

CAIRNS LIBRARIES
COLLECTION DEVELOPMENT POLICY

Intent Cairns Libraries' Collection Development Policy aims to present the goals and guidelines for the development of Cairns Libraries' collection to the general public, Councillors and Council staff.

The goals of the Collection Development Policy are:

- To provide information to the community to enable everyone to contribute to the development of the range of books and other library materials available within our community;
- To provide guidance to staff in selecting materials;
- To provide a co-ordinated approach to shaping Cairns Libraries' collection;
- To assist in the provision of a library and information service in the present and for the future.

Scope This policy applies to all branches and sections of Cairns Libraries.

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1. INTRODUCTION

Cairns Libraries consists of Network Services and Support Services. Network Services is made up of the nine branch libraries, spread throughout the community at Babinda, City, Earlville, Edmonton, Gordonvale, Manunda, Mossman, Smithfield, and Stratford.

Support Services, comprising Technical Services, Reference Services, Special Services, Children's Services and Systems Services provide the infrastructure and support to the library branches.

The library service provides for the educational, recreational, informational and cultural needs of the children, young people and adults of the community. Cairns Libraries also plays a major role in presenting Council services to residents and visitors.

Cairns Libraries maintains and promotes a reference and community information service along with a lending service - all of which use resources in a variety of formats. These resources include fiction, non-fiction, large print, audiobooks, videos, DVD's, music CDs, CD-ROM's, multi-media kits, magazines, newspapers and maps. These formats are grouped in Reference, Regional Resources (local history), Genealogy (family history), and children's collections.

This Collection Development Policy provides clear direction to Cairns Libraries staff, Council's other departments, the Council and the community.

2. COMMUNITY PROFILE

Cairns Regional Council covers an area of 4,135 sq km, and is on the tropical east coast of north Queensland. According to the Australian Bureau of Statistics 2006 census, the Cairns population, including visitors, is approximately 151,086

The region's importance has grown considerably in recent years, partly as a result of increasing national and international tourism and partly because of the Queensland State Government's decentralisation of its operations. Investment confidence in the area is high, based on the expectation that the region will continue to grow. The region has experienced rapid population growth driven by an ever-expanding economy, resulting in pressures on the provision of effective and appropriate social infrastructure. The demographic composition has also been changing, brought on by high levels of "transient" and permanent immigration, and through changing patterns of income and employment. The tourism industry, being the largest "employer" in the Cairns region, impacts on the composition of the population.

Like many other regions, Cairns is developing in size and sophistication.

In order to keep its collection relevant and meaningful to the community, Cairns Libraries will constantly monitor the city's demographic profile. Data supplied by the Australian Bureau of Statistics will be the main source of demographic information, however other relevant sources may also be used.

Cairns Libraries bases the planning and delivery of its services on consultation with members of the local communities. Consideration is given to groups in the community with special needs e.g. People from non-English speaking backgrounds and people who are housebound.

3. MISSION STATEMENT

Cairns Libraries' Vision Statement is to be a sustainable world class Library Service, recognised as an innovative, professional and powerful contributor to the quality of life and lifelong learning of the region, and a successful, effective and viable Business Branch of Cairns Regional Council aligned to the principles of Business Excellence.

Cairns Libraries' Mission Statement is to build and enrich community capacity through professional knowledge and information management, the provision of access to global

information and resources in all formats for the Region, in a manner that promotes and supports quality lifestyle, leisure choices, cultural opportunities and lifelong learning.

4. SCOPE AND PURPOSE OF THE CAIRNS LIBRARIES COLLECTION DEVELOPMENT POLICY

The aim of the Collection Development Policy is to present the goals and guidelines for the development of the Cairns Libraries collection to the general public, Councillors and Council staff.

The Collection Development Policy will be reviewed and reissued every 2-4 years, as required by the State Library of Queensland Stock Acquisition and Discard Rate Standards.

The evaluation of the Cairns Libraries' collection is an ongoing responsibility that is shared by the Librarians.

This policy is applicable to all library branches in Cairns. No individual branch library can or should hold a comprehensive collection. It is expected that library users will access the on-line public access catalogue (OPAC) to determine if an item is in the collection and where it is located. The items may then be requested free of charge through inter-branch loans.

This policy is a working tool that serves a number of purposes:

- It provides information to the community to enable everyone to contribute to the development of the range of books and other library materials available within our community.
- It provides guidance to staff in selecting and managing materials.
- It provides a coordinated approach to shaping the Cairns Libraries' collection.

