



LIBRARY COLLECTION DEVELOPMENT GUIDELINES

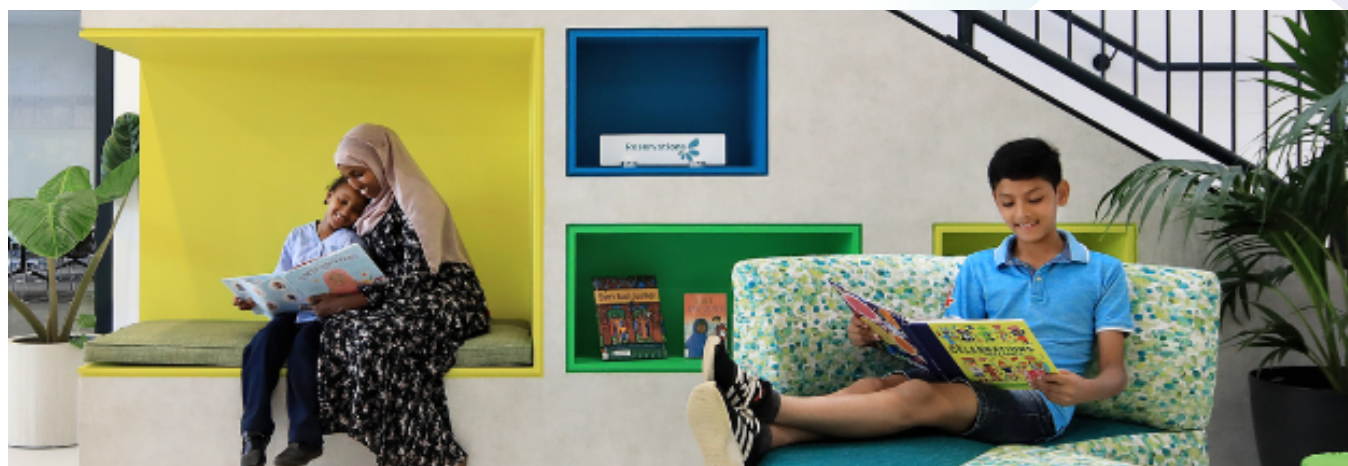


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1. INTRODUCTION

Mission Statement

The City of Canning Library Services strive to foster a culture of lifelong learning and community connection by providing resources, spaces, programmes and experiences that create opportunities for the community to read, learn and connect with each other and the world.

The City of Canning Library services is committed to uphold the vision outlined in our Enriching Your World Learning City Strategy 2020-2024 which states:

"The City of Canning will support the community to adapt to change with resilience, grasp opportunities with ingenuity and respond to challenges courageously and innovatively. We will work collaboratively to facilitate access for all community members to a range of learning initiatives, fostering social harmony through inclusion, connection and celebration of our diversity."

The City of Canning recognises the Whadjuk people of the Noongar nation as the Traditional Owners and Custodians of the lands in Canning and pays respect to Noongar Elders past, present and future. The City also recognises the strong and enduring connection the Noongar peoples have to the beautiful Djarlgarro Beelie (Canning River).

Purpose

The City of Canning Library Services aim to:

- Celebrate literature, literary culture and encourage a love of reading in all people from an early age.
- Build community through the development and delivery of programs, services and facilities that support 21st century literacies.
- Continue to be recognised as a trusted knowledge provider
- Develop and maintain a collection that meets the current and future needs of the community.
- Foster social harmony through inclusion, connections and celebration of diversity
- Facilitate access for all community members to a range of learning initiatives and dynamic learning opportunities
- Offer learning opportunities to improve well-being and health; build business capability and capacity; enhance employment opportunities; strive for sustainability and positive social impact; and achieve social connection and inclusion
- Work collaboratively to facilitate access for all community members to a range of learning initiatives

Objectives

- The City of Canning Library Collection Development Guidelines intend to:
- Provide guidelines and framework for the management and evaluation of the City of Canning's Library Collection.
- Document the processes for developing and managing the City of Canning's Library Collection.
- Inform the community of the City of Canning's Library Collection Management principles
- Ensure the collection is unbiased and uncensored.
- Highlight the overarching goals the City of Canning aims to achieve in regard to its library collection.

