

Library Collection Development Policy

Community Services and Facilitation
[COMM_23]

Purpose

1. The purpose of the Policy is to:
 - 1.1. Ensure that the Library's collections meet the current and future informational, educational, recreational and cultural needs of its customers and the Whitsunday community on an equitable basis
 - 1.2. Serve as a guide to the principles followed by which the Library's collections are selected, maintained, developed and deselected, and to inform the community and the Council of these principles
 - 1.3. Define the responsibilities for the management of the Library's collections
 - 1.4. Provide library collections to support Council's vision and mission
 - 1.5. Support management of the valuable asset of the collection for the benefit of the whole community

Scope

This Policy is applicable to the physical and digital library collections under the management of the Library.

Applicable Legislation

This Policy refers to *Copyright Act 1968* and *Classification (Publications, Films and Computer Games) Act 1995*.

Policy Statement

2. Policy

2.1. Guiding principles

The following principles underpin the Policy. These principles are informed by and committed to the principles of intellectual freedom and access as described in the Statement of Free Access to Information by ALIA and the IFLA Public Library Manifesto 2022. The Policy also draws on a wide range of broader documents, refer to Related Documents section.

- 2.1.1. Access – Our libraries will provide free, adequate and convenient access to all resources
- 2.1.2. Equity – Our libraries' collection will reflect the spectrum of community views to support the information and recreation needs of the whole community, inclusive of differences in gender, sexuality, age, disability, ethnic origin or economic status. The Library will provide resources that respond to specific needs of the community, including those of CALD, First Nations, and LGBTQIA+ communities, those who cannot visit the library in person and those requiring accessible formats
- 2.1.3. Participation – Our libraries actively encourage community participation and feedback

- 2.1.4. Human rights – Our libraries recognise that access to information and ideas through books and other formats is a basic human right
- 2.1.5. Cultural relevance – Our libraries will collect resources which support the library-related needs of all sections of our communities including support for the creation and sharing of local content and stories
- 2.1.6. Quality and range – Our libraries will provide a wide range of materials with a strong focus on quality in terms of content and presentation
- 2.1.7. Information and learning – Our libraries will support lifelong learning with the provision of up-to-date and accessible library resources in a variety of formats including the support of early literacy and the development of a love of reading

2.2. Purpose and scope of the collection

The Library's collection supports the information, educational, recreational and cultural needs of our diverse communities by:

- 2.2.1. Ensuring free equitable access to a variety of quality, relevant and current information, and literature resources, including physical and 24 hour digital access via user friendly catalogue and app
- 2.2.2. Presenting a diversity of views and values to encourage critical and ethical thinking
- 2.2.3. Encouraging independent and recreational reading, listening, and viewing
- 2.2.4. Fostering an appreciation of literature and reading
- 2.2.5. Being accountable and relevant
- 2.2.6. For the collections aims, content and scope, refer Appendix 2 – The Collections

3. Community

The Policy is designed to serve the specific and diverse needs of the Whitsunday community, both current and projected.

3.1. Population profile

The Whitsunday Region is located on the traditional lands of the Ngaro, Giya, Juru and Biri Nations and covers a land area of 23,819 km² with a geography that scatters approximately 38,580 (ABS ERP 2022) residents across 4 unique townships of Bowen, Cannonvale, Collinsville and Proserpine.

Library membership in the Whitsunday LGA in 2022 totalled 15,719 which represents 41% of total population. It is important to note, however, that many more people use public libraries than are registered members.

The Library recognises that detailed statistics are an invaluable planning tool in the delivery of a quality library service and that it is important to plan services according to the demographic nature of the community.

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Analysis of the Whitsunday LGA Region Data Summary, inclusive of 2021 Census data indicates:

- 3.1.1. Of the 37,660 population (ABS 2021 Census), 51.7% were male and 48.3% female
- 3.1.2. A predominantly young to middle-aged population with a median age of 40.1 years
- 3.1.3. 22.4% of residents are aged 0 to 19 years
- 3.1.4. 40.5% are aged 20 to 49 years
- 3.1.5. 16.4% are aged 65 or more
- 3.1.6. Aboriginal and Torres Strait Islander people make up 5.8% of the population
- 3.1.7. 16.3% of the population were born overseas with the majority (5.4%) emigrating from North-West Europe and 6.8% speaking a language other than English at home
- 3.1.8. 76.9% of the population have internet access from their dwelling

3.2. Active consultation

In addition, the Library actively consults with the community through:

- 3.2.1. Codesign: Library staff, through daily and more formal contact with library patrons, gain insight into the needs of various communities. This approach focuses on listening to our patrons without guiding towards a specific question or agenda
- 3.2.2. Surveys: Customer Satisfaction Surveys are conducted every two years to elicit responses from library patrons regarding their wants and needs, likes and dislikes regarding library services, collections and programs
- 3.2.3. Website and Social Media: The Library's website, through the online catalogue and app, encourages library patrons to submit suggestions for new resources. These suggestions are an important tool for selection choices. Council social media platforms play an integral role in promoting collections and stimulating interest within the community
- 3.2.4. Circulation Data: The Library Management System identifies library material that is increasing or decreasing in popularity. This is used to identify over or under invested collections

3.3. Censorship

It is not the role of the Library or its staff to censor items, except where material is classified as restricted under the *Classification (Publications, Films and Computer Games) Act 1995*.