As a foundation for this policy, Cairns Libraries has applied the principles of equity and access, with reference to the standards and relevant policy statements pertaining to public libraries of the State Library of Queensland and the Australian Library and Information Association (ALIA). Cairns Libraries endorse the policy statements of ALIA, as included in the appendix.

In relation to the principles and the mission statement, therefore, the aims are as follows:

Access

Cairns Libraries will provide free, adequate and convenient access to ideas, information and creative endeavour in a variety of formats whether held within the Cairns Libraries or obtained from other sources.

Equity

Cairns Libraries will provide resources for all people regardless of class, gender, age, disability, ethnic origin or economic status.

Participation

Cairns Libraries will be adaptable to the changing needs of the community and actively seek informed community involvement including continuous feedback from customers. Purchase requests from the community pro-actively encourage community participation.

Civil Rights

Cairns Libraries will provide information to assist the individual, or community groups, to be effective citizens in the social, political, economic, cultural and natural environment in which they live. Such understanding is necessary to enable the individual to be aware of, and to safeguard, their civil rights and to interact effectively within society.

Cultural Relevance

Cairns Libraries will endeavour to match resources with customer requirements for diversity of ethnicity, interest and experience and will also acknowledge the needs of special groups.

Creativity and Leisure

Cairns Libraries will provide resources, which the individual can use to foster their creative and leisure pursuits.

Education

Cairns Libraries will support lifelong education in the form of self-education, thus helping to develop economic value in the community.

5. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Collection development funding is a partnership between Cairns Regional Council and the Queensland State Government.

The Team Leader Support Services has formal responsibility for collection development and its budget. Actual collection development is the responsibility of qualified librarians who make reference to input from the public and other library staff.

6. GENERAL SELECTION GUIDELINES

Materials selected for inclusion in the Cairns Libraries' collection should meet one or more of the following guidelines:

- Material should support and be consistent with the general aims of Cairns Libraries.
- Material should be appropriate to the interests of customers.
- Biased materials may be selected to meet specific objectives and to ensure that all viewpoints are represented in the collection.
- Material acquired will include that produced by popular or in-demand authors or illustrators.
- Material should be at levels and language appropriate to the various users of services, such as children and adult literacy students.
- Physical format and appearance of library material should be suited for their intended use and users.
- Material deemed important as a local historical record for present and future use.

Once resources have met the above criteria consideration will be given to:

- Price.
- Existing subject matter in the collection.
- Availability elsewhere in the region.
- General commercial availability.
- Availability through networks.
- Robustness of the format.

7. CONSTRAINTS

There are always budgetary constraints on the purchase of resources, affecting both the quantity and the range of library materials. Availability of materials is another constraint. The provision of services may also be restricted by physical limitations in housing material, and by the level and extent of community interest.

Materials prohibited by State and Federal law will not be considered for the collection. Parents or guardians are responsible for the suitability of materials used by their children.

8. ACCESS TO THE COLLECTION

The on-line public access catalogue provides access to all materials held by Cairns Libraries. The Manager Cairns Libraries may vary lending conditions for any item. Material that is in poor physical condition may be placed on limited access in the Stack collection and be available on request.

9. INTER-LIBRARY LOAN

Cairns Libraries will borrow, where possible, material that is not available for purchase or which does not meet the selection criteria. Cairns Libraries provides Inter-Library Loans in accordance with the industry-accepted Interlending Code. Conditions imposed by the lending library apply. Fees/fines imposed by the lending library will be passed on to the requestor. The success of an Inter-Library Loan request can depend on the accuracy of the details to identify the item supplied by the user.

10. DONATIONS

Cairns Libraries welcome donations which meet the selection criteria, and which are offered without condition. All donations become the property of Cairns libraries, and may be redistributed as required. Cairns Libraries reserves the right to discard donations at any time and by any means, which are deemed appropriate.

11. COLLECTION DEVELOPMENT POLICY CATEGORIES

FICTION

Adult Fiction

Cairns Libraries aims to provide a representative collection of all types of fiction including works of literary merit as well as popular titles of current interest. The material purchased may be in hardcover or paperback format depending on availability and predicted use. Duplicate copies of titles may be bought where demand is high.

Picture Books

Cairns Libraries aims to develop a picture book collection that encourages a love of reading, language and art. Quality of illustrations, succinct and experience-enhancing texts, Australian content, repetition and rhythm of language are factors considered when purchasing picture books. Cairns Libraries recognises that all age levels appreciate picture books.

Junior Fiction

Cairns Libraries aims to develop a collection of fiction relevant, or of interest, to Australian children from all cultures. Quality of text, and Australian emphasis (contemporary or historical) are factors in consideration for purchase. This collection includes material in hardcover or paperback format, depending on availability and predicted use. Typically this collection is aimed at attracting primary school aged children.

