

Objective

The Collection Development Policy provides staff and the community with a framework for the selection, acquisition, evaluation and deaccession of materials for the Shire of Capel Library (Library) collection.

The Policy will:

- Guide development and provision of a balanced collection in a range of formats that meets the diverse recreation, information, and cultural needs of the community.
- Facilitate community participation in the selection of items for the collection.
- Aid in maintaining the integrity of the total collection.
- Provide accountability within budget expenditure.
- Establish priorities and parameters for selection.

Policy statement

The Library is committed to building an informed, creative and connected community by providing free, impartial and equitable access to a large collection of resources, programs, events and services.

We strive to develop and maintain a collection that:

- Provides a balanced range of resources including popular, bestselling material as well as enduring works in both physical and electronic format.
- Inspires people to connect, learn and grow.
- Promotes literacy and lifelong learning.
- Reflects the diverse communities within the Shire.
- Supports and reflects the changing needs and interests of the community and preserves cultural heritage and history.

The Library branches in Capel, Dalyellup and Boyanup primarily service our local communities with the wider community benefitting from the sharing of resources as a participating library of the One Library South West consortia.

The State Government has primary responsibility for providing items to all Western Australian public libraries in accordance with the Library Board Act. This represents approximately 75% of Library items. The balance of items is purchased by the Shire of Capel.

Responsibility for selection

The Library Coordinator and Senior Library Officer are responsible for the development, procurement, and management of collection items. The community is encouraged to contribute to selections through requests.

Selection

- **Supplier selection** is informed by branch profiles which are based on the understanding of the local demographic and user base. Selections are also founded on analysis of statistical data provided by the Library Management System.
- **Community-led selection** is encouraged through customer requests. This proactive approach is a key aspect of collection development.

Criteria for selection

Items are selected in the most appropriate format for library use. Although much of the collection is offered in the traditional print format, valuable information is increasingly available in audio-visual and electronic formats.

Criteria considered in the selection of new items include:

- Cost
- Literary merit
- Relevance and suitability
- Currency and accuracy of content
- Authority and reputation of author, publisher, producer, or illustrator
- Quality of presentation
- Durability of format for loan and storage
- Language (materials in languages other than English are acquired according to community needs).

Additional selection criteria may be considered when selecting audio-visual and electronic items:

- Vendor support
- Technical considerations
- Download speed
- Ease of use
- Availability of usage statistics
- Content availability and coverage (Australian sources)
- Platform
- Contract provisions (limitations of subscriptions).

Purchasing

State Library Western Australia (SLWA) items are selected by preferred suppliers using the SLWA allocation through the Supplier Selection arrangement, on behalf of each Local Government public library.

Local stock purchased by the Shire of Capel and may be sourced from preferred suppliers, retail outlets and subscription agencies.

Evaluation and assessment

The Collection is continuously evaluated to ensure that the library is fulfilling its objective to provide resources in a timely manner to meet patrons' interests and needs within budgetary constraints.

Statistical tools such as circulation/usage reports, collection turnover reports, in addition to community input via surveys, informal feedback, and requests for titles are essential in evaluating the collection.

Discarding

An up-to-date, attractive, and useful collection is maintained through a continuous discarding and replacement process. Replacement of worn resources is dependent on current demand, usefulness, more recent acquisitions meeting the same needs and the availability of later editions.

The criteria for the discarding of items include:

- Factually inaccurate or obsolete
- Worn beyond repair
- In an unappealing physical condition
- Irrelevant to the needs of the community served
- Not circulated in a five-year period
- Superseded by a newer edition
- Of no discernible literary or topical merit
- Obsolete format due to technological advances and market availability
- Available elsewhere through interlibrary loan and have specialised appeal.

See *Appendix 1 – Weeding and Discarding*

Scope of collection

The Library collection is divided into categories. The number and content of each category will vary at each library, depending on community needs, space, and budgetary considerations. Items may be in print or electronic format.

Adult fiction

Aims to provide the community with the broadest possible selection of popular and contemporary fiction and literary classics. This may include Australian fiction, translations of major non-English speaking authors, best-sellers, classics, short-listed and award-winning titles, and emerging writers. Some fiction titles are available as e-books or e-audio via subscribed electronic platforms.