Publications which have a defamation writ taken out against them will be withdrawn from the shelves.

3.3.1. Families and parental responsibility

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

It is not the responsibility of the Library or its staff to exercise a supervisory or restrictive role in determining which library resources children or young people may use or access except where legal restrictions apply.

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

4. Acquisitions and Procurement

4.1. Selection principles

- 4.1.1. Acquisitions will be guided by our community
- 4.1.2. We will collect material of importance to the local community, with consideration for local creators
- 4.1.3. We will ensure that our collection is accessible
- 4.1.4. We will provide a collection which reflects the spectrum of community viewpoints
- 4.1.5. Our collection will reflect all sections of our community
- 4.1.6. Our collection will be in a broad range of formats
- 4.1.7. Materials prohibited by law will not be included in the collection
- 4.1.8. Materials will not be rejected on moral, political, racial or religious grounds if they otherwise meet selection criteria
- 4.1.9. Sustainable practices are followed in the acquisition of collection items and in the disposal of deselected material

4.2. Selection criteria

The Library has a number of distinct collections to cover needs for:

- 4.2.1. Readership e.g. age, language
- 4.2.2. Topic/subject e.g. fiction, parenting material, indigenous materials, local history
- 4.2.3. Format or material type e.g. large print, DVDs

The purpose of selection criteria is to ensure that items included in the collection meet high standards of quality in both content and presentation, refer Appendix 2 – The Collections.

Generally, selectors use the following criteria in choosing materials:

- 4.2.4. Relevance and current community demand
- 4.2.5. Popular interest
- 4.2.6. Currency and accuracy of content
- 4.2.7. Publication date
- 4.2.8. Promotes DEI content and audiences
- 4.2.9. Contemporary significance
- 4.2.10. Enduring value
- 4.2.11. Readability and style

- 4.2.12. Extent of publicity and promotion
- 4.2.13. Significance of subject matter, permanence, or timeliness of subject
- 4.2.14. Local interest (author or subject)
- 4.2.15. Relationship and importance to the entire collection
- 4.2.16. Circulation of similar materials
- 4.2.17. Quality of presentation appropriate to the content and audience
- 4.2.18. Suitability of format
- 4.2.19. Price and availability
- 4.2.20. Reviews in the professional and popular media
- 4.2.21. Professional or literary reputation of the author, publisher or producer

Where all other selection criteria are equal, material published or produced in Australia will be purchased with the exception of:

- 4.2.22. Self-published works unless of a significant local relevance
- 4.2.23. Textbooks or curriculum-based materials except when they meet the selection criteria and have broad community appeal
- 4.2.24. Specialised, technical or academic publications
- 4.2.25. Materials prohibited by law
- 4.2.26. Rare or second-hand material unless of local historical significance

4.3. Selection methods

Selection based on the above listed criteria should be sourced from or confirmed as relevant by utilising recognised, or authoritative sources, or via community consultation:

- 4.3.1. Publisher's websites
- 4.3.2. Supplier aided selection tools or visits
- 4.3.3. Commercial displays and websites
- 4.3.4. Professional selection services
- 4.3.5. Book reviews
- 4.3.6. Bibliographies
- 4.3.7. Circulation statistics
- 4.3.8. Reputable journals and selection aids
- 4.3.9. Suggestions for purchase or other community input
- 4.3.10. Staff stock requests

4.4. Standards for electronic collections expenditure

The library service is committed to providing electronic and digital collections and resources that meet the needs of the community. Electronic collections are accessible through an online public access catalogue 24 hours per day, seven days per week.

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Calculation – Library service expenditure on Electronic Collections expressed as a percentage of total library service Collections Expenditure.

Expenditure on Electronic Collections	10% to 25%
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4.5. Budget

The Library Team Leaders are responsible for and must approve expenditure from the library budget in line with their financial delegations. Where budget limitations affect selection, priority is given to meeting the relevant needs at the time.

Resources will be procured from the most cost-effective supplier, after review of the reliability, convenience and service offered by the supplier.