Young Adult Collection

Cairns Libraries aims to develop a collection that meets the needs and interests of young adults with material that is contemporary and relevant to Australian young adults from all cultures. It is a continually evolving collection, including the latest ephemeral literature, with paperback being the preferred format.

NON -FICTION

Cairns Libraries aim is to provide an up-to-date and balanced collection in subject areas likely to be of interest to the community.

The non-fiction collection is an integrated collection that includes those titles designated as “children’s” and “young adult” non-fiction. Non-fiction will be provided in any appropriate format.

Textbooks are included in the collection only when they are the most appropriate material available. Textbooks, which are prescribed for study, are not normally purchased.

OTHER COLLECTIONS

Music

Music is purchased under the categories of classical, popular, rock, jazz, country, children’s, musicals and other. The format is primarily compact discs, with some videos and DVD’s depending on availability for purchase. Cairns Libraries will also encourage access to State Library of Queensland sheet music collection.

CD-ROM

Cairns Libraries provide access to information available in CD-ROM format. The collection includes full-text and multimedia products such as encyclopaedias and dictionaries. Journal indexes may also be included.

The majority of the CD-ROM collection is available only for reference use in those branches with public access PC’s. Educational CD-ROM’s for children with appropriate licensing are available for loan.

DVD’s and Videos

Cairns Libraries aim to provide a range of recreational and informational DVD’s and videos. These complement and enhance the library’s resources. The collection includes material not readily available from commercial services, documentaries, and educational material of popular interest. As the DVD format continues to predominate, it is anticipated that items in video format will become less readily available.

Periodicals

Cairns Libraries subscribe to a number of newspapers and magazines selected to be of interest to customers. These range from popular to technical titles.

When selecting titles, consideration is given to:

- Expressed needs and interests of the community
- Quality and type of publication
- Subscription cost
- Frequency of publication
- Incidence of vandalism

The title subscriptions will be reviewed on a continuous basis. Magazines, except for the current issue, are available for loan. Newspapers are for use in the library only.

Large Print

Cairns Libraries aim to develop a large print collection to provide reading material for customers who are unable to read ordinary print.

Selection is guided by customer demand and the availability of suitable published material. General novels and best sellers are included depending on availability from publishers. Non-fiction titles will be purchased in this format.

Audio Books

Cairns Libraries aim to cater for those who have difficulty in reading print and for those who prefer the audio format. This collection includes both fiction and non-fiction with preference given to full text, rather than abridged publications. Selection is guided by customer demand and the availability of suitable published material.

Literacy

Literacy items are available on request through the State Library of Queensland as bulk loans. These items are added to the Cairns Libraries' collection on a temporary basis.

Community Languages

Cairns Libraries will maintain a collection to cater for those members of the community who are literate in a language other than English.

These are available through the State Library of Queensland as bulk loans to Cairns Libraries, which are added as individual titles to the Cairns collection on a temporary basis. These titles will be rotated as required. Both non-fiction and fiction may be requested.

Particular languages will be obtained from the State Library according to requests from users.

Cairns Libraries maintains a collection of Chinese material donated by Cairns' Sister City Zhanjiang.

Games/Toys

Cairns Libraries will provide a small collection of toys and board games for use in the library only. These will be selected on:

- Suitability to the physical environment.
- Popularity

Reference

Cairns Libraries aim to provide a reference collection in a wide range of subjects with a focus on up-to-date resources and information. The collection is oriented towards answering ready reference enquiries and providing a starting point for further research.

The collection includes but is not limited to: atlases, bibliographies, current statistics, dictionaries, directories, encyclopaedias, handbooks, laws and statutes, yearbooks, monographs that are recognised as authoritative or definitive.

Reference materials can be in any format, including on-line databases, CD-ROM, microfiche/film, Internet. Reference materials are generally not available for loan.

Regional Resources

Cairns Libraries aim to acquire, describe and preserve paper-based resources relating primarily to the Cairns region. Works of authors who have lived or are living in the Cairns region may also be collected.

Material designated as Regional Resources are generally unavailable for loan.

Stack Collection

This collection includes material that is out-of-print, in poor physical condition, difficult to purchase but may still be required. This material is in closed access, and may be requested for borrowing.

Family History and Genealogy Collection

Cairns Libraries aim to collect material to support Australian genealogical and family history research in Far North Queensland. The collection consists of material in various physical formats (e.g. print, microfiche, microfilm, CD-ROM) containing records of births, deaths, and marriages, passenger lists, indexes, and other relevant directories and handbooks. Cairns Libraries will not aim to duplicate records in other local specialist collections. Most items are not available for loan.

