



Burnside Library Collection Development Policy 2010

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The Library

The Burnside Public Library was one of the first Public Libraries in South Australia, opening its doors to the public in April 8, 1961. In 2000 the library and the Civic Centre underwent a major renovation. This has served to make the library a bright, open and attractive space for the community. As with other Public Libraries, Burnside has changed dramatically over the years. The Library now welcomes more than 1,000 visitors a day and approximately 65% of all residents are registered borrowers, offering a wide range of facilities and services, including lending, reference services, children's programs, special events, games, IT training, and internet access.

The Collection

The collection contains approximately 135,000 items with loans totalling 870,000 in 2009. The library is committed to maintain a diverse collection of appropriate resources in a wide variety of formats intended to meet the recreation, information, education and cultural needs of the community.

The Purpose of the Policy

The Burnside Public Library Collection Development Policy is intended to provide selection policy guidelines for staff and patrons of the Burnside Public Library. It also outlines the scope and nature of the materials and resources that comprise the collection.

This policy document is also aligned within the framework of the Burnside City Council's *Vision 2020 Strategic Plan for the Burnside Community* and the desired outcome of fostering "*a vibrant and diverse community that values, supports and creates a sense of belonging for its people*".

The policy will be reviewed annually, with consideration given to changing trends and needs in the community.

Collection Areas

The collection includes materials in the following categories:

Adult

- Fiction and Non-Fiction
- Large Print Fiction and Non-Fiction
- Large Print Magazines
- Aboriginal Studies
- Environment
- Sheet-music, Orchestral Scores, Music Tutors
- Magazines
- Newspapers
- Community information publications
- Council publications
- Community languages (Chinese, Japanese, French, German)
- Adult Easy Readers and ESL resources.
- Adult Spoken Word and Music CDs
- Adult DVDs and Blu-Rays
- Audio-cassette and CD Hear-a-Books
- Local History
- Reference

Children

- Fiction and Non-Fiction
- Picture Books, Easy Readers and Board Books
- Magazines
- Graphic Novels
- Spoken Word and Music CDs
- DVDs and Blu-Rays

Young Adult

- Fiction and Non-Fiction
- Magazines
- Graphic Novels
- Spoken Word and Music CDs
- DVDs and Blu-Rays
- SACE Year 12 Proscribed English texts

Budget Allocation

As part of the network of South Australian public libraries, the Burnside Library receives a materials subsidy from the Libraries Board of SA. Included in this subsidy are levies that contribute to the state-wide development of collections of materials including Community Languages and Cassette Books (Hear-a-Books), and central subscriptions to Electronic Databases. Additional funding for materials is provided by the Burnside City Council. Budget spending is closely monitored on a monthly basis.

Selection Procedures

Responsibility for selection rests with various staff representing relevant collection areas. Items are selected monthly from selection lists on the PLAIN (Public Libraries Automated Information Network) database. Additional funds for local purchase are allocated annually, and divided amongst all categories of materials according to use and demand in the community.

Selection Criteria

The Burnside Public Library Service serves a variety of people with differing interests, viewpoints, ages, educational levels and ethnic backgrounds, and materials selected reflect that diversity. Selection decisions are also made in response to use patterns revealed through statistical surveys of collection circulation, and by patron requests.

The following specific criteria apply:

- Topicality. Material should be of current or anticipated interest.
- The price and intrinsic value of an item.
- Quality. The material should be durable and strong enough for use by the intended readers.
- Authority and reputation of author illustrator or publisher.
- Favourable reviews.
- The format chosen should be that which best encourages the use of the materials, and conveys the information to the user in the most appropriate way.
- Emphasis is to be given to Australian authors and subject matter.
- A suitable spread of both hardcover and paperback material is selected taking into consideration demand, price durability and availability.
- Items are considered in the context of the overall balance of the collection.
- Titles which are, or are anticipated to be in high demand, are purchased in multiple copies.
- Material of a technical or highly specialist nature, including tertiary text-books is not selected. Interlibrary loans can be arranged for these items.

New Media Formats

The library's materials are selected to meet and anticipate community needs and trends. It is therefore committed to the future acquisition of a range of emergent digital media forms, such as e-books and down-loadable audio-books.

The increased availability of information and publications on-line also influences the makeup and acquisition of the library's hard-copy holdings, particularly in the areas of reference and community information. Government legislation, Australian Bureau of Statistics publications and University calendars, for example, are no longer held in hard copy.

Reader suggestions and requests

The library will endeavor to obtain items requested either by purchase or Inter-library Loan. The decision to purchase items requested for the library collection is made after consideration of the above general selection criteria, with particular emphasis on:

- Price
- Popularity
- Topicality
- Availability from publisher
- Availability from other libraries

The library does not guarantee purchase of every item requested for the collection and patrons will be notified if a request has been unsuccessful.

The library can request items by Inter-library loan, which incurs a \$13.00 fee. Patrons will be notified of any further charges in the case of inter-state loans, before proceeding.

Complaints

All requests for review of a selection decision should be made in writing. The request for review will be considered by an appropriate librarian or panel of librarians.

Donations

Donations of books and other materials that meet the basic selection criteria and that are offered in good physical condition are welcome. The library service reserves the right to discard donations at any time and by any means that are considered appropriate, ie. book sales or donations to other libraries, institutions or community organisations. The library also reserves the right to refuse donations.

Controversial Materials

The library upholds the ALIA Statement on Free Access to Information 2001 and does not exclude material solely on the grounds that it is controversial. The library has a right and duty to keep on its shelves books covering a range of opinions on controversial subjects, provided they meet selection criteria and are not prohibited by law. Material will not be excluded from the adult section on the grounds that it is not suitable for children. It is the responsibility of parents, rather than library staff, to make a decision on what is suitable reading for the individual child.

R18+ DVDs and Blu-Rays are clearly designated and displayed in an area separate from the children's collection. MA15+ audio-visual items are restricted for borrowers under 15, and AX items are restricted for borrowers under 18. Items not classified by the Attorney-General's Department National Classification Scheme are not included in the collection.

Discards Policy

The collection is intended for circulation and is not (with the exception of the Reference and Local History) a collection of deposit. Library materials are removed from the collection for the following reasons:

- Poor physical condition
- Obsolescence
- Insufficient use
- The subject area covered is no longer of current interest
- The subject area is over-represented
- Multiple copies are no longer in demand

Disposal

Materials which are removed from the collection may be sold at a public book sale, donated to another library, institution or community organisation. Materials which are in poor physical condition will be recycled.