Adult non-fiction

Aims to encourage life-long learning and satisfy the informational, recreational, and cultural needs of the community. This includes items covering a wide range of subjects and interest levels. As per SLWA guidelines we do not collect textbooks / TAFE / university course material. There is a focus on up-to date information and Australian content is given priority. Physical items are supplemented by online databases subscribed to through SLWA and available via the Library platforms.

Magazines and newspapers

Aims to provide popular titles that reflect the current information needs and recreational interests of the community. The items available are based on interest and demand, with Magazine titles are available via a subscribed electronic platform.

Online databases

Aims to provide current information that supports life-long learning and the informational and educational needs of the community, including the virtual community.

Young people

Aims to provide the widest choice of items that will support young people's informational, educational, recreational, and cultural needs. Young people are defined as community members who are aged from 0 –

18 years of age. In conjunction with specific services (e.g., Storytime), the collection aims to contribute to the development of literacy and, through a broad range of formats, supports different learning styles and needs.

The collection provides access for three different age groups:

Junior Kindergarten (0 – 6 years)

The collection contains a wide variety of picture books such as board books, concept books, nursery rhymes and some simple non-fiction suitable for this age group. Other appropriate formats are also included. There is a preference for Australian content.

Junior (6 – 12 years)

The collection contains both fiction and non-fiction items in a variety of formats suitable for this age group. It may provide classics, award-winners and popular fiction. The collection offers support items to the education curriculum and the preference is for Australian content.

Young Adult (13-18 years)

The collection contains a range of fiction, non-fiction, and graphical items in a variety of formats suitable for this age group. Consideration is given to paperback fiction books. The collection also offers support items to the education curriculum, and recreational reading needs of this age group.

Large print

The collection includes a wide range of available titles, covering both fiction and non-fiction. Australian content, current interests and popular authors are included. It may be appropriate to include the same title as is already available in other formats.

Audio & audio-visual

Aims to provide recreational viewing, listening and /or instructional material to complement and/or enhance the print collection. A wide range of formats is included. New emerging formats may be considered upon assessment of their suitability. Currently this includes DVDs and audiobooks in physical format, and movies and e-audiobooks via subscribed electronic platforms. It may be appropriate to provide the same title in more than one format; however, a wide selection of titles is preferred. Preference will be given to titles which are less likely to be found at commercial locations. Consideration is given to the hardware and software capabilities of clients; therefore, preference is given to the current predominant technologies.

Comics and graphic novels

Aims to provide a selection of mainstream and popular culture publications which will stimulate and encourage visual learners and unmotivated readers to explore other literature. Preference will be given to the selection of age-appropriate material, with care taken to clearly identify as adult resources, publications which contain mature language and situations.

Local history

Aims to collect, preserve and make accessible a permanent collection of current and retrospective materials in a variety of formats relating to the study of all aspects of the Shire of Capel.

See Appendix 2 – Local History Collection Policy

Series

Due to budgetary considerations and wear and tear, it is not possible to comprehensively collect or replace all titles in a series - whether in print or audio-visual material such as DVDs. The purchase of titles in a series must meet the same Criteria for Selection as any other title.

Gifts, Donations and Unsolicited Material

Gifts and donations will only be considered where the item:

- meets the basic criteria for selection
- be published material in demand

- be in an appropriate format for public library usage
- be in a robust condition ready for loan.

Library staff may choose not to accept donations or accept them while making clear to the donor that the Library reserves the right to dispose of them as they see fit (e.g., book sales, charity shops etc.).

Appendix 1

[Library Guidelines - Weeding and Discarding.docx](#)

Appendix 2

[8.2 Local Studies Collection Policy](#)

Application

This Collection Development Policy applies to all Library collections.

Department:	Customer Relations and Libraries	Next review:	August 2025
Reviewer:	Manager Customer Relations and Libraries	Legislation:	
Adopted:	OC/2023/153, 30.08.2023	Delegation:	
Amended:		Risk:	
Policy ref #:		Version:	