



Library Collections Guidelines

Libraries & Learning

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Background/context

The library collection aims to support the Brimbank Community by providing access to resources for information, learning, leisure and enjoyment in a variety of languages and formats.

The aim of these guidelines is to ensure that library collections deliver high quality resources with format, presentation and content that reflect the diverse interests, needs and aspirations of the Brimbank community.

Definitions of terms used

"Library" means any library outlet under the management and control of Council

"Council" means the Brimbank City Council

"Collections" includes print, non print and online resources.

"Library material" includes any library item such as a book, magazine; newspaper; DVD; CD, CD-Rom; console game; toy; pamphlet; microfiche or any other article of a like nature that form part of the library collection.

"Weeding" means the removal of items from the collection that no longer meet selection criteria.

Access and selection

The collection is accessible via six service points: Deer Park Library, Keilor Village Library, St Albans Library, Sunshine Library, Sydenham Library and the Online Library.

Council aims to provide all members of the community with fair and equitable access to collections and resources in keeping with the Brimbank *Social Justice Charter*.

The library provides free access to collections and is able to provide interlibrary loans from Australian libraries for a fee.



General Selection Criteria

The selection of material is done by specialist staff who use professional judgement in applying the following criteria:

- Content must be appropriate to the general community and its current and anticipated interests and needs.
- Currency of information contained. Items considered for purchase must be in print and preferably published within the last 2 years.
- Items are considered in the context of the overall balance of the collection.
- Appropriate physical format, quality, and durability.
- Appropriate rating or content for general community access – R rated material is generally excluded but may be considered where items have literary merit, significant local relevance or have received critical acclaim.
- The format should be readily accessible to the broader community and reflect community trends.
- Item availability through council endorsed suppliers and reliability of ongoing supply if relevant
- Cost and budgetary considerations.
- Material of significant local relevance
- Toys must meet quality and safety standards and comply with space and manual handling requirements
- Some collections may be impacted by floor space constraints.

Additional Selection Criteria for electronic resources

- Existing and ongoing vendor support
- Technical considerations (in particular, authentication)
- Ease of use and access (in particular consideration of publisher lending versus lease agreements.)
- Age of resource and frequency of updates

Selection criteria for new and emerging formats

- Existing and ongoing vendor support
- Technical considerations (in particular, authentication)
- Ease of use and access (in particular consideration of publisher lending versus lease agreements.)
- Age of resource and frequency of updates



Censorship

Council's library collection is aligned to the [ALIA Statement on Free Access to Information](#).

Community language collections

In addition to English, the library holds print and non-print collections in a range of community languages.

The library provides access to material in other community languages through a free bulk loan service from other library services, and to an array of languages through online resources.

Establishment of new language collections

Consideration will be given to the establishment of a new language collection when the following indicators are met:

- there is a population within Brimbank of more than 2,000 people, as per the Australian Bureau of Statistics (ABS) census;
- there is a demonstrated community interest in reading in the language;
- English is not widely spoken and read by members of this language group;
- there is an ability to source appropriate resources in reasonable quantities in accordance with Council procurement requirements;
- commercial services exist that can provide cataloguing records in the language.

Removal of community language collections

The following factors will be considered when deciding if a community language collection is to be removed:

- Current ABS statistics show that the population has fallen to below 1,000 people in Brimbank;
- There is a lack of demonstrated community support for the continuation of the collection;
- Lack of readily available material within the selection criteria.

Acquisition of materials

Supply of library resources is by:

- Contracted suppliers
- Council recognised suppliers

Approaches from self-published authors or non-standard suppliers may be considered for items of merit, or local relevance when titles cannot be sourced through contracted suppliers.



Community Suggestions and requests

The library service welcomes requests and feedback from the community in regard to collections. Items purchased must meet the selection criteria.

Donations

The library will accept print donations that meet the selection criteria listed in these guidelines. Audio visual materials will not be accepted. Once material is accepted for donation the library reserves the right to use or dispose of donated material as it deems appropriate.

Collection Maintenance

- Decisions on adding or removing collections are based on the following analysis:
- Collection usage
- Community demographics
- Ongoing and sustainable supply of resources that meet the selection criteria
- The inclusion of new or the deletion of old formats is determined by market forces in combination with the availability of technology in the community to support a format.
- Budgetary considerations and annual priorities.

Discards

- Weeding of items occurs on an ongoing basis to ensure the library collection remains relevant and appealing. Library materials are removed from the collection for the following reasons:
- Poor physical condition
- The content is out of date
- A more up-to-date and authoritative alternative is available
- Insufficient use
- The subject area covered is no longer of current interest
- The subject is over-represented
- Multiple copies are no longer in demand

Disposal

Material removed from the collection are discarded, or recycled through nominated community based organisations. Library items will not be discarded for, or kept for disposal to, any individual person.

Collection size

The library collection size varies as items are added or removed from the collection on an ongoing basis. To comply with national standards the aim is for 80% of the collection being less than five years old.



Customer consultation

Brimbank Libraries encourages community feedback on its collections. Customer feedback on our collections is sourced via the following means:

- Customer feedback forms;
- Customer surveys;
- Community outreach and engagement;
- Customer requests and suggestions.

Complaints

Any complaints or queries regarding the selection of library items should be submitted in writing. Queried titles will be reviewed by the Collections Coordinator. If the item conforms to the selection criteria, the title in question will remain in the collection. If a complaint is considered valid, the title will be reassigned to another more appropriate collection or withdrawn. All written complaints will be responded to. The final decision rests with the Manager Libraries and Learning.

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