

BRISBANE CITY COUNCIL LIBRARY SERVICES

COLLECTION DEVELOPMENT STATEMENT



Dedicated to a better Brisbane

Collection Development

Brisbane City Council Library Services

AIMS

Our Vision

We seek to be the biggest and best public library service in Australia, providing a gateway to recreation, culture, information and knowledge

Why we have a Collection Development statement

The Collection Development statement will contribute to the vision by fostering the growth and development of informed communities within Brisbane to:

- add social and economic value to the City of Brisbane by undertaking an active role in civic life
- have access to a wide range of information resources and services

The Collection Development policy documents the strategies for developing and managing the collection held within Brisbane City Council Library Services based on the direction established by the Library Board of Queensland as part of the *Public Library Grant*. (www.slq.qld.gov.au)

To create opportunities for recreation, culture, information and lifelong learning, the Brisbane City Council Library Service aims to have a collection that:

- provides a balanced range of resources that caters for the Brisbane community and to provide both popular, best selling material and enduring works
- is flexible to meet the changing needs of the Brisbane community
- provides equitable and equal access to information for all the Brisbane community, including Aboriginal and Torres Strait Island peoples and people in the community with special needs

The Brisbane City Council endorses this Collection Development policy.

Community profile

Brisbane is a highly urbanised capital city facing the exciting economic and social challenges of the new millennium. The citizens of Brisbane take advantage of the mild subtropical climate by enjoying an active outdoor lifestyle either at home or through the various sporting, cultural and recreation facilities. The Brisbane City Council has 33 public libraries located across the city.

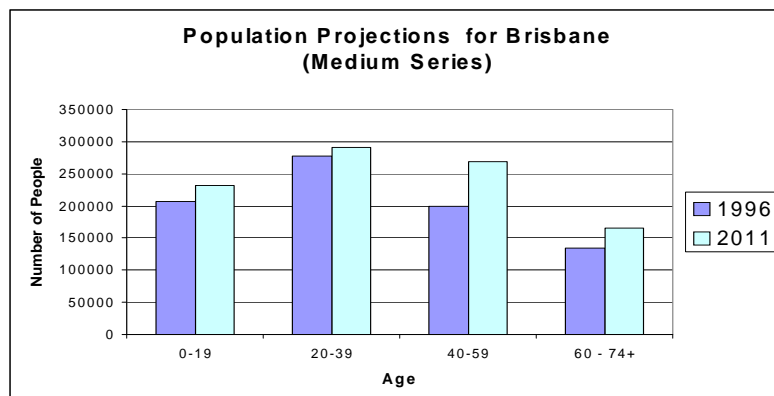
Brisbane is Australia's largest municipality. Brisbane City Council Library Services aims to reflect in its collections the information needs of its diverse and active population.

Community trends

The Council has identified future community trends that will impact on its role and the relevance of its services over the next 10 years. The major trends that will impact on Library Services and the information needs of the community are:

Major trends	Factors that will impact on information needs
Population growth - 40% of Australia's population growth will occur in Queensland, much of this in south east Queensland where the population is estimated to grow to seven million over the next 30 years	<ul style="list-style-type: none">• growth in demand for information resources in library buildings and online access to information• growth in infrastructure required to support access to information resources• future role of the physical library building
Basic economic resource will be knowledge and the services and products derived from knowledge	<ul style="list-style-type: none">• changing work patterns• service delivery options to deliver information anywhere, anytime• growth of electronically published information
Aging population and declining birth rates	<ul style="list-style-type: none">• library resources need to reflect changing information needs of the community
Lifestyle is becoming increasingly fragmented with more single parent families and more single households	<ul style="list-style-type: none">• could result in isolation and disconnection from the community• increasing importance of libraries as community information hubs

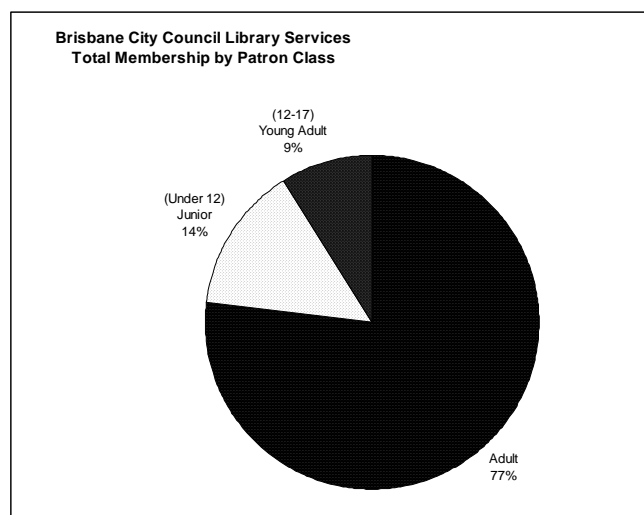
Population Projections for Brisbane



Developing a View of the Future - Brisbane 2010, Brisbane City Council 1999

Library Membership - Registered Library Users

As at March 2000



Library membership reflects the proportion of adults to young adults and children in the current Brisbane population statistics.