The procurement of library materials complies with Council's Procurement Policy, in accordance with Council's principles of transparency and sound financial management and SLQ SLA.

4.6. Donations

Unsolicited donations and gift materials are accepted on the understanding that they become the property of the Library. The Library reserves the right to use or dispose of the materials as deemed appropriate and items will only be added to the collection if they meet the relevant selection criteria.

5. Collection Management

The Policy will provide a guideline for the expenditure of the Library Boards' grant to Council to support the development of its Library Collection. The Library aims, at all times, to maintain a well-balanced, current and functional collection. The collection requires continuous revision and evaluation to ensure that it is relevant to local community needs and is in good physical condition.

5.1. Standards for collection usage

The library service provides collections that meet the information, education, recreation and cultural needs of the community, and support the development of lifelong learning. Library collections represent the widest possible coverage of subjects, formats and genres to cater for the diverse needs of the whole community, while adapting to emerging trends and formats as appropriate.

Calculation – Total annual library service Collection usage divided by population.

Usage of the Collection per capita	5.0 to 8.0
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5.2. Standards for collection size

Guidelines issued by the SLQ indicate collections should be large enough to meet community needs, with proportions for adults and children relating to community demographics.

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The minimum Physical Collection Size is 1,000 items per library facility.	
<i>Calculation – Total number of physical collection items divided by population.</i>	
Physical Collection items per capita	0.85 to 1.5

5.3. Standards for collection age

Library service collections require adequate and regular inflow of new titles to ensure their currency, accuracy, quality, appeal, and to assist in meeting changing community interests, trends and demands. Worn, incomplete and outdated materials are discarded as part of a regular evaluation program.

<i>Calculation – Total library service acquisitions for the past 5 years divided by the total number of current physical items expressed as a percentage.</i>	
Physical Collection items purchased within the last 5 years	48% to 55%

5.4. Evaluation of the collection

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

- 5.4.1. The Policy and the data that informs it
- 5.4.2. Circulation data i.e. loans, returns and reservations
- 5.4.3. Turnover statistics including percentage of items borrowed within a year of acquisition
- 5.4.4. Online/digital usage and availability
- 5.4.5. Age of collection
- 5.4.6. Acquisition and discard rates
- 5.4.7. Delivery time from supplier to shelf

Evaluation reports are periodically generated to provide responsible officers with data useful to maintaining collection currency, condition, and relevance.

5.5. Deselection principles

Deselection or weeding, refers to the planned removal of materials from the collection. Deselection is a logical consequence of collection evaluation.

Deselection will take place during stocktaking or ad-hoc throughout the year. Deselected materials will be deleted.

5.6. Deselection criteria

The following criteria are considered in the deselection process:

- 5.6.1. Item in poor physical condition

- 5.6.2. Item is obsolete (superseded by a new edition, better source, more accurate information. Item has broken links or no longer current)
- 5.6.3. Insufficient use (including borrowing)
- 5.6.4. Age
- 5.6.5. Items where the subject matter is no longer of current interest
- 5.6.6. Unnecessary duplicate copies
- 5.6.7. Licensing issues
- 5.6.8. Relevance to the needs and demands of the community
- 5.6.9. Item circulation and end of useful life (e.g. over 50 loans)
- 5.6.10. Online availability
- 5.6.11. Capacity of library spaces

It is acknowledged that these criteria may not be equally relevant for all collections. Such as, North Queensland Collection / Zonta Collection are exempt from standard deselection criteria.

Magazines and periodicals will be deselected when new issues are received, noting that magazines are generally kept for 12 months only.

5.7. Responsibility for deselection

Library Team Leaders and nominated Library Assistants are responsible for deselection.

5.8. Disposal guidelines

Discarded material, including unsolicited donations, in poor physical condition, out-of-date or containing inaccurate information, will be disposed of while abiding to sustainability principals, and will be recycled where possible.

Discarded material, including unsolicited donations, in decent condition may be:

- 5.8.1 Included in Library book sale
- 5.8.2 Donated to community groups, social or civic organisations
- 5.8.3 Given away at community events

5.9. Replacement items

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

- 5.9.1. The item is still available for purchase
- 5.9.2. Availability of other copies or editions in the collection including electronically
- 5.9.3. Community interest/ongoing demand
- 5.9.4. Adequacy of coverage in the subject area
- 5.9.5. Cost and availability
- 5.9.6. Usage of previous copy/ies
- 5.9.7. Part of series
- 5.9.8. Currency

5.10. Complaints or challenges

Patrons may from time to time bring to the attention of library staff material they think should not be part of the library collection.

It should be noted that the Library has a right and duty to keep on its shelves a representative selection of materials. These materials will cover topics of interest to its readers which are not prohibited by law and may include a range of opinions and controversial subjects.

