



Burwood ^{Inc.1874}

Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

BURWOOD LIBRARY COLLECTION DEVELOPMENT POLICY 2023-2027

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Purpose

To develop a fresh and current library collection that represents the cultural, educational, informational, technological and recreational needs of the community. Burwood Library's collection comprises both physical and digital resources that reflect and fulfills the needs of the diverse community and supports lifelong learning, in a flexible and expedient way.

To achieve optimal and equitable access to all the Library's collections, both physical and digital. The increase in digital resources is responsive to the new ways in which the community learns, works, manages their time and accesses information.

This Policy will:

- Provide a written framework for planning, building, selecting and maintaining the Library's collection in a cost-effective and user-relevant manner
- Describe how materials for the Library are selected, evaluated and deselected
- Inform the community about the principles of material selection and the use of criteria for deselection and removal of materials
- Provide an outline for the collection, preservation and provision of access to resources that document, illustrate and record the history and cultural heritage of the Burwood Local Government Area (LGA)
- Facilitate access by the local community to resources held in other Australian libraries
- Support the Library's objectives as outlined in the Burwood Library Strategic Plan 2022-2027 <https://www.burwood.nsw.gov.au/files/sharedassets/public/library/bur-lib-strategic-plan-2022-27.pdf>
- Meet the requirements of Access to information in New South Wales (NSW) public libraries guidelines issued by the Library Council of NSW <https://www.sl.nsw.gov.au/sites/default/files/accesstoinformation2007.pdf>

This Policy applies to the staff involved in collection management at Burwood Library.

Location, Community Profile and Library Structure

Location

Burwood Council is located between Sydney and Parramatta, and is a culturally and diverse LGA spanning across 7.15 km². The area has a population of more than 40,397 residents (ABS ERP 2021) living across Burwood, Burwood Heights, Croydon, Croydon Park, Enfield and Strathfield. Its population density is 5,651 persons per square metre.

Community Profile

31.4% of the population speak English only, and 62.9% speak a language other than English, with Mandarin being the highest at 19.9 % followed by Cantonese (8.2%) and Nepali (7.3%). 14.5% of the population is aged between 0 and 17, 71.1 % aged 25 years and over and 20.2% aged 60 years and over.

Library Structure

The Library provides services from a single branch at Burwood. The Home Library Service visits housebound and institutional residents throughout the LGA. Access to the Library's catalogue and online resources are available via the Library's website and apps for electronic devices.

Collections

Physical Collections

These are composed of books, DVDs audiobooks, magazines, toys, STREAM (Science, Technology, Reading, Engineering, Arts and Mathematics) and Makerspace Kits. All collection items are divided into age-appropriate categories, with the major divisions being Adult, Young Adult, and Junior. Besides English, the Library currently holds materials in Chinese, Korean and Hindi.

Digital Collections

Digital resources include eAudio, eBooks, eMagazines, eMovies, eComics, online databases and video streaming.

It is a challenge to determine the ideal ratio of digital to physical items for Burwood Library. Based on the annual statistical returns provided to the State Library of NSW for the year 2021-22, physical items made up 81.4% of total loans. Other libraries have noticed an increase in digital loans during the COVID-19 lockdowns, however Burwood Library did not experience the same level of increase.

Print editions are still being published on a large scale and are very popular in most of the major collection areas across all age groups. Online copies of non-English materials are not widely available. It is, therefore, unlikely that digital publications will replace hard copy collections in the short to medium term and more likely that the Library will have to provide and manage both formats.

A concerted effort will be made to build digital content through the substituting of physical reference material by databases and the duplication of borrowable material in both print and digital formats to cater for customer choice. This will be in conjunction with efforts to improve access to all digital resources through promotion and user education.

Cooperative Arrangements

Consortia agreements are means of increasing purchasing power and reducing costs. Cooperative arrangements are reshaping the way libraries acquire and extend their physical and digital collections. Economies of scale, aggregated expertise, new synergies, unexpected opportunities and operational capacities are among potential benefits.

Burwood Library will investigate opportunities to form consortia and other collaborative arrangements to achieve optimal access to information for the Burwood community.

Burwood Library is currently a member of the following two collaborative arrangements with Innerwest, Strathfield and the City of Canada Bay Councils for the acquisition of digital materials. The current vendors are Bolinda Digital (Borrowbox) and Overdrive (eLibrary 24/7).

Through a partnership with the State Library of New South Wales, NSW residents have access to

- An extensive range of e-resources and online databases which are accessible to Burwood Library members by creating an account using their Burwood Library membership number
- LOTE (Languages Other Than English) collections via the multicultural bulk loan services. Collections in 42 different languages and ESL materials are available for extended loans to public libraries.

The Library also participates in co-operative resource sharing schemes with other libraries within Australia (including interlibrary loans). A request for an item not held in the Library collection can be made. Applicable charges are outlined in Council's Schedule of Fees and Charges.

