

	COUNCIL POLICY COLLECTION DEVELOPMENT - LIBRARY	Version No:	1
		Issued:	21 May 2024
		Next Review:	May 2028

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier (Council) for Library Collection Development.

Scope

This policy applies to the collection of Library resources inclusive of physical and digital items.

Purpose

The City of Mount Gambier is committed to providing residents and visitors with equal access to a quality, up to date collection that is maintained and meets the current, emerging, and future needs of the Mount Gambier Community. The collection forms part of the South Australian Public Library Network enabling equal access to all items for all South Australians.

To facilitate this the Mount Gambier Library collects physical and electronic/digital materials that provide a wide coverage of subjects, formats and genres to cater for the diverse needs of the community, while adapting to emerging trends and formats as appropriate. The collection enhances the library as an educational, cultural and recreational resource which supports individuals of all ages and literacy levels to pursue their interests in personal development. These resources support the library’s important role in inclusivity, lifelong learning, reading for pleasure and the documentation and preservation of historical and cultural memory.

Mount Gambier Library supports the equal and equitable rights of individuals to information regardless of age, citizenship, political belief, physical or mental ability, gender identity, heritage, education, income, immigration and asylum-seeking status, marital status, origin, race, language or religion.

The library’s collections cover a wide range of popular topics, express a variety of viewpoints and cultural understandings, and represent a diversity of people, places, events, issues and ideas. We respect the diversity, individuality and equality of all, the free flow of information and ideas through open access to recorded knowledge, information, and creative works, and the connection of people to ideas, knowledge creation and learning.

In accordance with the ALIA and IFLA statements on freedom of access to information, SA libraries do not censor, remove, or restrict titles that some customers may find offensive. The library does not censor purchased items; however, pornography and illegal material is not collected.

2. DEFINITIONS

“The library” means Mount Gambier Library

“Local Area” means Mount Gambier and the Limestone Coast Region.

	COUNCIL POLICY COLLECTION DEVELOPMENT - LIBRARY	Version No:	1
		Issued:	21 May 2024
		Next Review:	May 2028

3. COLLECTIONS

General Collections

The aim of the collection is to be responsive to patron demands and proactive regarding general trends. Through its acquisitions, the collection reflects the needs of the community.

The collection is divided into the following individual collections:

- Non-Fiction - Provides comprehensive, popular, and relevant subject areas. In this way the collection anticipates and fulfils information, educational, recreational and cultural needs of the community.
- Adult Fiction - This collection provides fiction items in varying formats including spoken word that meets recreational and cultural needs of the community.
- Community Languages - The library holds a selection of resources in Languages Other Than English (LOTE) to cater for the linguistic diversity of its community and to support patron interest and self-education.
- Audio Visual - Music CDs – provide access to a selection of recorded music covering a variety of styles for all age groups and interests. DVDs – The collection includes selected movies, television programs, documentaries and selected sports highlights for all age groups and interests. Unclassified DVDs are not included in the collection.
- Jigsaws - This collection holds a selection of jigsaws for a broad range of interests and abilities.
- Equipment - A range of equipment to meet the needs and interests of patrons.
- Digital Collections - Provide access to e-books, e-audiobooks, e-magazines, streaming services and online learning resources for all age groups and interests.
- Journals, Magazines and newspapers - Provide current affairs information including publications that cover a range of subject material relevant to local needs.
- Children - Provide age-appropriate material for recreational and education purposes in a variety of formats.
- Youth - Provide age-appropriate material for recreational and education purposes in a variety of formats.
- Graphic Novels - Provide access to a variety of illustrated novels to children, youth, and adults.

Local History Collection

The Local History Collection houses a collection of local history materials relevant to Mount Gambier.

The Local History Collection includes the Les Hill Photographic Collection.

These resources are available for use by the public within the library, however no items from this collection may be borrowed.

The collection will consist of:

- Photographs
- Published monographs;
- Unpublished monographs;
- Newspapers;

 City of Mount Gambier	COUNCIL POLICY COLLECTION DEVELOPMENT - LIBRARY	Version No:	1
		Issued:	21 May 2024
		Next Review:	May 2028

- Archival material relating to organisations and businesses;
- Personal documents and records of residents;
- Bequests accepted by the City of Mount Gambier.

The collection policy specifically excludes:

- Unidentifiable photographs, these will be referred to the History Group;
- Duplicates of any items;
- Artefacts;
- Material not relevant to the local area i.e., old and rare books outside the scope of the collection.

4. DONATIONS

The library reserves the right to establish specific conditions and guidelines governing the acceptance of donations, including but not limited to: conducting a thorough assessment of the condition, age, and relevance of the donated materials; ensuring that the materials are in a suitable format for inclusion in our collection; and considering the availability of similar materials already held by the library.

Donation for the Local History Collection will be assessed against relevance to the collection as referenced in this Collection Development Policy. Any donations not specifically relevant to Mount Gambier, but relevant to other library collections in the local area may be directed to those libraries in the first instance.

The library will not accept loans of material.

Items will be accepted at the discretion of the Manager, Library and Community Development, based on this Collection Development Policy.

5. COLLECTION MAINTENANCE

The collection will be reviewed at least annually and as required to ensure a relevant, up to date, attractive collection is available for the community.

7. REVIEW & EVALUATION

This Policy is scheduled for review by Council in May 2028, however, will be reviewed as required by any legislative changes which may occur.

8. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	COUNCIL POLICY COLLECTION DEVELOPMENT - LIBRARY	Version No:	1
		Issued:	21 May 2024
		Next Review:	May 2028

File Reference:	AF18/49
Applicable Legislation:	N/A
Reference: Strategic Plan –	Goal 4 - Our Climate, Natural Resources, Arts, Culture and Heritage
Related Policies:	H125 - Historical Matters Copyright The Les Hill Photographic Collection (revoked) H120 - Historical Matters - Collection of (revoked)
Related Procedures:	Council Procedure - Library Collection Development Administrative Procedure (AR22/65417) (revoked)
Related Documents:	One Card / 1LMS Operations Guide: Section 4 - Collection Maintenance

DOCUMENT DETAILS

Responsibility:	General Manager City and Community Growth or delegate
Version:	1.0
Last revised date:	21 May 2024
Effective date:	21 May 2024
Minute reference:	21 May 2024 – Item No. 19.17 - Resolution No. 2024/116
Next review date:	May 2028
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	21 May 2024