Collection Development Policy–

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Document Creators:	Approved: November 2021
Myli Team Members	**Approved By: Chief Executive Officer**
Heather Serong	
Jacqui Bell	Signed:
Kathie Olden	
Chief Executive Officer	
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1. **Title**

   Collection Development Policy

2. **Policy Statement**

   The Collection Development Policy (CDP) is a dynamic document that outlines collection building principles, strategies and guidelines for the purpose, content, growth, and development of Myli – My Community Library Ltd (Myli) collection**.** The CDP is reviewed regularly to ensure it remains current. This policy is relevant to all Myli branch libraries, staff, and patrons.

3. **Purpose**

   Myli and this CDP support's and is guided by the principles contained within the Australian Library and Information Association (ALIA) *Statement on Free Access to Information* (2018), and the International Federation Library Association (IFLA*) Declaration on Libraries, Information Services & Intellectual Freedom* (1999), and *The Standards and Guidelines for Australian Public Libraries*, (2021)

   Myli plays a unique role in our communities by supporting and promoting the essential life skills of reading and literacy to people with diverse learning and reading needs. This CDP is also informed by *Reading and Literacy for all: A Strategic Framework for Victorian Public Libraries* and our *Strategic Library Plan 2021-2025*. It supports the vision, mission, and values of Myli in determining key priorities for Myli's collection development.

4. **Scope**

   This policy seeks to:

   - Encourage focus on alignment of materials with strategic priorities of Myli.

   - Provide a balanced approach to collection management of physical and digital materials of current, relevant, and appropriate quality to meet our community's needs.

   - Promote the principles of inclusion, diversity, and equitable access to resources for all.

   - Set standards for the selection and de-selection of material.

   - Guide the handling of complaints/feedback regarding library materials

5. **Policy Details**

   i.   **A Quality Collection**

   Myli's quality collection includes physical and digital collection materials that are available for public use. The Standards and Guidelines for Australian Public Libraries (2020 p.19), physical and digital materials encompass the following:

   Physical library materials include print material (such as books, magazines, newspapers, serials) audiovisual materials (such as audiobooks, CDs, DVDs, computer games); and other items (including but not limited to toys, games, skateboards, and surfboards).

   Digital library materials include electronic files (such as eaudiobooks, ebooks, electronic serials, or magazines); subscriptions to databases and electronic services, streaming services, and any other digital or electronic library materials or curated content not stored on physical media.

   ii.   **Selection & Selection Criteria**

   Our quality collection is selected, purchased, and managed by a qualified and experienced Collections Team who are highly responsive to our communities needs and requests.

   Collections team members evaluate Library suppliers and ensure budget management which leads to a balanced and responsive collection.

   Selection principles and criteria used for collection materials, including emerging technologies, include:

   - Relevance to the strategic direction of Myli.

- Authority and currency.

- Value for money (determined by several factors, including cost and access).

- Enduring value and relevance.

- Comprehensiveness and depth of treatment.

- Works produced by local authors or about the local areas.

- Works serviced by, for, or funded by Myli and associated agencies.

- Client suggestions and requests. Myli is highly responsive to customer requests.

- Replacement of materials weeded due to damage, but which may have high circulation rates

  There will always be exceptions where policy changes, emerging needs, or characteristics of the material, or high usage dictate special consideration. The Collection Team may vary the number of copies purchased as required.

iii. Selection Sources

Selection Mechanisms include but are not limited to:

- Standing orders, profiling, inter-library loans.

- Procurement Australia Services

- High demand material

- Regular Library Management System Reports point to deficiencies and collection needs

- Client suggestions and requests

- Websites of major relevant research centres and peak bodies - regularly monitored for relevant publications.

- Reviews in reputable journals, commercial reviews, publisher's brochures and websites and published references.

- Specific subject searches in areas of emerging importance, using subscription databases and other resources.

- Standing orders for specific authors, special collections, noteworthy local, national, and international awards

- Multiple copies of some materials will be purchased at the discretion of the collection management team, with reference to high usage and hold requests and any special significance or demonstrated need for the provision of multiple copies.

- The library collects two copies, where available, of Myli generated publications (one for the general collection and one for the Archive collection)

iv. Donations and Gifts

Acceptance of donated collection items is as per the current *Donation Policy* (WGRLC, 2011) criteria:

- Items of local historical value.

- Materials written by local authors or about a local area that are not currently held by Myli

- Magazine titles where the donor makes a firm commitment to the ongoing donation of that title, and Myli desires that title.

- Appropriate Government and non-Government organisation publications.

- Appropriate professional and industry publications.

- Relevant donated items are a potentially valuable addition to the collection. Individual donors are advised of the conditions of inclusion at the time of donating.