Hot Speed Reads

The aim of Hot Speed Reads is to allow library members quick access to popular latest release titles. The collection consists of multiple copies of the most popular titles and changes weekly. Hot speed-reads cannot be reserved. Library members can borrow the latest titles on a walk in basis, while stocks last, for a nominal fee for a short loan period. Hot Speed Reads are absorbed into the general collection when customer demand diminishes.

12. WEEDING

Weeding is the process whereby materials are removed from the library collection in order to maintain an attractive collection of up to date resources that are likely to be of interest to the community. It is an important component of collection development and should receive the same attention as selection.

A continuous process of weeding is carried out as a shared responsibility of the Librarians.

This process aims to:

- Ensure continued usefulness of the collection, e.g. pro Statement on Information Literacy for all Australians.
- Enhance browsing capability of the collections
- Manage storage capabilities.

Material is weeded and considered for discarding according to the following criteria:

- Material that is little used and unlikely to be used in the future.
- Material that is no longer applicable to community needs and library objectives.
- Information that is out-of-date.
- Topic no longer of current interest.
- Availability of other copies.
- Worn, soiled, damaged, or in poor physical condition.
- Finite size of the library.

Material so weeded may be placed in Stack if it is in:

- Poor condition, still in demand, but out of print
- Likely to be required, but out-of-print or expensive to replace
- Has regional significance

Material to be discarded is disposed of by:

- Being offered for sale according to Council requirements.
- Donations to local charities or to another library service.

- Waste removal.

13. COOPERATIVE ARRANGEMENTS

Cairns Libraries aim to network with other regional libraries, and are involved with them in any appropriate activities and ventures.

Cairns Libraries participate in an Australian wide inter-library loan network. Additionally items can be obtained from around Australia in accordance with the industry-accepted Inter-lending Code. The current code is the Australian Interlibrary Resource Sharing (ILRS) Code.

APPENDIX A

Statement on Free Access to Information

Object

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. Asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socio-economic status, lifestyle choice, political allegiance or social viewpoint;
2. Adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. Ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. Protecting the confidential relationships that exist between the library and information service and its clients;
6. Resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. Observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Related documents

Article 19 of the United Nations Universal Declaration of Human Rights

<http://www.un.org/Overview/rights.html>.

Article 19 of the International Covenant on Civil and Political Rights

http://www.unhcr.ch/html/menu3/b/a_ccpr.htm

Article 19 of the United Nations Universal Declaration of Human Rights

International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom <http://www.ifla.org/faife/policy/iflastat/iflastat.htm>

Date of adoption: October 2001

Date of amendment: Replaces Statement on free library services to all and the Statement on Freedom to read.

APPENDIX B

Statement on Libraries and Literacies

Rapid social change, the emphasis on lifelong education, the increasing rate of technological development and the movement towards an information-based society are factors which suggest, as never before, that literacies are an essential instrument for effective participation in society.

The scope for access to information resources is growing and will be increased enormously as communications technology becomes more sophisticated. Nevertheless, the communications media of the foreseeable future will continue to assume the user's capacity to read and understand the written word.

The illiterate person can be substantially disadvantaged. It is essential to democratic processes of government that citizens have the skills and opportunities to inform themselves on matters of community and national interest and participate in the decision-making process. It must be acknowledged that information literacy is part of a continuum of literacies that includes oral if it is to have the power to promote social inclusion for all people. (Alexandria Proclamation, 2005)

The Australian Library and Information Association believes that:

- Libraries are lifelong learning centres with education as an essential part of their mission and should acknowledge their responsibility for supporting and supplementing education within their communities, in a variety of formal and informal as well as cultural contexts (Schamber, 2006)
- Libraries must actively commit time and resources to coordinating literacy activities at all levels and to promote literacy among all members of their community, users and non-users alike.
- Libraries are part of the solution to many community problems. Libraries help children and adults become literate, productive citizens and help people of all ages lead more satisfying lives.

Related documents

Alexandria Proclamation on Information Literacy and Life Long Learning, Egypt, 2005
<http://www.ifla.org/III/wsis/High-Level-Colloquium.pdf> [678kb pdf]

Schamber, Linda The role of libraries in literacy education accessed 13/04/2006
<http://www.libraryinstruction.com/literacy-education.html>

ALIA Information Literacy Forum. A Library advocate's guide to building information communities: ALIA Information Literacy Forum Advocacy Kit (2003)

Adopted 1979, amended 1996, 2006.

