Somerset
REGIONAL COUNCIL

Policy Title	Collections Management Statement
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Document Custodian	Library Services Coordinator
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Associated Documents	• C/006 Library Services Policy • C/0006 Child Safety Policy • C/015 Information Management and Security Policy • C/034 Copyright Policy • EX/010 Human Rights Policy • F/008 Procurement Policy • apla-alia_standards_and_guidelines_2020.pdf • Australian Library and Information Association Core Values Statement • Service Level Agreement between Somerset Regional Council and the Library Board of Queensland • State Library of Queensland Public Library Standards and Guidelines
Relevant Legislation	• Local Government Act 2009 • Work Health and Safety Act (Qld) 2011 • Libraries Act 1988 • Classification Act • Copyright Act 1968, Copyright Amendment Act 2006 and Copyright Amendment Act 2017 • Information Privacy Act 2009 • Anti-Discrimination Act 1991 (Qld) • Human Rights Act 2019 (Qld) • Child Protection Act 1999

1. OBJECTIVE

The objective of this Statement is to:

a) provide information about Somerset Libraries' [Library] physical and digital collections to people who live, work and study in the Somerset region;

b) guide the development and management of the Library's collection, and

c) comply with the legislative requirements that apply to use of State Government public library funding in Queensland.

2. BACKGROUND

Somerset Libraries provide community access to physical and online collections through four (4) branch libraries and the Library's website and app. The collections, which comprise physical items and digital resources, are a vital resource and support whole of community learning, leisure, and personal research activities by:

a) providing resources in a range of formats;

b) providing high interest, popular and bestselling materials;

c) providing free, impartial, equitable and accessible collections that meet the changing needs of the Somerset community, and

d) preserving the cultural heritage and living history of the Somerset region.

3. PURPOSE

The Library operates under the *Libraries Act 1988* (Qld) as amended from time to time. The Library is subject to the terms of its *Service Level Agreement* with the Library Board of Queensland.

The purpose of this statement is to provide information about the collection, guide the development and management of the collection, and:

a) ensure the community has access to current, relevant and attractive collections that meet their information, education, recreation and cultural needs;

b) provide free, impartial and equitable access to information and services to everyone that use the Library and its services;

c) ensure the community has access to a wide variety of resources in both physical and digital formats;

d) facilitate community participation in the selection of Library collections, and

e) preserve, maintain and provide access to the cultural heritage and living history of the Somerset region.

This Statement together with collection profiles, standing order, related guidelines and procedures define how Somerset Libraries develops and manages the collection.

4. SCOPE

This statement applies to all collections in the care and control of Somerset Libraries.

The Library Services Coordinator is responsible for collection development and management including this statement, related documents and procedures that are reviewed and updated regularly.

5. ACCESS AND USE OF THE COLLECTION

Somerset Libraries' collections are freely accessible through four (4) branch Libraries and a Library website and app. Somerset Libraries selects a wide range of material representing a balanced collection, responsive to a diverse range of customer identities, needs and views.

Most collections are available for loan except Local History collection items, and materials with access restrictions required by law or government legislation. Library materials are loaned in accordance with the Classification Act 1995.

Responsibility for children and young peoples' use of the Library's physical, digital and online collections in the Library, through the Library's website or app remains solely with the parent or guardian. Library staff do not monitor or censor what children or young people borrow, view or listen to.

Parents, guardians or caregivers of children under the age of 18 should provide guidance in the selection of appropriate materials and are responsible for their reading and viewing activities.

The Library's collection management is informed by the Australian Library and Information Association [ALIA] and Australian Public Library Alliance [APLA]'s policy statements:

- ALIA Statement on Public Library Services
- ALIA Statement on Online Content Regulation
- ALIA & APLA Joint Statement in Support of Free Access to Information
- ALIA Code of Ethics for the Australian LIS workforce

6. PROCUREMENT OF LIBRARY RESOURCES

The procurement of Library resources is managed in accordance with Somerset Regional Council's Procurement Policy.

Funding to purchase physical and digital collections is provided by the Queensland Government through the State Library of Queensland.

The distribution of funds across collections is reviewed annually and adjusted to reflect changes in community demographics, collection use, publishing trends and Library and community priorities.

Suppliers are provided with collection profiles and standing orders to ensure the regular delivery of relevant, timely and diverse collections for the Somerset community.

The Somerset community contributes to the development of Library collections and services directly and indirectly:

(a) through their contact and conversations with Library staff or use of the Library's website and app where they can submit reviews, rate items, and make purchase suggestions;

(b) through their use of Library resources which is monitored through Library Management System reporting and website and app analytics, and

(c) through information obtained from local sources such as television, print and online publishing, cultural and social activity, and trends.