Through monitoring community trends and active community consultation, Library Services endeavours to develop information resources that will lead to increased utilisation of its collections through growing library membership, increased library visits and remote access of library collections.

Community input

Library Services acknowledges the importance of community input in the building of the library collections and uses the following range of consultation mechanisms:

1. Surveys

A range of library business surveys are conducted throughout the year to identify customer information needs. This information is synthesised to complement other data to form selection strategies.

2. Focus groups

Sessions with targeted community groups identify their specific information needs and the strengths and weaknesses of current library collections.

3. Staff knowledge

Library staff, through their daily contact with library customers, develop insights into the current information needs of their local community. To capture this information, staff are surveyed at regular intervals and their feedback is incorporated into selection strategies.

4. Current use

A sophisticated computerised library management system identifies library material that is increasing or decreasing in popularity and can be used to identify strengths and weaknesses in the collection.

5. Environmental scanning

In order to anticipate trends in the Brisbane community, Library Services monitors key sources which generate demand such as the local television and print media, bookshop promotional material, forthcoming movies, plays and performing arts.

6. Selection projects

Library customers participate in targeted selection projects where they select library materials for specific collections with library staff. This provides library staff with a closer understanding of their particular information needs.

7. Web requesting

Library customer requests for library material not held by Library Services is considered for purchase through a web based ordering system. Information gathered as to where the customer sourced the material will be included with other selection tools.

8. Customer suggestions

Suggestions for the purchase of library materials are welcomed and considered with collection development priorities.

Priorities for Collection Development

The core collections of Brisbane City Council Library Services require continual work to develop the quality and depth of the resources. The main priority is to identify and develop the core resources essential for Brisbane City Council Library Services and implement a strategy to rebuild Library Services' resources to meet the information needs of the Brisbane community. These resources form the major part of the lending and reference collections for Library Services.

The development of core collections will be balanced with the provision of current popular material identified through the print and television media, customer requests and prepublication advice from publishers.

As part of the selection process library resources for groups identified as having special needs will be targeted. This has been built into a planning framework and community groups are consulted to determine their information needs.

Priorities are identified through customer feedback, staff surveys, comparisons with benchmarking partners and through identifying key public library responsibilities in collection development in current library and information literature.

Collections

The majority of Library Services' collections are available for loan to all members the Brisbane community. Access restrictions are those required by law or government legislation. There are collections that have a target audience, for example audio books. There are collections that are available for use in the library, for example reference resources.

Collection	Loan	Use in library	Remote access 24 hrs 7 days	Access & Audience
Adult fiction	√	√	√	
Audio books	√		√	Including people with a sight or reading disability
Botanic Gardens Library - Mt Coot-tha	√	√	√	Collection specialising in botany, horticulture and astronomy
City Archives		√		<ul style="list-style-type: none"> • by prior arrangement • restrictions apply
Community languages	√	√		See table below for access options
eBooks or digitised books	√	√	√	(new resource that will expand over time)
Electronic multimedia	√	√	√	
Junior fiction	√	√	√	Children five - 11 years
Large print	√	√		
Literacy	√	√	√	Collections are held at various locations depending on demand
Local studies	√	√	√	Extensive collections at Sunnybank Hills and Wynnum Libraries
Magazines, journals	√	√	√	
Newspapers		√	√	
Music	√		√	
Non-fiction	√	√	√	
Picture books	√	√		Children up to eight years
Reference Resources <ul style="list-style-type: none"> • print • online databases 		√ √	√	In depth print collections at Carindale, Central City, Chermside, Indooroopilly & Sunnybank Hills Libraries
URLs		√	√	Access to selected internet sites via eLibCat
Videos and DVDs	√	√		<ul style="list-style-type: none"> • captioned videos available for people with a hearing disability • audience includes people learning English and non-readers
Young adult	√	√	√	Youth 12 years plus

Community languages

The decision to house these collections at the libraries below is based on identified need and is reviewed after each census.