Aligning to the Enriching Your World Learning City Strategy 2020-2024

The City of Canning Libraries collection development guidelines strives to align with the Enriching Your World Learning City Strategy 2020-2024. The guidelines aim to:

- Ensure equitable access to inclusive dynamic learning opportunities for all members of the community
- Support the Canning communities collective and individual learning journeys
- Proactively identify and reduce barriers, so that all community feel welcome and included
- Support the community's ability to engage digitally and enhance digital enablement, across the spectrum of learning options
- Provide opportunities to strive for sustainability and positive social impact
- Encourage participation in digital fluency and enablement
- Encouraging collaborative activities and the sharing of culture, knowledge and resources
- Empower the community with self-guided dynamic learning opportunities
- Maximise access to multi-literacy learning, building the community's ability to respond to change with agility and resilience
- Foster curiosity

City of Canning Libraries

There are three libraries and one Community Hub located within Community Learning: Cannington Library, Hillview Intercultural Community Centre, Riverton Library and Willetton Library. Each library varies in its size, layout, location, collection, and community demographics.



Scope

The City of Canning Library Collection Development Guidelines extends to all library materials held within the City of Canning libraries and includes all electronic resources available through the City of Canning's website. This framework provides an overarching guideline for collection development over all the City of Canning library locations.

Responsibilities

The Collections Team in collaboration with the Team Leaders are responsible for the amendment and implementation of the guidelines. Consistency of these guidelines is maintained across all City of Canning library locations.

The Collection Development Policy will be reviewed annually and after each revision of the library's strategic plan and revised as the need arises.

2. COLLECTION MANAGEMENT

The City of Canning Library Services is dedicated to providing and maintaining a collection of materials that support the community in their informational, recreational, educational and cultural needs.

To fulfil this objective, collections will be assessed regularly to ensure they remain pertinent, in good condition and are well utilised by the community.

The Collection Team endeavour to continually evaluate the City of Canning's Library Collection, based on:

- Client usage
- Community demographics
- Client feedback
- Stock profiles and supplies
- Physical condition of stock
- Level to which the collection meets the community needs
- Level to which the collection meets the objectives outlined in the Enriching Your World Learning City Strategy 2020-2024

Items in the collection belong to the City of Canning and are available for reservation and loan across the four locations. Items may be transferred between locations (via the City of Canning's internal delivery system) to provide customers with access to requested materials, from their preferred location.

Management

The City of Canning's Library Collection is managed by the Collections Team. The Collections Team work in collaboration with the Team Leaders, who are consulted regarding all issues and actions concerning the collections.

3. SELECTION CRITERIA

When selecting library materials, the following factors are taken into consideration:

- If the material is value adding. Priority is given to material that will add value to the collection, regardless of the format
- Relevance

- Appropriateness (for both the library and the community). For example, if the material is aimed at an appropriate reading level for the target audience
- Content. Australian and Indigenous content is highly supported
- Accuracy and reliability of the information
- Client demand
- Popularity of the author, subject or format
- Suitability, including the format and physical quality of the material
- Cultural and community needs. For example, material in languages other than English
- Materials with particular relevance to the City of Canning community
- Format. For example, eBook or physical copy
- The cost is to be considered in relation to available funds and the availability of similar material or content within the collection, or from alternative sources
- If the material supports multi-literacy learning
- If the material supports the Canning communities collective and individual learning journey needs

4. SELECTION METHODS

Selection of materials is carried out using a range of resources and bibliographic tools.

State Library of Western Australia (SLWA) Stock

Library stock is supplied using a supplier selection method whereby a supplier will provide items, up to a specified budget (specified according to State Government funding) to meet the guidelines provided by the City of Canning in the Library State Stock Profile, and reviewed on a quarterly basis.

City of Canning Funded Stock

Library stock is supplied using a supplier selection method depending on requirements. eResources, including eBooks, eAudiobooks and databases are selected based on demand, relevance, suitability and best value. These resources are used to compliment online resources provided by SLWA as part of the state-wide eResource collection. DVDs will be purchased directly from suppliers, based on the needs of the collection.