If a complaint arises regarding library resources the following steps will be taken:

- 5.10.1. The complainant will initially discuss the matter with the Library Team Leader and resolution of the issue is sought at this level
- 5.10.2. If the matter cannot be resolved at the initial discussion, the complainant is asked to document their concerns on the appropriate form "Request for reconsideration of Library resource", refer to Appendix 1. No further action will be taking until the form is returned
- 5.10.3. A resolution to the matter will be sought in line with Council's General Complaints Management Policy
- 5.10.4. A written response will be provided by Library Team Leader with provision made for discussion with the complainant if requested

5.11. Review of the collection

A stocktake of the Library collection is undertaken every three years or when resources permit. Stocktaking is undertaken to ensure that the database and collections are as closely matched as possible and ensures the ongoing accuracy and integrity of the collections.

Definitions

ABS refers to the Australian Bureau of Statistics

ALIA refers to Australian Library and Information Association

CEO refers to the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the *Local Government Act 2009*

Children and Young People refers to members and patrons under 18 years of age

Council refers to the Whitsunday Regional Council

Employee refers to any employee, contractor, volunteer etc. of the Council

IFLA refers to International Federation of Library Associations and Institutions

LGA refers to Local Government Area

Library refers to the Whitsunday Regional Libraries

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Policy refers to the Library Collection Development Policy

SLA refers to Service Level Agreement

SLQ refers to State Library of Queensland

Related Documents

Statement on free access to information by the Australian Library and Information Association
IFLA Public Library Manifesto 2022

Council Procurement Policy

Queensland Public Library Standards and Guidelines

ALIA/APLA Standards and Guidelines for Australian Public Libraries

Council General Complaints Management Policy

Aboriginal and Torres Strait Islander Library, Information and Resource Network (ATSILIRN) Protocols for Libraries, Archives and Information Services

Australian Classification Guidelines

ALIA Statement on Information Literacy for All Australians

Library Access to Computers, Internet and WiFi in Council Libraries Policy

Council Human Rights Policy

The Library wishes to acknowledge those libraries that have made their collection development policies freely available. Current research and the collection policies of other public libraries were also considered in the development of this policy.

Human Rights Compatibility Statement

This Policy has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.

Appendices

Appendix 1 – The Collections

COUNCIL POLICY			
Date Adopted by Council	13/12/2023	Council Resolution	OM2023/12/13.12
Effective Date	13/12/2023	Next Review Date	
Responsible Officer(s)	Manager of Governance and Administration	Revokes	Nil

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Appendix 2 – The Collections

Adult Collections

These collections have been developed to meet the specific cultural, information and recreational needs of the adult and young adult community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Adult Fiction	<p>To provide access to current adult fiction and selected classic works to accommodate a broad variety of reading interests</p> <p>The Adult Fiction collection is complemented by the Library's online resources</p>	<ul style="list-style-type: none"> Current fiction and selected classics Generally, single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates Material with the emphasis on the general, non-professional reader Popular genres e.g. detective and mystery stories, historical fiction, suspense fiction, family sagas, love stories, science fiction, fantasy, etc. Popular series titles Comprehensive selection of titles by major Australian authors National and international award-winning novels 	<ul style="list-style-type: none"> Material is out of date, out of print, published in an unsuitable format, too expensive, yet to be published in Australia 	<ul style="list-style-type: none"> For loan
Adult Non-Fiction	<p>To provide access to current and accurate informational resources for enjoyment, leisure, recreational reading,</p>	<ul style="list-style-type: none"> Current, popular materials and standard works in broad subject categories Material covering subjects of high interest or emerging issues 	<ul style="list-style-type: none"> Material is out of date, out of print, published in an unsuitable format, too expensive, yet to be published in Australia 	<ul style="list-style-type: none"> For loan To ensure equity of access the library reserves the option

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Collection	Aim	Content/Scope	Reason for non-inclusion	Access
	<p>life-long learning, and information provision</p> <p>The Adult Non-fiction collection is complemented by the library's online resources</p>	<ul style="list-style-type: none"> Materials with the emphasis on the general, non-professional reader Materials that originate from, or refer to, Australia Generally, single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates 	<ul style="list-style-type: none"> There are already suitable alternative titles in the collection on the subject The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area The item is of a highly technical or specialised nature which is unlikely to be widely used Material is a multi-volume set unsuitable for a lending collection 	<p>to limit the number of titles which may be borrowed from a subject area identified as in high demand</p>
Large Print	<p>To meet the needs of members of the community unable to read normal size print</p>	<ul style="list-style-type: none"> Current material and selected classics Popular fiction and some high demand non-fiction subject categories Material with the emphasis on the general, non-professional reader The collection may complement the Adult Non-Fiction and Adult Fiction collections by supplementing titles in these collections thus creating greater availability of popular works 	<ul style="list-style-type: none"> Material is out of date, out of print, published in an unsuitable format, too expensive, yet to be published in Australia Generally, requests for purchase are not accepted for this collection 	<ul style="list-style-type: none"> For loan

