



## Library Collection Development Guideline

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Portfolio:	Community and Cultural Development
Team / Department:	Library, Arts and Culture
Responsible Officer:	Librarian, Library Collections
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Record Number:	D20/25822

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### 1. Purpose

The City of Tea Tree Gully Library Collection Development Guideline outlines the general aims and considerations in the development and management of its collection.

### 2. Applies To

Library staff.

### 3. References

none

### 4. Definitions

Collection: the items available for customers to borrow, browse or download from the Library. In addition to books and magazines the collection includes:

- audiovisual media like CD's and DVD's,
- electronic materials such as eBooks or online magazines,
- 'hands-on' items such as puzzles
- specialty collections such as Local History and items for customers with dyslexia

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## 5. Guideline

### AIMS OF THE COLLECTION

Through its collection the Library aims to provide the community with:

- The opportunity for leisure and learning
- Many new release and popular items
- Items covering a wide range of subjects and genres
- A balanced collection that "has something for everyone", recognising that the community has very diverse tastes, needs and interests
- A wide range of formats.
- International, Australian and local content.

### HOW DO WE CHOOSE OUR ITEMS?

In developing the collection, the Library looks at what is popular, the diverse needs of the community and our budget. Choosing items for the collection is a complex task. For example we must strike a balance between getting lots of popular items and having a wide variety of items. Limited money and limited space restrict what we can buy. Increasingly, the Library is using data based on existing borrowing patterns to influence what we purchase to best match community interests.

With these points in mind we ask the following questions when choosing items for the Library collection:

- Is the item likely to be popular with our customers?
- Is the item new?
- Does the item add diversity to the collection?
- Can we afford the item?

If the answer is "yes" to any of these questions then we will consider buying the item for our collection.

### WHAT DON'T WE COLLECT?

As a public library there are some items that we don't purchase. These include:

- Material that has the purpose of inciting discrimination or terrorism
- Second hand materials which are worn, damaged or dirty
- Text books which are suited to academic, training and school libraries
- Highly specialised or technical items which are suited to special libraries or professional organisations.

## **FREEDOM TO READ**

As part of South Australia's One Card Network the Library supports the Australian Library and Information Association statement on the freedom to read.

<http://www.alia.org.au/aboutalia/policies-standards-andguidelines/statement-free-access-information>

We believe in people's freedom to read and choice over what they read. We recognise that the local community has a wide range of tastes and opinions. One of our jobs as a public library is to give as many people as possible the opportunity to find something that suits their own tastes and interests. However, by having a collection that caters to such a diverse group, it is inevitable that some items may sometimes offend some people.

We ask you to choose carefully and responsibly when you borrow items for yourself or your family. We can help you with this in a number of ways. For example, we try to shelve items which may be considered offensive in age appropriate areas of the collection, place R-rated items on a separate shelf and label books containing explicit content. We are also here to assist you with your choices about what you borrow from our collection.

## **CHANGES IN THE COLLECTION**

To keep the collection popular and relevant we try to stay up to date with new titles, popular authors, current trends and new formats. To make room for new items we regularly dispose of older, obsolete or less popular items (in a process that we call "weeding"). These items are usually sold to our customers so that they continue to get used by the community.

At the same time, damaged and dirty items are removed from the Library and thrown into the recycling bin. Given the high use and short-term popularity of many library items, their shelf-life may be just a few years.

## **FUNDING**

Most of the money for the Library collection comes from a State Government grant which is received annually. In addition to this Council funds the Library's magazine and newspaper collection. Most of our purchasing is done through contracts with wholesalers to make sure that the community gets the best possible value for money.