Client Requests/Stock Suggestions

Canning Libraries strives to create and manage a collection that reflects the community's wants and needs. We therefore, highly encourage the community to suggest items for inclusion. Any requests received by clients for the purchase of specific titles will be assessed using the above selection criteria. Decisions to purchase or not, will be communicated to the requester.

Donations

The library is currently unable to accept donations of any materials other than jigsaws. Canning community members often generously offer to donate books and items to the libraries. Due to the restrictions in resourcing to assess, catalogue and process donations, as well as need for items to be in 'as new' condition, Canning Libraries generally doesn't accept donated items and recommends customers look to donate to local charitable organisations or place in one of the Little Street Libraries

5. SCOPE OF THE COLLECTION

The City of Canning collection contains both State Library of Western Australia (SLWA) and City of Canning funded materials.

Adult Fiction

High profile authors, best-sellers and contemporary literature are the most widely read items of the library collection and are acquired to satisfy client demand. In addition, more esoteric works of adult fiction may be purchased to broaden the collection.

Adult Non-Fiction

The non-fiction collection exists to provide to all ages, a selection of items to cover informal educational to support life-long learning. An attempt will be made to cover popular fields of study and areas of which digital content is not available.

The City of Canning will not purchase any textbooks or coursework relating to specific formal educational courses.



Children's and Young Adult

The children's collection caters for the 0-12 year age group, while the young adult collection caters for the 12-24 year age group. Classics for children will form a small part of the collection.

The decision on whether to place an item in the children's or young adult collection is based on an assessment of the level of mental and emotional maturity required by the user to understand the subject matter. The selection of children's and young adult resources is carried out in accordance with the general selection criteria listed above.

Material is selected in response to current trends and interests in order to encourage children and teenagers to continue learning through to adulthood. High demand items by popular authors will form the majority of this collection due to its widespread nature and appeal; series are often collected.

Languages other than English

This collection exists to provide non-English speaking clients with the opportunity to use library facilities. The languages that comprise this collection are stocked according to the current cultural and language demographics of the community.

Literacy

The library maintains a collection of print and audio-visual resources to assist community members wishing to improve their literacy and English language skills. Emphasis is given to Australian produced material where it is available.

Large Print

The large print collection exists to provide the sight-impaired with access to recreational and informational material. The City of Canning acquires popular works and best sellers if they are available in this format.

Audio and Audio-Visual Collection

This collection exists to provide clients who may be sight-impaired, have specific needs or prefer audio and audio-visual items access to recreational and informational material. New formats are considered if they are deemed durable, reliable and are available in a standardised and cost effective format.

Magazines

A select collection of popular print magazines is provided for recreational and educational purposes. This collection is supplemented by the growing availability of digital editions provided via SLWA Consortia eResources.

Digital - Online Resources and Databases

Free access to digital materials may include eBooks, eAudiobooks, documentary and movie streaming, electronic databases, e-Magazines and eNewspapers. The digital collections are accessible via the City's website and library catalogue and can be downloaded to the customer's personal device.

New emerging formats may be considered upon assessment of their suitability. It may be appropriate to include the same title as is already available in other formats.

Aboriginal and Torres Strait Islander

The City provides materials and information of interest and relevance to, and about, Aboriginal and Torres Strait Islander peoples. Materials are selected based on the item having Aboriginal and Torres Strait Islander content or written by an Aboriginal and Torres Strait Islander author. All materials are identified using an appropriate pre-printed subject spine label.



Special Collections

This includes non-traditional library items that do not fit into the above-mentioned categories. They may include (but are not limited to) items catalogued in the Canning Libraries 'Library of things', such as baking items, sporting equipment, technology and other equipment.

Most Wanted

Our 'Most Wanted' collection consists of our most requested and popular items. With a loan period of one week, with no reserves or renewals this collection will be quickly borrowed, read and returned so that as many customers as possible get a chance to read them. There are additional copies of these titles in our normal collection with standard borrowing conditions.

Local History

The aim is to develop a special collection of materials which relate to the changing history of the local area. The collection will include publications of relevant historical and genealogy significance; oral histories and photographs obtained with the photographer's and/or copyright owner's permission. Responsibility of the Local History Collection rests with the Local History Librarian.



