Redland Libraries Collection Development Guideline

Guideline Identifier:	LIB-001-005-G
Approved by:	General Manager Community and Customer Services
Date of Approval:	13 February 2025
Effective Date:	13 February 2025
Review Date:	13 February 2028
Version:	7

Scope

This guideline applies to the development of all collections of books and other resources held by the Redland City Council library service. It includes the selection, management and deselection of all library collections and supports the LIB-001-P Library Policy ([A196612](#)), and the Library Services Strategic Plan 2023-2028.

This Guideline is informed by the State Library of Queensland's Standard and Guideline for Collections as outlined in the Queensland Public Library Standards and Guidelines (July 2020), which sets expectations for developing and managing collections (https://plconnect.slq.qld.gov.au/queensland-public-library-standards-and-guidelines).

This Guideline also recognises the Service Level Agreement 2022-2024 between Redland City Council and State Library of Queensland (https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/public-library-grant-funding-service-level-agreement).

Purpose

The purpose of the Guideline is to provide a framework for the selection and professional management of books and other resources for use by the public. It outlines the elements to be considered in developing, managing, and maintaining library collections, and provides justification for decisions made in relation to these collections.

Actions and Responsibilities

Selection

The aim of collection development is to create a library system filled with popular, interesting, useful, and appealing items.

Redland City Council aims to develop a collection that:

- Provides physical and electronic resources that support the informational, recreational, and cultural needs of our diverse community
- Promotes literacy and lifelong learning
- Provides a balanced range of resources in a variety of formats
- Preserves the cultural heritage and history of Redland's Coast

The Redland City Council Library Service supports the Australian Library and Information Association's (ALIA) Statement on Free Access to Information (https://read.alia.org.au/alia-free-access-information-statement).

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Selection criteria

The Library Collections team will select resources according to the following general criteria:

- Demographics, usage data, community input and other factors as outlined in the Collection Investment Framework
- Relevant content with current demand or enduring significance
- Popularity, authority, and competency of the creator
- Currency, accuracy, and comprehensiveness of the content
- Appropriateness to interest and skills of intended users
- Suitability of format
- Relation to existing holdings
- Price and availability – library materials are purchased from authorised library suppliers

All staff members selecting library resources are required to keep these principles in mind and apply their knowledge and experience in making decisions regarding the inclusion of particular items.

Collections staff also use their expertise to develop selection profiles that are given to library suppliers to select on behalf of the library. These profiles are developed with all the above criteria in mind and are closely monitored to ensure compliance.

Exclusions

The following categories of material are not collected:

- Materials prohibited by law
- Textbooks or curriculum-based materials, except where they meet the selection criteria and have broad community appeal
- Specialised, technical or academic publications
- Rare or second-hand material, unless of local historical significance
- Items with subjects of a personal nature which are of limited interest to the general community
- Material in a format or condition not suitable for public lending purposes

Requests for items not held

- Library clients are encouraged to make requests and recommendations for items that are not already in the library collection.
- Requests can be placed using the online catalogue
- Requested items are assessed against the selection criteria to determine if they will be considered for purchase
- If not purchased, they are considered for interlibrary loan
- If the item is not obtainable, the client is notified

Self-published material/Local authors

- Items by Redland City Council residents will be considered for the collection providing they don't fall into an exceptions category
- Other self-published items will only be added at the discretion of the Collections and Systems Team Leader and need to meet the standard selection criteria
- Where required, self-published items must have been sent to the State Library of Queensland and/or the National Library of Australia for legal deposit prior to being included in the collection

Donations

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- Redland City Council Libraries do not encourage gifts and donations, except of items that are of local cultural or historical significance
- Members of the public who leave their donations with library staff should understand that the library reserves the right to dispose of or redistribute these items as appropriate
- No other conditions may be imposed relating to any gift except by prior negotiation
- Staff may suggest other avenues for clients to dispose of their unwanted items
- We do not accept donated items as replacements for items that have been lost or damaged by a customer

Languages other than English

- The State Library of Queensland provides access to items in languages other than English, Redland City Council does not purchase these items
- Redland City Council Library Collections team members visit a few times a year to change over the items in the Community Languages collection
- Due to the nature of this collection requests for specific items cannot be taken but requests can be made for different collections within an existing language or for new languages.
- Languages held are regularly reviewed against loans and demographics and added or removed accordingly
- Digital items are also available through selected databases

Children and library collections

While the library takes every care in allocating resources to appropriate areas of the library, the responsibility for the reading, listening, and viewing of library resources by children and young people under 18 rests with their parents or legal guardians. Parents and guardians are the best placed to guide the selection of appropriate materials and oversee their own children's development.

Selection and placement of library resources will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Censorship and controversial material

Redland City Council Libraries recognise that some items are controversial and that any given item may offend some library users.

The library aims to develop a collection on topics of interest to its readers, including items covering all sides of controversial subjects, unless those items are prohibited by law.

Library collections are not subject to any form of ideological, political, or religious censorship or to commercial pressures. Resources will not be rejected or removed on the ground that their content is controversial or likely to offend some section of the library's community. Library resources will not be marked or identified to show approval or disapproval of the contents.

Restrictions and conditions for access

Australia has a national classification scheme under which films, computer games and certain publications, are generally required to be classified. States and territories make their own enforcement laws based on the national classification scheme. Titles classified by the Australian Classification Board as *Category 1 and 2 Restricted*, are prohibited in Queensland. The Office of Fair Trading monitors and enforces the classification laws in Queensland.

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Items with clear age ratings, such as DVDs and Games rated MA15+ or R18, have controlled loans based on the age of the library card holder.

Publications classified as Unrestricted or Unrestricted M (Mature) will be labelled and placed in appropriate collections but will not have access restricted. Library staff monitor the Australian Classification Board decisions and act appropriately if publications are classified.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm.