Language	Library
Arabic	Sunnybank
Chinese	Brisbane Square, Chermside, Carindale, Garden City, Mt Ommaney, New Farm, Sunnybank Hills
German	Brisbane Square, Indooroopilly
Greek	Carindale, West End
Italian	Brisbane Square, Chermside, New Farm
Japanese	Brisbane Square
Korean	Brisbane Square, Sunnybank Hills
Spanish	Brisbane Square, Inala
Tagalog	Brisbane Square
Vietnamese	Inala, Mt Ommaney, West End

Library Services borrows small collections of other languages from the State Library of Queensland and these are regularly reviewed for usage and need.

Selection mechanisms

Coordinator Collection Services is responsible for developing and managing the Brisbane City Council Library Services' collections. Resources are shared on a citywide basis. Library Services has contracted with professional library suppliers to undertake the selection of new library material using a range of mechanisms outlined below.

Profiled selection

Specifications are drawn up to reflect the detailed requirements of Library Services in order to satisfy known and anticipated demand. The library suppliers order library materials prepublication. The selection process is tightly monitored by Library Services to ensure the specifications are being interpreted correctly. The specification document includes the priority areas to concentrate purchasing in, what to avoid and guidance on quantities and allocations.

Information is included on the aims of Library Services as well as the specific needs of the various libraries. In total, the library supplier is given all information required to guide the selection of materials on Library Services' behalf. Constant communication, feedback and monitoring by Library Services ensure that appropriate library resources are selected.

Standing orders

Standing orders are titles automatically ordered prepublication in predefined quantities by the library supplier. The standing order can be for material

published by specified authors or certain series. The standing orders are developed by Library Services at the beginning of each financial year and can be modified to fit the budget as necessary.

The standing orders specify the following information: author or series, quantity required in paperback, hardback or audio-visual format, what action to take when hardback and paperback are published simultaneously and what subject matter to give priority to (for example, preference for crime or romance rather than health in large print publishing). The professional library suppliers are instructed to deliver new materials at regular intervals throughout the financial year, within a predefined budget.

It is vital that the standing order remains relevant through regular revision. Environmental scanning will alert Library Services to local need. Any feedback collected through out the year is incorporated into future standing order planning.

Team based selection

This process aims to maximise staff knowledge of customer needs and aims to involve as many staff as possible, in a cost efficient manner. Staff register their interests or knowledge at the start of the year, a coordinator is chosen for the year and groups of four to five staff are called upon periodically to make selections. Staff are given training to ensure adequate understanding of purchasing priorities and appropriate allocation. Depending on the supplier, the group selects from lists, the web or the product itself. Materials chosen this way include CDs, videos, literacy resources and CD-ROMs.

Customer focus groups participate in team-based selection with library staff to ensure the wider issues are addressed.

Requests

Requests made by customers for materials not held in the collection are considered for purchase. Library staff ensure that purchase of the item is the most appropriate option, after checking alternative titles in the collection, inter-library loan, internet information or referral.

The Web Request system used is given priority by the supplier and customers are kept informed of the progress of their requests via the library database eLibCat. (www.brisbane.qld.gov.au)

Selection criteria

The criteria used when making selection decisions include:

Subject Matter

The suitability of the item is considered in terms of the subject, style, accuracy and reading level of the material. Priority is given to material that is popular as well as being relevant to Brisbane lifestyles and trends.

Construction quality

The item should be attractive, well made and durable, in addition:

- books and periodicals require high quality print and paper
- audio-visual material is required to stand up to multiple use and have clarity of sound and/or picture
- self-published material is avoided when poorly constructed

Potential use

Library staff use their experience, knowledge and historical data to anticipate demand and identify potential turnover of new titles.

Relation to the collection

Consideration is given to how this item will strengthen the library's collection. Will it fill a gap, complement something that's already there, or provide an alternative opinion to what is already covered?

Consideration is also given to whether the materials are available elsewhere in the community.

Bibliographic considerations

Library staff take into consideration:

- reputation of the publisher and/or author
- format of the publication
- book reviews about the title

Cost

General guidelines are drawn up to identify acceptable price limitations for differing types of material. Individual purchasing decisions are made for items that exceed these.