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Collection	Aim	Content/Scope	Reason for non-inclusion	Access
		<ul style="list-style-type: none"> A selection of titles by major Australian authors Generally, single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates 		
Graphic Novels and Comics	To provide reading material in this popular and alternative format to add to the diversity of the collection	<ul style="list-style-type: none"> Monographs, stand-alone titles and collected editions High quality format Award winners (Australian and worldwide) Popular genres and series Popular series titles 	<ul style="list-style-type: none"> A comic which is published as a serial Material is out of date, out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia 	<ul style="list-style-type: none"> For loan
Circulated Adult Miscellaneous Items	This collection is intended to provide recreational, educational, or information materials in various formats	<ul style="list-style-type: none"> Kits, board games, game cartridges or disks 	<ul style="list-style-type: none"> Items out of date, out of print, in an unsuitable format, too expensive, not available in Australia 	<ul style="list-style-type: none"> For loan in some branches
Non-Circulated Adult Miscellaneous Items	This collection is intended to provide recreational, educational, or informational materials in various formats or supplement collection	<ul style="list-style-type: none"> Kits, consumables, in-branch resources that fall outside of these collections e.g. knitting tools 	<ul style="list-style-type: none"> Items out of date, out of print, in an unsuitable format, too expensive, not available in Australia 	<ul style="list-style-type: none"> Not for loan

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Junior Collections

These collections have been developed to meet the specific cultural, information and recreational needs of young people under the age of 13.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Junior Fiction	<p>To provide access to current junior fiction and selected classical works to accommodate a broad variety of interests</p> <p>The age group served by this collection spans the years from 8 to 12 years</p>	<ul style="list-style-type: none"> • Story books containing illustrations that enhance the text • Award winners (Australian and worldwide) • Popular and best-seller titles • Popular series titles • Children's classics 	<ul style="list-style-type: none"> • Material is out of date, out of print, published in an unsuitable format, too expensive, yet to be published in Australia 	<ul style="list-style-type: none"> • For loan
Junior Non-Fiction	<p>To provide the community with access to current and accurate information resources</p> <p>It is complemented by the library's online resources</p> <p>The age group served by this collection is up to 12 years</p>	<ul style="list-style-type: none"> • Current, popular material and standard works in broad subject categories • Material covering subjects of high interest or emerging issues with little emphasis on school curriculum support • Materials that originate from, or refer to Australia • Generally, single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates 	<ul style="list-style-type: none"> • Material is out of date, out of print, published in an unsuitable format, too expensive, yet to be published in Australia • There are already suitable alternative titles in the collection on the subject • The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area 	<ul style="list-style-type: none"> • For loan • To ensure equity of access the library reserves the option to limit the number of titles which may be borrowed from an area identified as being in high demand

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Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Easy Readers / Picture and Board Books	To provide access to quality picture and board books that encourage and promote the enjoyment of reading	<ul style="list-style-type: none"> • Story books where illustrations are the primary focus • Award winners (Australian and worldwide) • Popular and best seller titles • Fiction and Non-fiction • Children's classics 	<ul style="list-style-type: none"> • Material is out of date, out of print, published in an unsuitable format, too expensive or yet to be published in Australia 	<ul style="list-style-type: none"> • For loan
Beginner Readers	To provide access to graduated readers for use in the development of literacy skills	<ul style="list-style-type: none"> • Focus on children learning to read with a variety of learning needs, e.g. phonics, dyslexic font • Titles that form a part of a graduated reading scheme 	<ul style="list-style-type: none"> • Material is out of date, out of print, published in an unsuitable format, too expensive or yet to be published in Australia 	<ul style="list-style-type: none"> • For loan
Junior Comics / Graphics	This age-appropriate collection is intended to provide reading material in a popular and alternative format to add to the diversity of the collection	<ul style="list-style-type: none"> • Monographs, stand-alone titles and collected editions • High quality format • Award winners (Australian and worldwide) • Popular genres and series • Popular series titles 	<ul style="list-style-type: none"> • Item is a comic which is published as a serial • Material is out of date, out of print, published in an unsuitable format, hard to source, too expensive or not yet published in Australia 	<ul style="list-style-type: none"> • For loan