Complaints or challenges

If a library member has an objection to a particular title held in the library or if they consider the title is not suitable for the collection it has been placed in, the matter can be discussed with the Branch Librarian or the senior staff member on duty who, if appropriate, will provide the library member with a Request for Reconsideration Form. This form can be submitted by post, via email or in person and will be assessed by the Collections and Systems Team Leader.

The complainant will be notified of the outcome within ten business days. Documentation will be kept on file in Council's EDRMS.

Collection Management

Each of the six Redland City Council library branches and the mobile library hold a portion of the whole collection. Library resources 'float' between branches and have no home location, meaning they are shelved at whichever library they are returned to.

The quantity of resources held in each branch library therefore varies depending on how many loans and returns are made from each, as well as where each item is sent when it is first added to the collection.

Ensuring the collections are well distributed between branches is done with the aid of statistics and data tools, considering the shelf space and collection use at each location.

Responsibility for managing the size and movement of collections is shared between the collections team and branch leadership teams.

Collection evaluation

Redland City Council Library Services evaluate the effectiveness of library collections through analysis of usage statistics and staff and customer feedback. The library measures success against the standards set out by the State Library of Queensland in 2020, which include:

- Collection size - physical collection items per capita: 0.85 to 1.5
- Collection age - physical collection items purchased within the last 5 years: 48% to 55%
- Electronic collections - expenditure on electronic collections: 10% to 25%
- Usage - usage of the Collection per capita: 5.0 to 8.0

Deselection

Deselection (also referred to as weeding) is an ongoing process that ensures the library collection maintains its effectiveness, quality, currency, and integrity. Deselection is a necessary process in collection maintenance and is required to allow space for new items and to keep the collection in ideal physical condition.

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Deselection decisions are made by the collection management team, overseen by the Collections and Systems Team Leader, except for stock in poor condition which can be done by any member of library services.

Criteria for deselection can include:

- Physical condition – worn, torn, dirty, and tatty or items damaged beyond repair should be discarded. If the title is still in regular demand, it will be replaced with a new copy if possible
- Insufficient usage
- Relevance to the needs and demands of the community
- Items where information is deemed to be out-of-date or misleading
- Updated edition availability
- Incomplete sets or series may be withdrawn, depending on the usefulness of the remaining parts of the set or series
- Duplicate copies in the collection

Disposal of items

Deselected items will be disposed of in one of the following ways:

- Material deemed to be of value to the Local History collection will be relocated to that collection
- Staff will choose appropriate material to be donated to community organisations e.g. Large Print to aged care facilities, Picture Books to childcare centres
- All items that do not fit the above criteria will be responsibly disposed

Note: we do not remove materials from the collection for the purpose of sale or donation.

Definitions

Term	Definition
Acquisition	The processes of obtaining books and other resources, including purchasing, allocating to budgets, physically processing, and financial approving.
Censorship	The prohibition against publishing or distributing material that is considered objectionable for social, political, religious or other reasons.
Collection	The total accumulation of library resources, including but not limited to books, DVDs, CDs, magazines, games, and online resources. Also refers to the grouping of these resources into sections (collections) for ease of discovery and use.
Collection Development	Activities related to the development of the library collection, including selection, analysis, evaluation, identification of needs, planning of resource sharing, management, maintenance and weeding.
EDRMS	Electronic Document and Records Management System
Float/floating	The strategy of allowing any item to remain at the branch it is returned at, instead of considering it as belonging to one particular branch and sending it back there upon return at a different location.
Library material/Resources	Any book or non-book material including but not limited to books, CDs, DVDs, audio books, magazines, digital resources, maps, photographs.
Self-published material	Material independently published or produced by the creator of the work.

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Term	Definition
Selection	The process of choosing items to add to the library collections, based on informed decision-making by qualified staff or briefing external suppliers about our criteria for selection
Weeding/Deselection	The process whereby resources 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 involves continual evaluation of the content and physical condition of the collection. It is as important as the selection process.

Reference Documents

This Guideline has been developed to support the administration of LIB-001-P Library Policy (A196612) and the Libraries Services Strategic Plan 2023-2028 (A7550594).

This Guideline and its associated documents have been developed in reference to the State Library of Queensland's Public Library Standards and Guidelines (July 2020).

The purchasing of library materials is governed by the LSV-001-P Corporate Procurement Policy (A196635) and the Procurement and Contracts Manual (A214677).

Associated Documents

LIB-001-P Library Policy (A196612)
LIB-001-005-010-PR Home Library Service Procedure (A348971)
LIB-001-005-003-PR Collection Complaints Procedure (A8185644)
LIB-001-005-001-SD Collection Investment Framework (A8185642)
LIB-001-005-002-SD Collection Statements (A8185643)
CSLS001 Request for Reconsideration of a Redland Library Resource (A11368582)

Document Control

Only an ELT member (of the relevant Department/Group) can approve amendments to this document.

Any requests to change the content of this document must be forwarded to relevant Service Managers(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Information

Version Number	Date	Key Changes
3	April 2014	• Significant wording and content changes • Addition of Collection Statements • Addition of ALIA Reference Documents
4	April 2017	• Additional information on Weeding/Retention for eBooks p12, eAudio p14 and eMagazines p28 • Minor wording changes p3 & p13 • Young Adult Non-Fiction Collection location change from Victoria Point to Cleveland Library p17

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Version Number	Date	Key Changes
5	December 2020	• Significant review and update of guideline to reflect updated guidelines published by State Library of Queensland in July 2020. • Document placed on new template.
6	December 2023	• Significant review and update to provide greater clarity of decision making and review processes. • Added supporting documents and complaints procedure to Associated Documents
7	February 2025	• Updated Associated Document details.

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