APPENDIX C

Library and Information Services for People with a Disability.

Object

To promote and improve the services provided by all kinds of library and information agencies.

Principle

The Australian Library and Information Association adopts in principle the right of people with a disability to equitable access to information through all library and information services, and promotes the observation of current Commonwealth, state and territory disability discrimination legislation.

Statement

1. The Association recommends that all library and information providers, as part of their core services, put in place services, collections, equipment and facilities, which will assist individual users with a disability to access and use resources that meet their particular needs for information.
2. The Association encourages library and information service providers to consult individuals with a disability, and groups representing them, in the planning, development and ongoing delivery of services.
3. The Association acknowledges that the best services are provided by professionals who are aware of the needs of, and service options for, people with a disability. Therefore the Association:
 - Encourages all library and information services to ensure that staff are adequately trained and available to work with users with a disability; and
 - Supports career-long professional development and formal library and information studies programs, which will facilitate the strengthening of equitable library and information services to people with a disability.
4. The Association supports efforts to ensure the best level of access and utility to existing and emerging resources by people with a disability through service agreements, referrals and sharing of resources between library and information services; and between these and other organisations specialising in services targeted for people with a disability, whether government, corporate or voluntary.
5. In addition to meeting legislative requirements, the Association encourages the observation of universal design principles, guidelines and standards to ensure that library and information services, collections, equipment and facilities meet the identified needs of users with a disability. These apply to:
 - The production of collection material and equipment for people with a disability - whether produced by commercial, government or voluntary agencies;
 - The design of catalogues, databases and guides to resources;
 - The development and application of hardware and software; and
 - The construction of buildings and signage
 - The building safety and emergency procedure.
6. The Association supports efforts to ensure that copyright legislation does not hinder the equal access by people with a disability to information from all libraries and information providers, including to copies of materials in alternative formats.

7. To promote the efforts outlined in this statement, the Association encourages:

- Library and Information Services to develop organisation-wide disability action plans for the continued development of their services to people with a disability; and
- All funding bodies to adequately resource library and information services for people with a disability.

Related documents

Disability Discrimination Act 1992 (Cwlth) as amended, available at <http://scaleplus.law.gov.au/> and relevant current disability services acts for the states and territories

Australian Standard 1428 [set], as amended, other relevant Australian Standards, and the Building Code of Australia provisions for people with a disability

Commonwealth-State Government Disability Agreement, available from ACROD National Office <http://www.acrod.org.au>

Connell, B, Jones, M, Mace, R et al (1997) *Principles of universal design*, The Centre for Universal Design http://www.design.ncsu.edu:8120/cud/univ_design/principles/udprinciples.htm

Copyright Act 1968 (Cwlth) as amended, available at <http://scaleplus.law.gov.au>

US Section 508 Standards for Electronic and Information Technology, as amended, available at <http://www.access-board.gov/sec508/guide/index.htm>

WC3 Web Content Accessibility Guidelines as amended, available at <http://www.w3.org/TR/WAI-WEBCONTENT/>

Adopted 1979, Amended 1986, 1988, 1996, 2002

APPENDIX D

Statement on Information Literacy for all Australians

Short title:

Statement on information literacy

Object

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.

Principle

A thriving national and global culture, economy and democracy will best be advanced by people who are empowered in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion within a range of cultural contexts. (Alexandria Proclamation 2005).

Statement

Information literacy can contribute to:

- Learning for life;
- The creation of new knowledge;
- Acquisition of skills;
- Personal, vocational, corporate and organisational empowerment;
- Social inclusion;
- Participative citizenship; and
- Innovation and enterprise.

Therefore, as a matter of priority, and at all levels, library and information services professionals embrace a responsibility to promote and facilitate the development of the information literacy of their clients. They will support government, and the corporate community, professional, educational and trade union sectors, and all Australians.

Related documents

Alexandria Proclamation on Information Literacy and Life Long Learning, Egypt, 2005
<http://www.ifla.org/III/wsis/High-Level-Colloquium.pdf> [679kb pdf]

ASLA Statement on Information Literacy, adopted 1994
http://www.asla.org.au/policy/p_infol.htm

Australian and New Zealand Information Literacy Framework, Adelaide, 2004
http://www.anziil.org/resources/Info_lit_2nd_edition.pdf [408kb pdf]

UNESCO/IFLA School Library Manifesto
http://www.unesco.org/webworld/libraries/manifestos/school_manifesto.html

Adopted 2001, Amended 2003, 2006

Date of adoption: March 2001

Date of amendment: October 2001, September 2006

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: General Manager Community and Cultural Services

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