

Northern Beaches Libraries Collection Development Guidelines

Introduction

The Collection Development Guidelines describes the depth and focus of collection areas that make up the Northern Beaches Library physical and digital collection. It also provides a framework to support the ongoing development and management of library collections to ensure that they meet the diverse recreational, cultural and lifelong learning needs of the Northern Beaches community.

Corporate Framework

The Collection Development Guidelines are informed by and support the achievement of:

- CSP 2040 Northern Beaches Community Strategic Plan
- Better Together, Social Sustainability Strategy 2040
- Northern Beaches Library Strategic Plan 2023-2028
- Disability Inclusion Access Plan 2022-2026
- Multicultural Inclusion Plan 2024

Legal and Professional Framework

The Collection Development Guidelines should be read in context within the following frameworks:

- [Library Act 1939](#)
- [Library Regulation 2018](#)
- [Access to Information in NSW Public Libraries](#)
- [ALIA Free Access to Information Statement](#)
- [Commonwealth Classification \(Publication, Films & Computer Games\) Act 1995](#)

Families & Parental Responsibility

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

Parents and caregivers are responsible for monitoring and assessing the suitability of physical and online library resources accessed by children and young people in their care.

It is not the responsibility of Northern Beaches Libraries to exercise a supervisory or restrictive role in determining which library resources children or young people may use or have access to except where material is classified under the Commonwealth Classification (Publications, Films and Computer Games) Act 1995.

Co-Operative Services

Northern Beaches Libraries facilitates access to collections held in or by other libraries in Australia. Outlined below are the cooperative arrangements that the library participates in:

- Inter-Library Lending
 - The Inter Library Loan (ILL) service is a specialised, fee-generated title request service, providing access to over 700 libraries within the Libraries Australia network.
- State Library NSW multilingual collection bulk loans service
 - collections of books in 43 community languages and English as a Second Language (ESL) resources.
 - Borrowed as bulk loans from the State Library NSW by the Northern Beaches Library Service to offer as lending collections to its members.
- Access to digital resources and collections via the State Library NSW
 - Members of Northern Beaches Libraries can use their current library card to register for access to State Library NSW e-resources.

Collections Overview

Northern Beaches Libraries aims to present a popular, current and diverse lending collection of fiction, non-fiction and non-book materials suitable for all ages, with a strong preference for Australian coverage.

The collection provides:

- Titles that are current, authoritative and well written
- A range of fiction and non-fiction titles
- A wide range of materials that represent a variety of views and opinions, in both print and non-print formats
- Multiple copies of popular items to meet demand
- Northern Beaches and Australian materials which reflect local heritage

Selection

Selection decisions are informed by the following:

- Evidence based procedures including monitoring key indicators such as hold levels or number of loans.
- Demonstrated demand including staff and community feedback
- Reflective of community diversity
- Authoritative and current texts
- Existing coverage in the collection
- Age of publication
- Price

Formats

Published material comes in a wide range of sizes, shapes and formats. Not all published material is suited for a public library environment and not all materials are robust enough to last multiple loans with significant handling. This is taken into consideration as part of the selection process.

Books, audiobooks and magazines are now often available in digital form. Northern Beaches Libraries will consider acquiring digital version of items purchased in physical format where a digital version is available and budget permitting.

Large print format books provide access to reading for many visually impaired community members. Northern Beaches Libraries acquires a range of titles to support a Home Library Service. We do not purchase Braille or DAISY format books which are available through specialist providers.

All non-book formats are purchased on a basic compatibility model, for example we purchase DVD but not Blu Ray. Obsolete formats are deselected from the collection once supply is unavailable and demand has ended, for example we no longer hold cassettes, VHS or CD ROMS in our collections.

1 Fiction

The fiction collection comprises popular reading material for adults in a variety of styles and genres.

Formats include print, digital, audiobooks, graphic novels and large print.

Fiction titles may be purchased as new release titles, re-prints or new editions dependent on demand and community interest.

2 Non-Fiction

The non-fiction collection comprises a broad and diverse range of topics for adults promoting recreational, professional and personal development.

Whilst our collections contain titles that can support formal learning, they do not aim to include technical, academic or professional works unless there is an obvious application to the general reader.

Formats include print, digital, audiobook, magazines and digital resources.

3 Read Now

The Read Now collection offers a selection of popular, contemporary books for immediate borrowing with a shorter loan duration to ensure maximum availability. Titles can include adult fiction and non-fiction and generally comprise of newly published titles.

4 Book Club

The book club collection supports a literate and engaged community, with book club kits available for community groups to host book clubs.

The collection includes fiction and non-fiction titles comprising of 10 items per kit. The books are suitable for group discussion and the sharing of ideas in an adult forum. The collection is contemporary, diverse and inclusive.

5 Junior

The junior collection comprises titles generally considered suitable for those aged between 0-12 years. Individual collection areas cater for the progression of reading and literacy skills from dependent to independent reader including:

Birth-Preschool – board and picture books – 0-5 years

Primary school – early readers, fiction, non-fiction, audiobooks, magazines and graphic novels- 4-12 years

The junior collection supports young readers transition from dependent to independent readers through a broad range of fiction, non-fiction and graphic novel titles.

Children’s non-fiction titles are increasingly targeted towards recreational reading, hobbies and interests rather than homework support. Digital resources are available for reference and research.

6 Young People

The young adult fiction collection is aimed at progressing from junior to adult for 13 -18 years. The increasing complexity of items in this collection appeals to young adults.