- Donations are discarded in line with the *De-selection Criteria.*

v. **Replacement of Lost / Damaged items**

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

- Demand for a specific title.
- The number of copies already held.
- Adequacy of coverage by other materials.
- Currency and availability of replacement copy.
- Relevance to the current CDP.

vi. **Responsibility for Selection**

The Myli Collection Management Team will have day-to-day responsibility for the collection, including implementing and reviewing the collection and any procedures in this area. Branch Managers and team members are responsible for notifying the collections team of any collection gaps or deficiencies.

vii. **Evaluation & Maintenance**

Evaluation of the collection is ongoing as Myli responds to strategic changes in organisational focus, publishing trends, and community demand. As a result, stock takes or collection management activities involving the de-selection of materials will occur on a needs basis.

viii. **De-Selection Principles.**

De-selection is the process of removing library materials from Myli's collection. The MUSTIE guidelines are used for assessing items for withdrawal, adapted from the CREW method (The Texas State Library, 1995): Continuous Review, Evaluation, and Weeding, using the acronym MUSTIE:

M = Misleading—factually inaccurate

U = Ugly – worn beyond mending or rebinding

S = Superseded – by a new edition of/or by a much better book or product on the subject

T = Trivial – of no discernible literary or scientific merit

I = Irrelevant to the needs and interests of the library's community

E = Elsewhere – the material is easily obtainable from another library.

Please note that in a public library setting, phrases like 'Trivial' can be highly subjective, our team ensure that a balanced approach and assessment is made of items considered for de-selection

ix. **De-selection Criteria – General Collection**

Items will be deleted from the collection if:

- The content of the item is outdated and is no longer relevant. Vigilance needs to be applied to medical, legal and travel material.
- Item has not been borrowed for a minimum of five (5) years and may be no longer relevant to a high priority subject area. (The exception will be publications that are considered classic texts or may form part of a special collection – such as Local History).
- There is more than one copy of a particular title, and it is no longer in high demand.
- A later edition is held.
- Item is in poor physical condition.
- Lost or missing item/s or part/s.
- Advice is received that the item has been withdrawn from publication

x. Ongoing Collection Maintenance

Collection maintenance is the responsibility of Branch Managers and their staff teams. Assistance and guidance are provided by the Collections team, and can include, but is not limited to:

- Rotating collections or implementing floating stock.
- Mending and repair – noting that Myli preference is to re-order materials rather than to expend time and effort on repairs which may not necessarily extend the use or life of an item beyond a small number of circulations.
- Access to Libraries Victoria collection items.
- The development of temporary collections or an appraisal of different collection formats.
- Maintenance or re-classification of materials to a different classification.

xi. Responsibility for de-selection

Under guidance from the Collections Team Leaders Branch Managers have the authority and are responsible for the de-selection of materials.

xii. Discard and Disposal

Discarded material in suitable condition may be offered to Friends of the Library Groups, local service clubs, or other community groups for book sale. If materials are not suitable for recycling and all other disposal methods have been exhausted, materials will be sent to a waste transfer facility.

xiii. Classification & Censorship

Myli's collection adheres to the Commonwealth of Australia classification system (2021) for films, computer games and 'submittable publications'. Collection materials are classified and circulated accordingly.

According to the classification levels, parents or legal guardians are responsible for their children's borrowing, viewing, or listening to Myli collection materials.

Myli's quality library collection will reflect the diversity of its membership. Some community members may not support the inclusion of certain materials; however, items will not be removed from the collection based on personal opinions. Disliking content within a publication or item is not sufficient grounds for de-selection.

Powers of censorship are vested in the Federal and State Governments. As stated earlier, Myli's CDP endorses the ALIA Statement on Free Access to Information and the IFLA Declaration on Libraries, Information Services, and Intellectual Freedom.

Materials prohibited by law will not be added to the collection.

xiv. Feedback

Any feedback regarding the collection, which are not able to be resolved at branch level, must be submitted in writing to the Manager of ICT & Collections.

6. Roles and Responsibilities

The following positions are responsible for approving, implementing, complying with, monitoring, evaluating reviewing and providing advice on the policy and procedures:

Implementation	Myli Collections Team
Compliance	Collections team, Branch Managers and Branch staff members
Document Review	Myli Collections Team
Development Review / Interpretation / Advice	Myli Collections Team

7. Supporting Documents

This policy should be read in conjunction with all other relevant, Myli policies and procedures, as well as relevant legislative requirements including.

Myli Policies:

- Collection items Donation Policy (WGL, 2011)
- Myli Procurement Policy
- Myli Privacy Policy
- Disaster Recovery Policies & Procedures
- Terms of Use

Legislation and Industry Policy and standards

- Copyright Act 1968
- Copyright Amendment Act 2000
- Freedom of Information Amendment (Reform) Act 2010
- Privacy Act 1988
- Privacy Amendment Act 2004
- Public Lending Rights Act 1985
- Australian Library and Information Association [ALIA], 2021. The Standards and Guidelines for Australian Public Libraries, 2021.

8. Human Rights Charter

This policy has been considered in relation to the *Victorian Charter of Human Rights and Responsibility Act 2006* and is determined that it does not contravene the Charter.

9. Monitoring, Evaluation and Review

This policy will be monitored by the Myli Collections team at two yearly intervals.

10. Non-compliance, Breaches and Sanctions

Failure to comply with this policy, supporting procedures or guidelines, will be subject to investigation which may lead to disciplinary action.

11. References

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12. Acknowledgements:

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