

# Collection Development Policy



# OUR VISION

Our vision is for connected, inclusive and resilient communities that are supported to grow and thrive.



# MISSION SUPPORTING OUR COMMUNITIES IS OUR MISSION. WE HELP PEOPLE:

## OUR VALUES

**Relationships**  
We build relationships with our stakeholders, communities and each other.

**Excellence**  
We will deliver excellence in everything we do.

**Bravery**  
We anticipate and bravely adapt with the changing needs of our communities.



**Connect**  
We are responsive and bring people together



**Belong**  
We are inclusive and work with you



**Learn**  
Our free resources allow minds to explore and create



# Collection Development Policy –

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## 1. Title

Collection Development Policy

## 2. Policy Statement

The Collection Development Policy is a dynamic document that outlines collection building principles, strategies and guidelines for the purpose, content, growth, and development of the Myli – My Community Library Ltd collection. This policy is relevant to all Myli libraries, staff, and patrons.

## 3. Purpose

This policy 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 policy is also informed by [Reading and Literacy for all: A Strategic Framework for Victorian Public Libraries](#) and our [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 the vision, mission and values 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 current and future needs.
- Promote the principles of inclusion, diversity, and equitable access to resources for all.
- Set the standards for selection and deselection of materials.
- Guide the handling of complaints/feedback regarding library materials.

## 5. Guiding Principles

The following principles underpin the Myli Collection Development Policy. These principles are informed by, and committed to, the principles of intellectual freedom and access as described in the [Statement on Free Access to Information by the Australian Library and Information Association](#) and the [IFLA Public Library Manifesto 2022](#). These principles align with Myli's vision, mission and values:

- Connect** Actively encourage community participation and feedback. Our libraries will collect resources that support library-related needs of all sectors of our communities, including support for the creation and sharing of local content and stories.
- Belong** Provide access to a broad range of information and ideas free from censorship that represent the whole community, inclusive of differences in gender, sexuality, age, disability, ethnic origin or economic status. Our libraries will provide resources that respond to specific needs of the community, including those of culturally and linguistically diverse communities; First Nations people; lesbian, gay, bisexual, trans and gender diverse, intersex, and queer and questioning (LGBTQIA+) communities; and those requiring accessible formats.
- Learn** Support lifelong learning through the provision of up-to-date and accessible resources in a variety of formats. Our resources have a strong focus on quality in terms of content and presentation. Our libraries recognise that access to information and ideas through books and other formats is a basic human right.

## 6. Families and parental responsibility

While the placement of material throughout the physical collection and the provision of access to online resources is carried out by library staff based on professional knowledge and evaluation, this should be used as a guide only.

It is not the responsibility of Myli or its staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access except where material is classified as restricted under the Commonwealth Classification (Publications, Films and Computer games) Act 1995 and the Classification (Publications, Films and Computer Games) Enforcement Act 1995 (VIC).

It is the responsibility of parents, guardians or carers to monitor the suitability of both physical and online library resources used by their children.

## 7. Policy Details

### i. Selection Criteria

Our quality collection is selected, purchased, and managed by qualified and experienced staff who are highly responsive to our community's needs and requests.

Myli evaluates library suppliers and ensures budget management which leads to a balanced and responsive collection.

Selection criteria used for collection materials include:

- Adheres to Myli's mission, vision and values.
- Age
- Authority and reputation of the author, publisher or producer
- Value for money (determined by several factors, including cost and access).
- Enduring value and relevance.
- Quality of presentation appropriate to the content and audience
- 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 values community recommendations and feedback.
- Replacement of materials deselected due to damage, but which may have high circulation rates.
- Textbooks or curriculum-based materials may be purchased when they meet the selection criteria and have broad community appeal.

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

The procurement of library materials complies with Myli's Procurement Policy and in accordance with the principles of transparency and sound financial management.

Materials prohibited by law will not be included in the collection.

Materials will not be rejected on moral, political, racial or religious grounds if they otherwise meet the selection criteria.