The HSC collection supports students studying for their Higher School Certificate. The collection includes study guides and HSC related materials informed by the NSW Education Standards Authority.

7 Community Languages

In collaboration with State Library NSW, a variety of community languages are available to support readership in languages other than English. The collection reflects the major language groups as identified by the latest Census data and new collections can be arranged on request. Titles include adult and children’s fiction and non-fiction titles.

A selection of magazine titles in languages other than English are available in print and online.

The Adult Literacy Collection also serves to support the English learning needs of community members and is available as a print collection and digital resource.

8 Non-Book Collections

Audio and eAudio Books

The collection comprises a range of popular and contemporary fiction and non-fiction titles. eAudiobooks have an increasing audience and are the preferred audio format for most adults.

DVDs

The DVD collection caters to the recreational needs of the community in an audio-visual format. The collection contains recent and popular movies, TV series and documentaries.

Magazines

Current magazines are available for borrowing in physical and digital format. There is a broad range of popular titles to meet the needs of a diverse cross section of the community. Subscriptions are reviewed on an annual basis.

Newspapers

A selected range of print metropolitan and national newspapers including a limited number of foreign language publications are available for browsing in every library branch.

STEM Kits

Selected STEM (Science, Technology, Engineering, Maths) Kits are available in every library branch to support the development of skills and knowledge of children and young people aged 6-12 years.

Donations and unsolicited submissions

The Library does not encourage or accept unsolicited donations of material, with the exception of items relevant to Local History.

Unsolicited material may be disposed of at the Library's discretion without reference to the donor.

Material submitted by government and community organisations will be considered for inclusion in the library's collections. Items not added to the collections will be responsibly discarded without reference to the donor.

The Local Studies team should be contacted directly regarding donations of historical material relevant to the Northern Beaches.

Content promoted directly by Authors and Publishers

Local authors or local content:

Northern Beaches Libraries supports local authors. Titles by authors living in the Northern Beaches LGA, whether self-published or otherwise, will be considered subject to items meeting the identified selection criteria, and availability of items for purchase through identified suppliers.

Non-local Authors:

Titles promoted directly to the Northern Beaches Library service by authors or publishers outside the Northern Beaches LGA will be considered on a case-by-case basis subject to the general selection guidelines.

Borrower/Purchase Requests

Customer requests will be considered for purchase if the title meets the following criteria subject to budgetary considerations:

- Fits the selection criteria
- Is in high demand including part of a series
- Has been published in the last two years and / or,
- Contains current, topical and authoritative information

Material may be purchased in a digital format where:

- The digital format is cost effective
- Completion of a series
- It is anticipated that there will be low demand for the item
- The print edition is only available in B format paperback

Material requested that is out of date, cost prohibitive or published in an unsuitable format will not be purchased.

For unfulfilled purchase requests, the Inter Library Loan service will be offered as an alternative.

Non-Inclusion

The following material is generally not purchased for the library collection:

- Items that do not have wide community appeal or demand.
- Academic and university press publications.
- Professional publications not intended for a general audience.
- Reference material.
- Books published as exercise books.
- Undersized, oversized or coffee-table sized books.
- Fragile or ephemeral items that are not robust enough for loan.
- Publications that do not meet generally accepted standards of authority regarding the content, author and/or publisher.

De-Selection

The deselection or 'weeding' of material is critical to collection maintenance and involves the removal of resources from the collection. Northern Beaches Libraries acquires a large number of items for the collection on an ongoing basis. As the library has limited space, weeding is carried out to ensure the shelves are not overstocked and to make space for new items. Regular weeding ensures the collection remains up to date and meets the needs of the Northern Beaches community.

Items will be weeded from the collection if:

- The information is out-of-date, misleading, inaccurate or obsolete.
- The item is in poor physical condition due to natural wear and tear over time or damage.
- More recent editions or duplicates of the item are available.
- The item is no longer relevant to the needs and demands of the community.
- Insufficient usage.

Disposal

Discard or donated items are responsibly discarded in line with Council guidelines on waste management. The following approaches will be taken depending on the condition of the item:

- Items unsuitable for re-use due to physical damage or out-dated content are discarded via Council waste and recycling services. For print items, the cover (plastic coated with security tag) is removed for landfill, and the paper is recycled.
- In line with Council's Waste and Circular Economy Strategy, items suitable for re-use may be offered for community reuse through channels such as Council second-hand markets, programming or donations to community organisations and Council partners.

Classification and Censorship

Northern Beaches Libraries adheres to the [Commonwealth of Australia Classification System](#) for films, computer games and 'submittable publications'. Collection materials are classified and circulated accordingly. The library does not purchase titles classified as X18+ or Category 2 Restricted.

Parents and caregivers are responsible for monitoring and assessing the suitability of physical and online library resources accessed by children and young people in their care.

The Northern Beaches Library collection will reflect the diversity of the community. Materials that have not been subject to federal or state restrictions will not be excluded from the collection based on moral, political, racial or religious grounds. A perception that material may offend or cause controversy to a person or group is not sufficient to limit access to an item.

Materials prohibited by law will not be added to the collection.

Feedback

Northern Beaches Libraries welcomes feedback regarding our physical and digital collections. Please email library@northernbeaches.nsw.gov.au.

If a member of the Northern Beaches community wishes to request the withdrawal of an item from the collection please email library@northernbeaches.nsw.gov.au.