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Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Circulated Junior Miscellaneous Items	Age-appropriate collection intended to provide recreational, educational, or information materials in various formats	<ul style="list-style-type: none"> Kits, board games, game cartridges or disks, puzzles 	<ul style="list-style-type: none"> Items out of date, out of print, in an unsuitable format, too expensive or not available in Australia 	<ul style="list-style-type: none"> For loan in some branches
Non-Circulated Junior Miscellaneous Items	Age-appropriate collection intended to provide recreational, educational, or informational materials in various formats or supplement Junior collection	<ul style="list-style-type: none"> Kits, F5F resources, consumables, in-branch resources that fall outside of these collections e.g. puppets, trays 	<ul style="list-style-type: none"> Items out of date, out of print, in an unsuitable format, too expensive or not available in Australia 	<ul style="list-style-type: none"> Not for loan

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Young Adult Collections

These collections have been developed to meet the specific cultural, information and recreational needs of young people within the 13-18 year age group.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Young Adult Fiction	To provide access to current young adult fiction and selected classical works to accommodate a broad variety of reading interest	<ul style="list-style-type: none"> • Current fiction and selected classics • Popular and best-seller titles • Popular series titles • Popular genres • Award winners (Australian and worldwide) • Generally, single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates 	<ul style="list-style-type: none"> • Material is out of date, out of print, published in an unsuitable format, hard to source or too expensive or not yet published in Australia 	<ul style="list-style-type: none"> • For loan
Young Adult Non-Fiction	To provide a small selection of teenage specific non-fiction information resources and leisure material	<ul style="list-style-type: none"> • Popular non-fiction aimed directly at young adults 	<ul style="list-style-type: none"> • Material is out of date, out of print, published in an unsuitable format, too expensive or yet to be published in Australia • There are already suitable alternative titles in the Library collection 	<ul style="list-style-type: none"> • For loan

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Circulated Young Adult Miscellaneous Items	This collection intended to provide recreational, educational, or information materials in various formats	<ul style="list-style-type: none"> Kits, board games, game cartridges or disks 	<ul style="list-style-type: none"> Items out of date, out of print, in an unsuitable format, too expensive or not available in Australia 	<ul style="list-style-type: none"> For loan in some branches
Non-Circulated Young Adult Miscellaneous Items	This collection intended to provide recreational, educational, or informational materials in various formats or supplement collection	<ul style="list-style-type: none"> Kits, consumables, In-branch resources that fall outside of these collections e.g. snap circuits 	<ul style="list-style-type: none"> Items out of date, out of print, in an unsuitable format, too expensive or not available in Australia 	<ul style="list-style-type: none"> Not for loan

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Magazines, Periodicals and Newspapers

These collections have been developed to meet the specific cultural, information and recreational needs of the community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Magazines and Periodicals	To provide a current, topical resource that complements and supports the monograph collection	<ul style="list-style-type: none"> General, popular and specialist periodicals are purchased to reflect customer needs and preferences at each individual branch Material for children is included as part of this collection An emphasis is placed on providing the Australian edition where possible Periodicals relevant to the area, newsletters and journals of local groups 	<ul style="list-style-type: none"> Material is out of date, out of print, published in an unsuitable format, too expensive or yet to be published in Australia The item is of a highly technical or specialised nature which is unlikely to be widely used 	<ul style="list-style-type: none"> For loan Reference periodicals are for unrestricted use within the library
Newspapers	To provide Australian, International and local current and topical information	<ul style="list-style-type: none"> Appropriate to demographics of each individual branch 	<ul style="list-style-type: none"> Requests for purchase are not accepted for this collection 	<ul style="list-style-type: none"> Not for loan

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Indigenous Collection

This collection has been developed to provide material by, about, and for Aboriginal and Torres Strait Islander peoples and recognises their moral and cultural rights as owners of their knowledge.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Indigenous Collection	To be instrumental in the preservation of Aboriginal and Torres Strait Islander knowledge, whilst respecting traditions and restrictions required by the Aboriginal and Torres Strait Islander culture	<ul style="list-style-type: none"> Material mainly sourced from reputable Aboriginal and Torres Strait Islander publishers Material covering subjects of high interest or emerging issues Material with the emphasis on the general, non-professional reader Material with cultural sensitivity Spans from junior to adult content Collection to give priority to material that relates to local region and Queensland communities 	<ul style="list-style-type: none"> Material is out of date, out of print, published in an unsuitable format, too expensive or yet to be published in Australia The item is of a highly technical or specialised nature which is unlikely to be widely used 	<ul style="list-style-type: none"> For loan

LOTE

The Whitsunday LGA has a small multicultural presence speaking a wide variety of languages. 16.3% of the population were born overseas with the majority (5.4%) emigrating from North-West Europe and 6.8% speaking a language other than English at home.