Resources not collected

The following categories of material are not collected by Library Services:

- expensive or rare items inappropriate for a public library service
- ephemeral material of little value even in the short term
- items of inappropriate physical dimensions, for example, extremely small,

- large or heavy
- old, out-of-date or fragile items – unless specifically acquired for City Archives or local studies collections
- material in languages not represented in the community
- items prohibited by law, for example, pornography
- items unavailable through standard or appropriate specialist suppliers
- advertising material for commercial interests, for example, store catalogues

Gifts and donations

Library Services is pleased to accept gifts and donations, but reserves the right to decline or redistribute them as appropriate if they do not meet the selection criteria.

Collection Evaluation

Brisbane City Council Library Services will evaluate the effectiveness of the library collections through analysis of performance data, focus group feedback and staff surveys. Annual data collection is undertaken to develop the collection appropriately and to satisfy the requirements of State Library of Queensland in its provision of the Public Library Grant. Statistics will include the following:

- loans
- stock held
- age of collection monitored
- turnover rate
- acquisition (growth)
- development of core resources - Core authors and subject areas are identified and their growth measured over the four year period for:
 - taped books and large print resources
 - videos - captioned
 - indigenous resources
 - community languages
 - youth resources
 - small business resources
 - literacy resources
- usage of electronic collections
- delivery time from supplier to shelf
- focus group surveys - cross section of community and target groups

Collection maintenance

Deselection of library material is undertaken as part of ongoing collection management to ensure that library collections are attractive, reliable and vibrant and that they reflect the changing needs and interests of our customers.

As with the selection of material, deselection should achieve similar goals. The material deselected will no longer be relevant to the customers, for a range of reasons:

- obsolete and dated material with information that is misleading
- poor physical condition, damaged beyond repair
- no longer in vogue or useful for today's needs

The City Archivist undertakes an assessment of non-fiction material, which may be of historical significance to the community and the Brisbane City Council for the Brisbane City Archives collection.

Books and magazines in fair physical condition, but surplus to Library Services' needs, are sold at the book sales coordinated by the Lord Mayor's Community Trust.

Deselection practices support the discard standards in the *Guidelines and Standards for Queensland Public Libraries*, issued by the Library Board of Queensland.

Censorship

Brisbane City Council Library Services seeks to provide the citizens of Brisbane with a balanced library collection while responding to a broad range of customer needs. Library Services is obliged to comply with the decisions made by the Australian Government Classification Board in regard to restrictions placed on access to publications. (www.classification.gov.au)

Supervision of material read or accessed by persons under 18 years of age remains the responsibility of the parent or legal guardian.

The Brisbane City Council Library Services supports the Australian Library and Information Association's (ALIA) policy statements on free access to information.

ALIA policy statements are available for access at www.alia.org.au/policies

Appendix I

Collection purpose and content

Adult fiction

Purpose

To provide access to a broad range of fiction books for recreational reading, to stimulate the imagination, to reflect society and to display a range of literary styles.

Content

This collection includes a wide range of best selling and popular fiction, as well as literary classics, works by new and local authors, award winning titles, Australian fiction and translations of the works of major non-English speaking writers.

Audio books

Purpose

To provide a selection of library material for those who have difficulty in accessing print and for those who prefer this format.

Content

This collection includes both fiction and non-fiction for all interests and age levels. Priority is given to popular, unabridged titles that have been professionally produced.

Botanic Gardens Library - Mt Coot-tha

Purpose

To meet the information needs of Council staff and the specialist information needs of the general public in the areas of botany, horticulture, conservation, and landscape architecture.

Content

The library focuses on subjects such as gardening, botany, natural history, landscape architecture, botanic illustration, natural therapies, organic gardening, conservation and astronomy.

The collection contains material with an emphasis on Australia, in particular Queensland.

Material is available in all formats and in popular and scientific titles.

City Archives

Purpose

To maintain the corporate memory of the Council by ensuring the preservation of selected Council records and publications. To provide appropriate community access to Council's historic records that are over 30 years old, in accordance with the state *Libraries and Archives Act* and the Council's policies.

Content

The City Archives collection includes all Council records of permanent value, in physical or electronic format. Records may be stored physically in different locations.

The collection includes newspaper clippings relating to the Council's activities from 1905, Council publications, photographs and town plan scheme maps.

City Archives also maintains the Brisbane City Council Library Services' archives and memorabilia.

Restrictions apply to records less than 30 years old as per the state *Libraries and Archives Act*

Community languages

Purpose

To provide a selection of library materials in languages other than English, based upon community profiles and in accordance with the *Guidelines and Standards for Queensland Public Libraries*. Materials in languages other than English are collected once populations using that language reach 2500.