6. DE-SELECTION OF MATERIALS

The collection is regularly reviewed to ensure that the content is up to date and meeting the needs of the community. De-selection of library materials ensures the libraries stock a relevant, appropriate and well maintained collection. Reassessment of the collections will be undertaken regularly to refresh stock and determine where items are required for re-purchase.

Library materials may be assessed and removed from the collection, based on the following criteria:

- Physical condition i.e. damaged, stained or torn
- Currency of content i.e. relevance
- Frequency of use i.e. low interest

State Library stock is regularly turned over, through the State Library of Western Australia's exchange program. Items which are determined to no longer be suitable for the City of Canning collection, belonging to the State Library of WA, will be returned to State Library of WA. De-selection, removal and disposal of materials from the libraries collections (including both State Library and City of Canning owned stock) will be at the discretion of the Collection Management team and the City of Canning Team Leaders.

7. CENSORSHIP

The library aims to provide a balanced collection of materials on all subjects of interest to the community.

In line with the principles in the Australian Library and Information Association (ALIA) Statement of Free Access to Information, the City of Canning and its staff, will not exercise censorship in the selection of material by rejecting on moral, gender, political, racial or religious grounds.

Materials of these kinds will be included in the collection if they meet the library's standards and are relevant to the library, for example, items of historical importance or intellectual integrity. Material will not be removed from the collection or rejected for purchase solely on the basis of doctrinal disapproval. Parents or guardians are responsible for the suitability of library materials read, listened to and viewed by their child.

The City of Canning acknowledges the agencies and responsibilities of the state and federal government and the guidelines outlined by the National Classification Scheme, Classification (Publications, Films and Computer Games) Act 1995, amended 2016 and the Western Australian legislation Classification (Publications, Films and Computer Games) Enforcement Act 1996, amended 2016.

Items prohibited from publication or circulation by Federal or State Government will not be included in the collection. R Rated materials are restricted by law and if purchased will be made available to the public in accordance with the requirements of the Act.

Some material in our collections may contain words, descriptions and terms which may be culturally sensitive and that reflect authors' views, or those of the period in which the content was created, but may not be considered appropriate today. Terms and annotations which reflect the creator's attitude of that of the period in which the item was written may be considered inappropriate today in some circumstances. These views are not necessarily the views of the City of Canning. While the information may not reflect current understanding, it is provided in an historical context.

Complaints

Clients wishing to make a complaint may do so via the online form. This can be found on the City of Canning website under the '[Contact us](#)' section. Alternatively, clients may call the City on 1300 422 664 by phone. Any complaints made via the online form or email will be registered and acknowledged within 1-2 working days.

8. LEGISLATION

The City of Canning endorses the Statement on Free Access to Information (Adopted 2001, amended 2007) and the Statement on Libraries and Literary (Adopted 1979, amended 1996, 2006) issued by the Australian Library and Information Association (ALIA).

The City of Canning Library Collection Development Guidelines operate in conjunction with the following legislation:

- Classification (Publications, Films and Computer Games) Act 1995, amended 2016.
- Classification (Publications, Films and Computer Games) Enforcement Act 1996, updated 2016.
- Library Board of Western Australia Act 1951
- Framework Agreement between state and local government for the provision of public library services in Western Australia, 2010
- Local Level Agreement for the delivery of public library services, 2011
- Funding Arrangement for the delivery of public library services, 2011
- Library Board (Registered Public Libraries) Regulations 1985
- Western Australian (Publications, Films and Computer Games) Enforcement Act 1996
- Censorship Act 1996

9. RELEVANT POLICIES AND DOCUMENT

The City of Canning Library Collection Development Guidelines has been constructed with the guidance from the following polices and key documentation:

- The City of Canning Enriching Your World Learning City Strategy 2020-2024
- The City of Canning Profiles for the Selection of Library Materials for City of Canning Libraries with Local Stock Funds document
- The City of Canning Profiles for the Selection of Library Materials for City of Canning Libraries with Public Library Funds document
- Australian Library and Information Association (ALIA) Statement of Public Library Services
- Australian Library and Information Association (ALIA) Statement on Libraries and Literacy
- Australian Library and Information Association (ALIA) Statement of Free Access to Information
- State Library of Western Australian (SLWA) Collection Development Policy Framework
- City of Canning Local History Collection Guideline