As a result, the demand for community languages material has always been fairly low. It is recognised however, that a small demand for recreational and cultural reading, viewing and listening in languages other than English does exist for non-English speaking communities and our libraries are responsive to community needs and requests and hold a small collection of physical LOTE materials. Community language material is periodically requested from SLQ on bulk loan. In addition to physical LOTE resources, community languages are supplemented by Library online resources.

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Reference Collections

These collections have been developed to meet the specific cultural and information needs of the community. They comprise a general collection as well as the specialised North Queensland collection.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
General Reference	To provide the community with access to current and accurate research resources This collection is complemented by online resources	<ul style="list-style-type: none"> • Authoritative source • Popular and specialised materials across a broad range of subject areas will be selected, with greater depth as guided by local interests • Material for children is included as part of this collection • Material with the emphasis on the general, non-professional reader • Highly transient information will be updated regularly • Preference will be given to materials that originate from or refer to Australia 	<ul style="list-style-type: none"> • The item is of a highly technical or specialised nature which is unlikely to be widely used • Generally requests for purchase are not accepted for this collection • Non-Print materials are generally not selected for this collection due to difficulties with access and equipment • Materials may be excluded, or purchased less regularly, if the items are too expensive 	<ul style="list-style-type: none"> • This is a non-lending collection • Materials may be available for transfer to other branches for use within the library • Collections vary in their depth according to local needs
North Queensland	Provides a unique historical resource for the local and regional area	<ul style="list-style-type: none"> • Material in any format relating to historical value in the region 	<ul style="list-style-type: none"> • Materials may be excluded, or purchased less regularly, if the items are too expensive 	<ul style="list-style-type: none"> • For loan

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Named Collections

These collections are associated with “named” individuals or institutions, generally acquired through donation or bequest.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Zonta Collection	To provide information, self-help and affirmation for women and families	<ul style="list-style-type: none"> Material donated by the local Zonta Club in Cannonvale 	<ul style="list-style-type: none"> Material is not donated by Zonta Club 	<ul style="list-style-type: none"> For loan

Non Print Collections

These collections have been developed to meet the specific cultural, information and recreational needs of the community. New formats will be considered as they become available.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Audio Books	<p>To meet the needs of those who have sight impairment, are physically unable to hold a book, have difficulty reading, or need literacy support</p> <p>This collection is available for use by all Library members</p>	<ul style="list-style-type: none"> Current material and selected classics Popular fiction and some non-fiction subject categories Material with the emphasis on the general, non-professional reader Unabridged material The collection is supplemented by bulk inter-library loan from the State Library of Queensland 	<ul style="list-style-type: none"> Material is out of date, published in an unsuitable format, too expensive or yet to be published in Australia 	<ul style="list-style-type: none"> For loan

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Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Videos on DVD	To provide access to current material and selected classical works on DVD to accommodate a broad variety of viewing interests	<ul style="list-style-type: none"> Current film and television material and selected classics Recreational, selected documentaries and DIY material Material for children is included as part of the collection 	<ul style="list-style-type: none"> Material is out of date, published in an unsuitable format, too expensive or yet to be published in Australia The item is of a highly technical or specialised nature which is unlikely to be widely used 	<ul style="list-style-type: none"> For loan Loan limits apply in some branches
Music on CD	To provide access to popular, selected classical works and works by selected local artists to accommodate a broad variety of listening interests	<ul style="list-style-type: none"> Limited recorded music for recreation and education Current material and selected classics All styles of music will be considered for the collection Material for children is included as part of the collection 	<ul style="list-style-type: none"> Material is out of date, published in an unsuitable format or too expensive 	<ul style="list-style-type: none"> For loan Loan limits apply in some branches

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Online Collections

These collections have been developed to meet the specific cultural, information and recreational needs of the community. New formats will be considered as they become available.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Online databases	To complement the physical Reference and Non-Fiction collections through online databases, and meet the cultural, informational, and recreational needs of the Whitsunday community	<ul style="list-style-type: none"> • Authoritative source • Materials which cover subjects of high interest or emerging issues • Well designed for easy access and browser compatibility • Appropriate authentication available for user access • Some materials may be appropriate for in-library use only 	<ul style="list-style-type: none"> • Is already accessible to the Whitsunday community via the State Library of Queensland or the National Library of Australia portals • Too expensive • Terms and Conditions of access are unacceptable to the Library • Requires special equipment • Poorly designed interface or platform or content not updated regularly • Can only be installed on a single workstation • Access is restricted to in-library use only, unless deemed appropriate • The resource is of a highly technical or specialised nature and unlikely to be widely used 	<ul style="list-style-type: none"> • Via the Library computers • Via the Library App for remote access by library members as appropriate