Languages currently collected are Chinese, German, Greek, Italian, Spanish, Tagalog and Vietnamese.

Content

General library materials with an emphasis on recreational material in print and audiovisual format, including magazines and newspapers.

Electronic multimedia

Purpose

To provide access to a range of electronic and multimedia resources which fulfil the informational, cultural and recreational needs of the community.

Content

These resources include access to the internet, online databases, CD-ROMs, DVDs and eBooks or digitised books.

The internet is provided to enable access to current information in an electronic format and to facilitate electronic communication.

Online access to information databases is provided to meet and anticipate the needs of library customers for specialised, current and indepth information.

The CD-ROM and DVD collections include full text resources, images, abstracts, indexes and interactive multimedia. Educational multimedia is purchased where this is the most appropriate material for the subject.

Junior fiction

Purpose

To provide a wide range of fiction books that promote reading for pleasure, stimulate the imagination, reflect society and display a range of literary styles for children from five to 11 years of age.

Content

This collection includes popular, high demand, high interest and enduring works of fiction. It may include works with a high illustrative content and Australian books.

Large print

Purpose

To provide reading material in large type formats for users who prefer this format.

Content

The collection includes a wide range of fiction and popular non-fiction in both hardback and paperback formats and large print magazines.

Literacy

Purpose

To provide material to support the development of community literacy and numeracy skills, and material for people wishing to learn English as a second language.

Content

The collection includes recreational and informational titles at varying reading levels in a range of subjects, in print and non-print formats.

Local studies

Purpose

To provide access to material and information sources relating to the history of individual suburbs and geographical areas of Brisbane. This may include local organisations, individuals or families.

Content

The emphasis of the collections is on records and information of local value rather than of state or national significance.

Items may include:

- published and unpublished material, including biographies, genealogies, oral histories, statistical information, photographs, newspapers and maps
- copies of material, which is relevant to the local area and held in other institutions
- records collected by local historical societies

Magazines, journals and newspapers

Purpose

To provide information which is of current interest.

Content

The collection includes publications that cover a range of subject material relevant to local needs.

Music

Purpose

To provide access to a selection of recorded music covering a variety of styles for all age ranges.

Content

This collection contains a range of recorded music including popular, contemporary, classical and indigenous music.

This collection does not include sheet music, sets for performance, lyrics or scores.

The format is primarily CDs, DVDs and videos.

Non-fiction

Purpose

To provide access to materials which fulfil the informational, recreational and cultural needs of the community and contribute to lifelong learning.

Content

This collection includes a selection of materials across a wide range of subjects and interest levels to reflect the diversity of interests and needs within the community. Priority is given to Australian content and interests. Specific collecting areas may be designated from time to time to ensure that the collection is up-to-date with contemporary issues.

Textbooks are included in the collection only when they are the most appropriate material available. Student workbooks are not normally purchased.

Picture books

Purpose

To provide books primarily for younger children (reading age zero to eight years), which contain a low proportion of text and use illustration to convey most of the storyline.

Content

This collection includes stories, simple non-fiction titles, board books, pop-up books and novelty books. Quality of illustration and appropriate use of text are factors in purchase decisions.

Reference resources

Purpose

To provide access to up-to-date, relevant material to meet the information needs of all levels of the community.

Content

The collection includes encyclopedias, dictionaries, yearbooks, handbooks, directories, biographical dictionaries, atlases, bibliographies, statistical material and indexes, available in both print and electronic format.

Reference resources in print format are maintained at different levels within each branch library. Access to selected online reference databases is available through eLibCat from all branch libraries.

URLs

Purpose

To provide customers with electronic access to quality information internet sites in Australia and worldwide. URLs are web page addresses.

Content

The internet sites of major institutions, associations and organisations are selected where their content is known to be current and relevant. Access to URLs is through searching the library catalogue (eLibCat) where direct internet links have been catalogued.

Videos and DVDs

Purpose

To provide a range of recreational and informational resources and a selection of library materials for those with a hearing disability.

Content

The collection includes selected commercial and classic films, popular television series, captioned videos, documentaries and instructional material for all age groups. The collection includes videos on Brisbane and its history.

Young adult

Purpose

To provide access to a broad range of fiction books for recreational reading, to stimulate the imagination, to reflect society and to display a range of literary styles for youth aged 12 to 17 years.

To provide a link for the youth of Brisbane to continue their reading interests through to adulthood. It is recognised that young adult fiction is a unique and evolving genre and reflects the changing youth culture.

Content

This collection includes popular high demand, high interest fiction.