7. CRITERIA FOR SELECTING NEW LIBRARY RESOURCES

The following criteria are used to select new resources:

(a) Community relevance and anticipated demand
(b) Extent of publicity and promotion
(c) Subject matter, style, accuracy, level, language and format
(d) Relationship and importance to the whole collection
(e) Construction, quality of presentation, ease of use and suitability for public lending
(f) Date of publication and/or currency of information
(g) Price, including recurring and maintenance costs
(h) Obtainability through library suppliers
(i) Availability elsewhere in the community
(j) Legal, digital rights management or copyright compliance

8. MATERIAL NOT PURCHASED

Resources in these categories will not normally be purchased:

a) Material prohibited by law
b) Textbooks, unless content is of general community interest
c) International and national print newspapers
d) Music CDs

9. COLLECTION SCOPE

- Fiction print and digital collections, which foster literacy and a love of reading in all ages, comprise high interest and bestselling works in a range of formats;
- Nonfiction print, digital collections and online resources facilitate discovery, community learning and personal research;
- Print and online reference resources are used by both staff and customers for ready-reference enquiries and starting points for more in-depth research;
- Magazines, journals and eMagazines provide access to current local and international information and leisure reading for all ages;
- Collections for people with a disability include captioned DVDs, large print formats, and audiobooks in digital and physical formats;
- Themed Curiosity Kits for young children and their parents contain educational resources including, books, puppets, puzzles and toys that develop and enhance fine and gross motor, social, sensory, cognitive and imaginative skills;
- Local History collection comprises records and information that pertain to the social and cultural history of the Somerset region area including some First Nations history and the history of exploration and settlement. The collection includes photographs, books, regional newspapers, Council publications, maps and multi-media resources, such as oral history recordings and digital databases;

- Literacy resources in a range of formats include early literacy resources for children, literacy and numeracy resources for adults, English as a second language (ESL) materials and resources to support literacy programs; and
- The eLibrary contains digital and online resources for all ages, and comprises a range of streaming, downloadable lending collections and online resources that support learning, leisure and personal research including eBooks, eAudiobooks, eMagazines, eComics, and film.

10. COLLECTION EVALUATION AND MAINTENANCE

Annual data collection is undertaken to inform collection development and to meet the Somerset Regional Council and State Library of Queensland reporting requirements.

Somerset Libraries evaluates the success and effectiveness of its collections through analysis of this data and through community and Library staff feedback.

Deselection of resources from the Library's collection ensures that collections remain attractive, relevant and reliable: The following criteria are used to deselect collection resources:

a) diminished community relevance and demand;

b) damaged or in poor condition;

c) outdated or misleading content, and

d) format obsolescence.

11. DONATIONS

Somerset Libraries does not accept donations of Library materials with the exception of materials about the Somerset region, which may be suitable for the Local History collection and original works by local authors that meet the Library's selection criteria. Items suitable for the Local History collection must be accompanied by a *Deed of Gift Form* which gives Somerset Regional Council permission to digitise and publicly display the donated items.

12. RESPONSIBILITY

The Library Services Coordinator has responsibility for the management and development of Somerset Libraries' physical and digital collections.

13. DEFINITIONS

Collection Management	Applies to activities related to managing the Library's collections including selection, de-selection and disposal, collection analysis, development and planning, collection evaluation and identification of community collection needs.
Digital resources/eCollections	Resources which are stored and accessed in an online form through the internet. They can be streamed and/or downloaded.
Format	Refers to the physical forms of Library resources, including digital, DVD, print or large print.
Materials or Resources	Refers to any book or non-book material including but not limited to books, digital content, DVDs, audiobooks, toys, magazines, newspapers, maps, plans, photographs and audio files.

References	Australian Library and Information Association *Statement on Public Library Services* Australian Library and Information Association *Statement on Online Content Regulation* Australian Library and Information Association & Australian Public Library Alliance *Joint Statement in Support of Free Access to Information* Australian Library and Information Association *Code of Ethics for the Australian LIS workforce*
Associated Policies	**Library Services Policy**
Appendix A	**List of collections held by Somerset Libraries**

APPENDIX A - SOMERSET LIBRARIES COLLECTIONS

Collection	Access
Adult Nonfiction	Open
Adult Fiction	Open
Audio Book	Open
Beginner Reader	Open
Digital Video Disc MA15 & R18+	Open, with MA15 & R18+ limited
eAudiobook	Open
eBook	Open
eMagazines	Open
eMovies	Open
Genealogy	Open, with some material not available for loan
Junior Audiobook	Open
Junior DVD	Open
Junior Fiction	Open
Junior Nonfiction	Open
Large Print	Open
Skills for Life	Open
Local History	Open, with limited access material
Magazine	Open
Newspapers	Not available for loan
Picture Book	Open
Toy	Open
Young Adult Audiobook	Open
Young Adult Fiction	Open
Digital resources and databases	Open