



WAVERLEY  
COUNCIL

# Waverley Library Collection Development Plan

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Approved by	
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## 1. Background

This Collection Development Policy outlines the collection building principles and strategies for Waverley Library that will ensure a vibrant and relevant collection.

## 2. Purpose

The purpose of the policy is to establish the principles and guidelines for the management and acquisition of library resources relevant to the Waverley community and to account to the public for the selection of resources. The Library is committed to ensuring the community has access to a vibrant and relevant collection of library materials, with a diversity of viewpoints and is continually monitored to meet changing community needs.

This document will ensure that professional objectivity informs the selection and weeding processes; enable responsible management and allocation of collection budget for current and future priorities; and ensure that the collection aligns with strategic priorities of the organisation.

## 3. Scope

This document applies to the physical and digital library collections, including the Local History Collection. The policy aims to inform the community of the principles by which the Library's collections are selected, maintained, developed and deselected.

## 4. Policy

### 4.1 Selection principles

#### 4.1.1 Access to information

[https://www.sl.nsw.gov.au/sites/default/files/access\\_to\\_information\\_lcguideline\\_2023.pdf](https://www.sl.nsw.gov.au/sites/default/files/access_to_information_lcguideline_2023.pdf)

“Public libraries develop, maintain and provide access to collections of resources to meet the information needs and interests of their communities. Libraries have collection development policies and guidelines to assist in the selection of library material. The continuous review of library collections is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials believed to be controversial, contentious or disapproved of by sections of the community.

1. A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on contemporary and historical issues, including controversial issues.
2. Libraries should endeavour to provide access to comprehensive and balanced collections that meet the needs of their communities as far as budget, space and availability of materials allow.
3. Library materials that have not been subject to federal and state restriction or prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other grounds. Nor should library materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.

4. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, for example by holding them in special collections or available on request, can be an indirect form of censorship. No library materials should be held in closed access physically or digitally except for the express purpose of protecting them from damage, theft or due to Australian Classification restrictions <https://www.classification.gov.au/>
5. Collections should not be limited because of the possibility that children may access those collections. Monitoring the reading of children is the responsibility of their parents or guardians”.

#### **4.1.2 Selection Guidelines**

Priority is given to core areas relating to the strategic objectives and core business of the organisation. Purchases are made on request and subject to approval by the Library Manager. The library will arrange the acquisition of the item at the best price available and strong consideration will be given to using electronic formats where appropriate. Multiple copies of popular titles are purchased according to demand and availability.

Suggestions for purchase requests from library customers are welcome. Each request will be assessed for inclusion based on the selection criteria listed below. If items are out of print or evaluated as inappropriate for purchase, they can be requested from another library through the Waverley Library Inter-Library Loans Service.

#### **Selection Criteria**

The following criteria are applied when choosing materials:

- Authority and currency of content
- Current or potential popularity of an author or subject
- Literary or artistic merit of an author or subject
- Cost of the item and value for money
- Enduring value and relevance
- Representation of a range of views
- Preference given to Australian material
- Items of local interest
- Widely publicised and promoted items with positive reviews in the media
- Clarity, accuracy and presentation of content
- Utilising the LGA’s census profiles to plan for the growth and development of collections
- Annual review of standing orders and profile lists.
- Regular analysis of stock and circulation statistics to evaluate collection usage and determine purchasing requirements

#### **Selection Criteria for Online Library**

To complement the physical collection the library provides access to a variety of digital resources in different formats including eBooks, eAudiobooks, eFilms, databases, magazines and newspapers. Additional Criteria are also considered when assessing eResource platforms, information databases and other resources.

- Value for money and pricing models e.g. pay per use
- Ability to integrate into Library Management System

- Quality, relevance and currency of content
- Resource capabilities such as response time, speed, downloading, printing and sharing
- User-friendliness for library members and access via mobile devices
- Accessibility
- License conditions including simultaneous users
- Digital rights management and authentication solutions
- Data management and privacy
- Availability of metadata for discovery systems
- Provision of vendor support

### **Materials not selected**

Materials of the following nature will not be selected:

- Textbooks (unless they cover high demand areas) and academic texts
- Highly specialised or niche items (except for local history items)
- Expensive items that won't provide value for money
- Rare items inappropriate for a public library service
- Resources containing novelty or promotional accessories
- Books that are designed to be written into.
- Vanity press and some self-published items

### **4.2 Donations**

Waverley Library does not accept donations of books or other material unless it is of local significance.

### **4.3 De-selection of materials**

The library collection needs continuous evaluation in order to align with the goal of providing materials that meet customer interest, demand and need. This will be done by assessment of materials based on their physical condition, usage and relevance.

#### **Criteria for withdrawal of materials**

- Item superseded by a new edition or a better source
- Item contains information which may now be misleading and/or inaccurate
- Item in poor physical condition, replacements to be ordered if necessary
- Infrequent use according to the Weeding Guidelines
- Superfluous copies of titles
- Items where the subject matter of the item is no longer of current interest.

De-selected material may be Included in the Library book sale or recycled. Material of a special significance such as historically important material, culturally significant items or unique or rare items may be offered to relevant organisations such as the National Library or the State Library of New South Wales.

#### **4.4 Replacement of lost or damaged items**

The library does not automatically replace lost or damaged items. Decisions for replacement are based on:

- demand for a specific title/author
- number of copies already held
- adequacy of coverage by other items
- currency and availability of replacement copy
- relevance to the current Collection Development Plan

#### **4.5 Evaluation and review process**

The collection will be continually evaluated with reference to:

- statistical analysis of circulation, age of collection and turnover rates
- appropriate budget allocation

An annual review of serials will be undertaken by the Library considering relevancy, usage and coverage.