*There will always be exceptions where policy changes, emerging needs, or characteristics of the material, or high usage dictate special consideration.*

### ii. Selection Sources

Based on the selection criteria, selections should be sourced from, or confirmed as relevant by, using recognised or authoritative sources. Selection sources include:

- Preferred suppliers sourced through Procurement Australia Services

- Regular Library Management System reports, which point to collection gaps and needs.
- Client suggestions and requests
- Websites of major relevant research centres and peak bodies - regularly monitored for relevant publications.
- New and emerging technologies that are used in accordance with this policy and Myli's vision, mission and values.
- 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.
- Literary or other relevant award lists

### iii. **Donation of relevant collection material**

Myli may accept donations of relevant collection material that fall within the following criteria:

- Items of local historical value.
- Materials written by local authors or about a local area that are not currently held by Myli.
- Appropriate Government and non-Government organisation publications.
- Appropriate professional and industry publications.

Donations are discarded in line with the *Deselection Criteria*.

### iv. **Replacement of Lost / Damaged items**

Myli does not automatically replace lost or damaged items. Decisions for replacement of items 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 policy.

### v. **Responsibility for Selection**

Myli has responsibility for the selection of collection material, including implementing, reviewing and maintaining the collection and any procedures in this area.

### vi. **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 deselection of materials will occur on an as needs basis.

We evaluate the effectiveness and success of the library collections through analysis of performance data and community and staff feedback. We measure the success of the collection by analysing the following:

- Review of the Collection Development Policy and the data that informs it.
- Circulation data i.e., loans, returns and reservations.
- Turnover statistics assess demand and relevancy to the community.
- Online/digital usage and availability.

- Age of collection and percentage of items borrowed within a year of acquisition.

Evaluation reports are periodically generated to provide Myli with data useful to maintaining collection currency, condition and relevance. These reports are produced through interrogation of the Library Management System (LMS) and third-party data applications.

#### **vii. Deselection Criteria**

Deselection, also referred to as weeding the collection, refers to the planned removal of materials from the collection through the process of evaluation and maintenance. Items will be deleted from the collection if:

- The content of the item is outdated and is no longer relevant.
- The item has not been borrowed for a minimum of two years. 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 available in the collection.
- The item is in poor physical condition.
- The item is lost or has missing parts.
- Advice is received that the item has been withdrawn from publication.

#### **viii. Ongoing Collection Maintenance**

Myli is responsible for the ongoing maintenance of the collection, which may include the following:

- Rotating collections or implementing floating stock.
- The mending and repair of books. However, Myli's preference is to re-order materials rather than to expend time and effort on repairs.
- Appraisal of different collection formats.
- Maintenance or re-classification of materials to a different classification.
- Providing access to relevant reports to assess the borrowing, turnover and relevancy of library collections.

#### **ix. 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 sales. If materials are not suitable for recycling and all other disposal methods have been exhausted, materials will be sent to a waste transfer facility.

#### **x. Replacement items**

Titles missing or withdrawn from the library's collection are not automatically replaced. The decision to replace items is based on the following criteria:

- The item is still available for purchase i.e., still in print.
- Availability of other copies or editions in the collection.
- Community interest/ongoing demand.
- Adequacy of coverage in the subject area.
- Cost and availability.
- Usage of previous copy/copies

## xi. 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 deselection.

Powers of censorship are vested in the Federal and State Governments. As stated earlier, Myli's Collection Development Policy 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.

## xii. Feedback

We welcome feedback regarding Myli's print and digital collection. Please email Myli via [support@myli.org.au](mailto:support@myli.org.au)

If a member of the Myli community wishes to request the withdrawal of an item from the collection, they may request a form from [support@myli.org.au](mailto:support@myli.org.au).

## 8. Supporting Documents

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

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

## 9. 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.

## 10. Monitoring, Evaluation and Review

This policy will be reviewed every two years or earlier if required by legislation.

## 11. 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.