Restricted Material

Council has a duty to provide unbiased information covering a range of opinions including those on controversial subjects. It does not seek to promote or discourage particular viewpoints and does not censor material. Only materials prohibited by law will not be included in the collections.

No material will be excluded from the adult and young adult collections on the basis that it is not suitable for children under 13 years of age. Parents and guardians are responsible for their children's selection and use of the collections. Items classified by the Classification Board as MA15+ and Restricted DVDs will be labelled and shelved appropriately.

The Library may choose to control the use of any resources in order to protect items deemed susceptible to theft or damage including limiting an item(s) loan period to ensure efficient use of resources by customers.

Request for Items Not Held in The Collection

Library members can offer suggestions for items not held in the collection to be purchased. The Library will endeavour to obtain these items either by purchase or through Inter-Library loan. The decision to purchase is made after consideration of the relevant selection criteria listed in this Policy with particular emphasis on popularity, date of publication, price, availability from suppliers and availability from other libraries.

Library Donations

Donated items must be in excellent condition and/or suitable for inclusion in the collection based on the relevant selection criteria. Donations will only be accepted if the donor has discussed the donation with relevant library staff and received approval prior to delivery of the item(s). Donations of appropriate and relevant material for the Local Heritage Collection are welcomed. Upon donation of materials to the Local Heritage Collection, a Deed of Gift must be completed.

Replacements

Fiction titles that are considered to be standard works will be replaced as they wear out. Most non-fiction titles are replaced by updated editions or new titles on the same subject.

Damaged, Lost or Stolen Items

Library items that are damaged, lost or stolen will be subject to charges as outlined in Council's Schedule of Fees and Charges. Membership privileges may be suspended until items are returned or charges are paid in full.

Financial Sustainability

The Library develops and maintains its collection in the following financially sustainable ways:

- Selecting appropriate content and content format
- Ensuring best use of available funds
- Ensuring core areas of spending are identified
- Ensuring that new collections are sustainable in the long term
- Avoiding the purchase of multiple copies of items no longer in demand due to changing trends
- Considering the impact on physical space
- Assessing the durability of format for public library use.

General Criteria and Principles for the Selection of New Materials

Selection of items for both physical and online is primarily carried out using selection profiles, developed following extensive analysis of community profiles and collection usage, and implemented by external library suppliers.

Selection Criteria

Materials will be selected according to the following recognised criteria:

1. Popularity
2. Demand and need for the material
3. Relationship to existing collections
4. Relationship to community
5. Relative importance in comparison with other materials on the subject
6. Authority and competency of the author/creator
7. Appropriateness to interest and skills of intended users
8. Comprehensiveness in breadth and scope
9. Importance as a record for present and future use
10. Currency of Publication
11. Price.

Criteria specially used for selecting digital collections will include:

1. Uniqueness of content, availability and coverage (Australian)
2. Technical considerations such as authentication options and the application programming interface (API)
3. Ease of use
4. Download capability
5. Cost
6. Contract provisions
7. Vendor support.

Additional criteria for LOTE collections will include:

1. Availability of materials to build a viable collection
2. Expectation of a population increase in a particular population in the LGA
3. Literacy needs and demands of a particular population
4. Could demand be met by the use of the multicultural bulk loan service.

Specific criteria for Toys, STREAM and Makerspace Kits will include:

1. Age appropriateness
2. Customer and staff safety
3. Ease of use
4. Durability and ease of replacement
5. Number of parts
6. Expertise required for repairs and maintenance
7. Adequate space and storage.

The Collections

Fiction:

This collection will include popular, bestselling and enduring works that encourage recreational reading, the development of literacy and foster a love of reading. The collection covers materials for adults, young adults and children including pre-schoolers. Australian authors will be represented as well as a cross-section of popular titles published overseas.

Nonfiction:

The Library aims to provide current, popular and balanced collection in all subject areas likely to be of interest to adults, young adults and children in the local community and that which promote lifelong learning. There is a strong emphasis on Australian content wherever appropriate.

Large Print:

A carefully selected collection of books to assist customers who have difficulty reading standard print. In response to demand, the collection will comprise predominantly of popular adult fiction of all genres.

Graphic Novels:

This collection is aimed at providing access to a medium that combines text and sequential art to tell a story. It includes core and popular titles for young adults and children. The collection could be expanded in the future to include adult titles.

Magazines and Newspapers:

The Library will provide a selected range of magazines, particularly with an Australian focus covering both popular and special interest topics. Daily newspapers in hard copy are for use within the Library. They will be retained for a limited period. Online access to newspapers and magazines is also available.

Local Heritage:

Burwood Library aims to provide an accessible and comprehensive local heritage research collection. This is achieved by acquiring, accumulating, preserving and conserving a range of locally significant information that document, illustrate and record the history and the natural, cultural,

environmental, industrial and social heritage of Burwood LGA. The collection also includes materials and access to databases to trace family history.