A stocktake of the whole collection will be undertaken every two years.

## **5. The Collections**

Waverley Library manages the following collections:

- **Adult Fiction**

This collection provides current adult fiction and selected classical works to accommodate a broad variety of reading interests. Titles are purchased via a standing order list that specifies the number of copies based on the anticipation of new releases. Multiple copies of popular authors are purchased. Collections staff identify and purchase new popular authors and update the standing order list on a regular basis. It is complemented by the library's online resources.

- **Adult Non-Fiction**

This collection is intended to provide non-fiction recreational and information resources to the community. It is complemented by the library's online resources. Selection is based on community demand and current trends. Australian content is given preference where appropriate. Multiple copies are purchased when demand is high.

- **Large Print**

This collection consists of popular releases and classics supplemented by a smaller amount of popular non-fiction. It is aimed at members of the community who have difficulty reading standard print. It is supplemented by the library's online resources.

- **Graphic Novels**

Graphic Novels are kept in the Children's, Young Adult and Adult Libraries, depending on the appropriateness of content.

- **Community Languages**

The aim of this collection is to help the Waverley CALD communities maintain their cultural and linguistic

heritage. These collections are made up of predominantly fiction items with some popular non-fiction titles. It contains both translations of bestselling authors and native authors as well as a limited number of magazines.

Provision of community language material is supplemented by the State Library of NSW's Multicultural Bulk Loan service and by the library's online resources.

The profile of required languages is reviewed each new financial year and reflects census statistics, lending statistics and bulk loan requests from the previous 12 months. There are separate children's and adult community language collections.

- **HSC / IB Collection**

This collection provides support for high school students completing the Higher School Certificate and International Baccalaureate. It includes subject guides, exam preparation, curriculum textbooks, prescribed texts and criticism of prescribed texts.

- **Reference Collection**

This is a small non-circulating collection that is current, accurate and supports quick and easy access to information. The range and scope of the print collection has been reduced due to the availability of online resources. Reference material should be current and accurate. It may include, but not be limited to directories, dictionaries, atlases, handbooks and legal information.

- **Magazines and Newspapers**

The magazine collection is intended to provide the community with access to current recreational and educational and informational resources. The newspaper collection consists of a selection of national and local newspapers and is available for use in the library. This collection is complemented by the Library's online resources.

- **Electronic Resources (eResources)**

The library provides access to a wide range of fiction and non-fiction titles in eBook and eAudiobook formats as well as a collection of eMagazines, film streaming services. Multiple copies may be purchased where there is significant demand. Waverley Library members can also access SLNSW eResources.

- **DVDs**

This collection consists of a range of popular titles for all ages and includes films, TV series and documentaries. Age-appropriate material is shelved in the Children's Library. It is supplemented by access to film streaming services.

- **Music CDs**

The collection contains a selection of music to suit a wide variety of tastes.

- **Talking Books**

This collection contains recorded books on CD. The library holds popular adult and junior titles. The collection is supplemented by the online collection.

- **Book Club Kits**

Designed to be used by Book Discussion groups, each kit contains 10 copies of the same title, along with suggested discussion questions.

- **Junior Non-Fiction**



This collection is intended to provide non-fiction, recreational and educational resources, for children. It is complemented by the library's online resources. Selection is based on community demand and current trends. Australian content is given preference where appropriate.

- **Young Adult**

This collection consists of a wide range of popular and classic young adult fiction. Titles are generally purchased through a standing order list that specifies the number of copies depending on anticipated demand. Multiple copies are purchased where there is significant demand.

- **Junior Fiction**

The library collects a wide range of popular and classic children's fiction. Titles are purchased through a junior fiction standing order list that specifies the number of copies depending on anticipated demand. Multiple copies are purchased where there is significant demand.

- **Picture Books and board books**

The library collects a wide range of popular and classic children's picture books including material on the Premier's Reading Challenge list. Multiple copies will be purchased of popular titles.

- **Readers**

This collection supports children who are learning to read. Many titles and series' form part of a graded reading scheme. A variety of different series are collected to accommodate a range of children's interests.

- **Non - Traditional Collections**

Experiential lending collections are available to library customers. Currently the Library lends iPads, STEM kits, convection hotplates and console games.

- **Information Databases**

The library provides access to information databases covering a diverse range of subject areas via the library website. These offer up-to-date and balanced information in an electronic format. Waverley Library members can also access SLNSW databases.

- **Local History**

Waverley Library collects and provides access to material and information relating to the history of the current Local Government Area and surrounds. Formats include local newspapers, books, maps, Council records, photographs and objects. This is a non-lending collection available for use in the library only. Selected resources are digitised for easy access.

## 6. Definitions

<b>Term</b>	<b>Definition</b>
CALD	Culturally and Linguistically Diverse
Collections	Physical and digital resources that are organised and owned by or under licence to, the Library
Collection Development	The process by which information, educational, recreational and cultural resource materials are selected, acquired and managed in order to meet the Library's aims and objectives.
De-selection/weeding	The process of removing items from the library collection
Electronic Resources	Digital items that are available online and accessed through the internet including eBooks, eAudio, digital magazines, journals, databases, film and music
Inter Library Loan (ILL)	An item borrowed from another library service on behalf of a customer
Reference	Resources containing information that are referred to rather than read.
Young Adult	People aged from teens to early 20s