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Collection	Aim	Content/Scope	Reason for non-inclusion	Access
eBooks	To complement the physical Fiction and Non-Fiction collections, and meet the cultural, information and recreational needs of the Whitsunday community	<ul style="list-style-type: none"> Current material and selected classics Popular fiction and high demand non-fiction subject categories Material with the emphasis on the general, non-professional reader Items with professional production standards and no loan restrictions are preferred Material for children and young adults is included as part of the collection 	<ul style="list-style-type: none"> Too expensive Terms and Conditions of access are unacceptable to the Library Requires special equipment Poorly designed interface or platform or content not updated regularly Access is restricted to in-library use only The resource is of a highly technical or specialised nature and unlikely to be widely used 	<ul style="list-style-type: none"> For loan Loan limits apply

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eAudiobooks	To complement the physical Fiction and Non-Fiction collections, and meet the cultural, information and recreational needs of the Whitsunday community	<ul style="list-style-type: none"> Current material and selected classics Popular fiction and high demand non-fiction subject categories Material with the emphasis on the general, non-professional reader Items with professional production standards and no loan restrictions are preferred Material for children and young adults is included as part of the collection 	<ul style="list-style-type: none"> Too expensive Terms and Conditions of access are unacceptable to the Library Requires special equipment Poorly designed interface or platform or content not updated regularly Access is restricted to in-library use only The resource is of a highly technical or specialised nature and unlikely to be widely used 	<ul style="list-style-type: none"> For loan Loan limits apply
Collection	Aim	Content/Scope	Reason for non-inclusion	Access
eMagazines and Newspapers	To complement the print magazine and newspaper collections in providing a current and topical resource, and meet the cultural, information and recreational needs of the Whitsunday community	<ul style="list-style-type: none"> Variety of content chosen and supplied by specified ePlatform supplier 	<ul style="list-style-type: none"> Material is not available by specified ePlatform supplier Poorly designed interface or platform or content not updated regularly 	<ul style="list-style-type: none"> For loan with option to read online or download for offline reading
eMovies and eMusic	To compliment the physical range of DVDs and CDs to accommodate a broad variety of viewing and listening interests	<ul style="list-style-type: none"> Variety of content chosen and supplied by specified ePlatform supplier 	<ul style="list-style-type: none"> Material is not available by specified ePlatform supplier Poorly designed interface or platform or content not updated regularly 	<ul style="list-style-type: none"> For loan with option to view or listen online or download for offline viewing and listening

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Interlibrary Loans

Items unavailable or not purchased may be sourced via an Interlibrary loan request. The responsibility rests with the user to provide adequate details regarding the item. Interlibrary loans are not available from educational institutions therefore, textbooks and course material are unable to be requested. Fees and charges apply to procured items and must be paid at the time of collection. Conditions imposed by the lending library will apply.

Loans to Other Libraries

The Library will loan books which are not in high demand to other libraries. The Library does not lend non-circulating or non-print items.

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Appendix 3 – Glossary of Terms

Access	Finding, identifying, retrieving, viewing, obtaining, or using a collection item
Acquisition	The process of acquiring an item for the collection
CALD	Culturally and Linguistically Diverse
Content	Selection criteria in which the intellectual substance or subject matter of a work is evaluated for historical and cultural significance, research value, authority, and quality
DEI	Diversity, Equity and Inclusion
Donation	Unsolicited, voluntary, non-remunerated transfer of a physical item
Format	A work's physical or electronic form
General Reference Collection	The State Library's collection of print and electronic resources covering all subjects including dictionaries, atlases, statistical yearbooks, biographical dictionaries, handbooks, encyclopedias, bibliographies, and indices. Subject-specific reference works of general interest are also included
Intellectual Freedom	A longstanding principle of libraries derived from the United Nations Universal Declaration of Human Rights, Article 19. <i>Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers</i>
Inter-Library Loan	A collaborative service which allows works in physical formats to be borrowed by another library for use by a library customer; inter-library loans are made available for use in the receiving library
Item	Any work regardless of format
LGBTIQA+	Lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse
LOTE	Languages other than English
Materials	Overarching term to identify works typically held by libraries - books, magazines, newspapers, journals, pamphlets, maps, plans, charts and tables, printed music, records, cassettes, films, video and audio tapes, CDs, DVDs
Named Collections	Refers to all or part of a major collection associated with a 'named' individual or institution, generally acquired through donation or bequest
Publication	Described by the Copyright Act 1968 as ' <i>...a work, shall be deemed to have been published if ... reproductions of the work or edition have been supplied (whether by sale or otherwise) to the public</i> '
Selection	The process of deciding which works should be acquired for the Library collections
Significance	The meaning and values of an item or collection, or what makes it important. Significance is the historic, aesthetic, scientific and social values that an item or collection has for past, present, and future generations