The Burwood Heritage Collection currently houses (but is not limited to) the following:

- Printed material, including books, reports, guidebooks, directories, souvenir booklets and brochures/pamphlets
- Scrapbooks containing ephemeral material, including newspaper clippings, flyers, drawings, etc.
- Council rate, valuation and building registers, and some other miscellaneous Council records
- Council minutes
- Sydney Inner West newspapers from 1962 to early 2020 with an index
- Photographs
- Maps
- Audio visual materials, including sound recordings, videos (all converted to DVDs) and DVDs
- Family history resources on microforms,
- Subscription databases, such as FindMyPast.com.

The collection is housed together with other Library collections in locked, glass cabinets, and can only be accessed under staff supervision. The use of the collection is open to all community members and other interested parties. However due to irreplaceable nature of many items the collection is not for loan and thus has to be consulted within the Library. Duplicate copies of some works may be available for loan in the general collection and selected resources have been digitised and made accessible online.

Due to the research focus of this collection, and uniqueness of some of its items, in principle these resources will not be discarded, unless duplicates are acquired, exchanges are arranged with other institutions or transfers to other collections or institutions are found beneficial for the future survival of the collection. Acquisitions of materials for this collection will be made through the Library budget and encouraging community donations.

An effort will be made to digitise parts of the collection, especially of archival/fragile nature, to provide world wide access.

Languages other than English (LOTE):

The Library currently holds collections in Chinese, Korean and Hindi. Books in other languages will be borrowed from The State Library of NSW.

The changes in the LGA's demographic over the recent years and the emergence of new language speaking communities will entail regular evaluation of existing collections and assessment of the viability of new language collections.

Children's Collection:

A wide range of age appropriate informational and recreational resources make up part of this collection. It is aimed at a broad age group from birth to 12 years in response to the varied social and cognitive development needs as well as supporting the primary school curriculum.

Young Adult Collection:

This collection is aimed at the specific recreational interests of youth from the ages of 13 to 17 years. Curriculum support materials for school years 9 to 12 are catered for in the separate school resources collection.

Toys, STREAM Kits and Makerspace Kits:

The aim of these collections is to provide opportunities for children to be creative and develop in areas of problem-solving, spatial reasoning, motor skills and engineering concepts. The Library is considering expanding the collection to include kits for adults.

While toys and the STREAM kits are available for loan, the Makerspace Kits will be used to support the Library's innovation programmes.

Audio-Visual:

This collection consists of audio-books and DVDs in both physical and digital formats including video streaming.

Digital Resources:

eBooks, eAudiobooks, eComics, databases, magazines, newspapers, genealogy, reference, language and literacy resources are available for recreational reading, watching and listening and life-long learning for adults, young adults and children.

Non-traditional Collections:

The Library will develop collections that remove barriers for the community and promote the sharing economy. The Library has Chromebooks for use within its premises and will acquire iPads, tablets, eReaders as well as home energy efficiency kits. The collections could be further expanded to include items deemed useful to the community.

De-selection, Withdrawal and Disposal

Deselection and Withdrawal of Stock

Deselection is an essential activity that ensures the removal of damaged, outdated and no longer popular materials. It also releases space to add new content. The focus will be to use performance measurement tools and reports to assist collection management agility to ensure currency and popularity of the collections.

The success of the collection will be measured by analysing the following:

- Turnover statistics for all collection genres
- Circulation (loans)
- Online/digital usage
- Age of collection
- Currency of information
- Condition of physical materials
- Diminishing appeal of subject and/or format.

Disposal

Deselected and withdrawn items will be disposed of in accordance with Council's Corporate Practice and Procedure for the Disposal of Council Assets. Books will either be put out for sale, provided free to customers or recycled.

The Library will continue to investigate other sustainable practices for the disposal of deselected materials including seeking partnerships with charitable organisations to redistribute appropriate items within the LGA and to other communities.

Related Documents

Australian Library and Information Association (ALIA)
Statement on free access to information
<https://read.alia.org.au/alia-free-access-information-statement>
Burwood Council
Corporate Practice and Procedure for the Disposal of council assets
[Corporate Practice and Procedure for The Disposal of Council Assets](#)

Australian Library and Information Association
APLA-ALIA Standards and Guidelines for Australian public libraries.
<https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>

Library Council of New South Wales
Living learning libraries: standards and guidelines for NSW public libraries.
https://www.sl.nsw.gov.au/sites/default/files/pol_living_learning_libraries_v_7.3_2020.pdf

Classification of Films and Computer games
<https://www.classification.gov.au/>

Review

This Policy will be reviewed at least every four years.

Contact

Enquiries on this Policy should be submitted in writing to the Director Community Life.