needs in safe and welcoming environments.

Purpose

The aim of this procedure is to provide clear guidelines for Wagga Wagga City Library (WWCL) members and the community. This procedure also outlines the responsibilities and accountabilities in relation to selection, acquisition and public feedback.

Scope

Wagga Wagga City Library.

Procedure Provisions

Objectives

Meeting the community needs

- Material will be selected based on both WWCL standing order processes and customer requests
- Understanding user demand will be informed by circulation patterns community analysis, profiling and current publishing trends
- Regular feedback from users will be encouraged, with the opportunity for members to request items for purchase, with the final decision to be made by WWCL staff
- WWCL will collect material which documents the culture, history and creativity of the local region and reflects the cultural diversity of the population.

Cultural Sensitivity

- WWCL endeavours to maintain high standards of respect and professionalism when working to develop our collections, especially in regard to the culture and beliefs of the First Nations peoples
- Some material may contain terms that reflect authors' views, or those of the period in which the item was written or recorded but may not be considered

appropriate today. These views are not necessarily the views of WWCL. While the information may not reflect current understanding, it is provided in an historical context.

Diversity

- The library will seek to provide material which represents a wide diversity as well as the current popular publications
- WWCL will provide materials which meet the individual's need for practical information to develop skills and knowledge
- WWCL will provide materials which stimulate imagination and creativity.

Access

- WWCL endeavours to make materials as accessible as possible, both within and outside the library
- Membership of WWCL is free to all residents and ratepayers of Wagga Wagga Local Government area. Registered members can borrow from the collection at any service point or access online resources available through the website and associated applications.

Public Library Role

The role of the modern public library is diverse. As well as being an accessible source of information, education and recreation resources available to all citizens at no (or low cost), public libraries function as community 'hubs' or meeting places; provide community activities; facilitate the development of programs to foster literacy and social support; and are a central component of lifelong learning and the 'knowledge economy'.

Public Content

Public feedback is welcomed and should be addressed in writing to the Wagga Wagga City Library, 243 Baylis Street, WAGGA WAGGA NSW 2650. Alternatively, an email can be sent to wcl@wagga.nsw.gov.au

Collection Management Responsibility

WWCL staff are responsible for the implementation of this procedure.

Manager Library Services, WWCL has overall responsibility for procedure and review.

Budget

The budget allocation to the various collections is based on user demand (circulation figures for the previous year and branch profiling) and format trends – for example, the transition between print and non-print material. The average cost of items in each collection is also taken into account.

Range of materials collected

A range of material is selected to meet the diverse ages, interests, ethnicity and learning abilities to the communities served. The collection comprises items from the following areas:

- Fiction
- Non-fiction
- Picture books
- Reference
- Large print
- MP3
- Magazines
- Online resources
- DVDs
- Multi-media
- Local History resources
- eResources
- Community resources

The Selection Process

Each type of material must be considered on its own merits and the audience for whom it is intended.

Outsourcing Criteria

WWCL uses a strategic procurement model that outsources selection of collection items to third-party suppliers based on quality assured data including:

- ABS demographic data about our constituents
- Library Management System data about use of our collections
- Information about our communities
- Knowledge and experience of WWCL staff about our borrowers
- Information collected from our users and non-users
- Public library sector knowledge of our appointed suppliers
- Publishing industry knowledge of our appointed suppliers

Detailed library profiles and collection specifications guide this process. Key performance indicators are used to measure the performance of the process.

General Selection Criteria

- Currency of material
- Popular interest/demand
- Suitability of the format
- Cost of the item
- Australian content, especially for non-fiction
- Reliability of content
- Existing subject coverage in the collection
- Durability for multiple member borrowings
- Diversity of the collection
- Industry endorsement

Selection Methodology

- Strategic Procurement model, including standing orders
- Requests for purchase from library customers and staff which meet the selection criteria
- Evaluation of donations to ensure suitability for the collection

Resources Not Collected

- Second hand materials, except in the case of suitable donations and Local History items
- Items of inappropriate physical dimensions, e.g. too large, small or heavy
- Items prohibited by law
- Specialist academic texts (unless the subject meets the selection criteria)

Multiple Purchases

Multiple copies for the collection will be purchased in the instance that an additional copy is justified by user or industry trends.

Purchase Suggestions

Members are able to provide suggestions for purchase to the Collection Services team.

Consideration of purchase suggestions is taken in relation to the following:

- Price

- Availability
- Topicality
- Availability from appointed suppliers
- Adherence to collection parameters

The library does not guarantee purchase of every item requested for the collection.

Donations

The library accepts donations of materials that meet appropriate selection criteria. The library reserves the right to reject donated items. Items not added to the collection are placed for sale or are recycled if not required.

Discarding/Replacement/Retention

The following categories of materials are withdrawn from stock

- Dated material
- Superseded editions of non-fiction materials
- Stock in poor physical condition
- Infrequently used stock

Fiction titles considered to be standards are replaced as they become worn out.

Local History materials are not discarded.

Disposal of Withdrawn Items

Items withdrawn from stock are deleted from the database and are offered for book sales or sustainable recycling.

Censorship/Controversial Material

Wagga Wagga City Library provides free access to materials and information presenting, as far as possible, all points of view on contemporary and historical issues, including controversial issues.

Wagga Wagga City Library endeavours to provide access to a comprehensive and balanced collection that meets the needs of our community as far as budget, space and availability of materials allow.

Library materials that have not been subject to federal and state restriction or prohibition will not be excluded from the library on moral, political, racial, religious, sexist, language, or other grounds. Nor will library materials be included on these grounds alone; whatever pressure may be brought to bear by individuals or groups.

The collection will not be limited because of the possibility that children may access the collection. Monitoring the reading of children is the responsibility of their parents or guardians.

Balanced Collection

Although some attempt is made at a 'balanced collection', especially in Australian materials, due to budgetary considerations, emphasis is given to purchasing in areas of user demand. Use is also made of circulation statistics to identify materials to which additional resources need to be allocated.

Online Resources

WWCL provides access to a range of online resources in accordance with the collection development procedure.

Local History

WWCL attempts to collect all published materials pertaining to the Wagga Wagga Local Government Area.

Inter Library Loans

Please refer to the WWCL Lending Procedure for more information regarding Inter Library Loans.

References

Access to Information in NSW Public Libraries: Library Council Guideline, updated 8 October 2020

Australian Library and Information Association, Policies, Standards and Guidelines

Commonwealth Government Legislation, Classification (Publications, Films and Computer Games) Act 1995

New South Wales Government Legislation, Library Act 1939

New South Wales Government Legislation, Library Regulation 2018