

# *Burwood Council*

heritage ■ progress ■ pride

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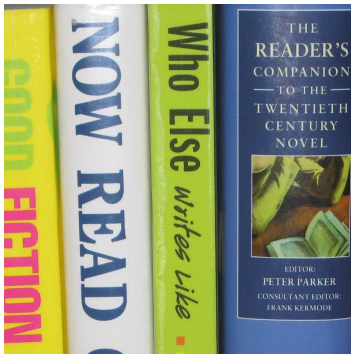
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## **COLLECTION PLAN**

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# BURWOOD LIBRARY

*Connect:* Learn, relax, enjoy...

## Collection Plan 2007 – 2010

Well balanced, community oriented collections

BURWOOD COUNCIL

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## BURWOOD LIBRARY COLLECTION PLAN

### 1. BURWOOD LIBRARY'S VISION AND PURPOSE STATEMENTS

- **Vision:** Committed to connecting diverse communities and enabling lifelong learning
- **Purpose:** Burwood Library provides information, learning and reading for pleasure through access to services, collections and programs to meet the needs of the community of Burwood

### 2. BURWOOD LIBRARY'S VALUES

We are committed to these values:

- Continuous improvement
- Free access
- Equity of access
- Value of knowledge and learning
- Trusted and unbiased information (local and global)
- Lifelong learning and literacy
- Social cohesion and inclusion
- The preservation and sharing of knowledge and our heritage.
- Professional and customer focused service
- The strength, knowledge, diversity and cohesiveness of our team
- A safe and healthy environment for customers and staff

### 3. INTRODUCTION TO THE LIBRARY AND THE COMMUNITY IT SERVES

- The population served by Burwood Library includes ratepayers and residents, people who work in, or visit the area and those who attend school or other education institutions in the area.
- Planning for the specific needs of the resident population is informed by ABS census information compiled on the Burwood LGA. In addition surveys of library users and non-users, as well as data such as circulation statistics and user satisfaction surveys is used to identify trends, anticipate demand and meet customer expectations.
- Burwood Council Adopted the Library Act in August 1947, first establishing a children's library in 1948, and completing a library building in 1952. This building has been extended twice, once in 1974 and again in 1989.
- The library service was a joint venture between Burwood and Drummoyne Councils from 1967 to 2003.
- Burwood Library now operates as a stand alone library service with one library located in Burwood which is open 7 days a week.
- The age and configuration of the current building have resulted in limitations on storage capacity and the quality of storage available.
- The Library provides a free lending service from a range of collections in a number of formats. A reference and information service relying on a non-lending collection as well as online & electronic resources is also provided. A number of specialized services cater to particular needs and interests within the community, for example Home Library Service, Local History, Genealogy, HSC and ESL
- Burwood library has a long history of providing specialized collections to its community, often taking advantage of new technologies, for example community language collections were first established in 1975, toy and game collections in the same year, home library services and talking books started in 1978, music collection in 1979, Local Studies in 1983 and CD ROMs in 1990.

## 4. UNDERLYING PRINCIPLES AND LEGISLATION

- 4.1. The Collection Development Plan is administered under the *Library Act of New South Wales* and any other relevant legislation.
- 4.2. The Collection Development Plan is informed by the following statements on library and information services, literacy and intellectual freedom:
  - 4.2.1. *Access to Information in New South Wales Public Libraries Guideline* – Library Council of NSW  
<http://www.sl.nsw.gov.au/pls/policies/pdf/accesstoinformation.pdf>
  - 4.2.2. *Libraries and Multiculturalism* – ALIA Policy (currently withdrawn pending lobbying)
  - 4.2.3. *Library and Information Services for People with a Disability* – ALIA Policy <http://www.alia.org.au/policies/disabilities.html>
  - 4.2.4. *Statement on Free Access to Information* – ALIA Policy <http://www.alia.org.au/policies/free.access.html>
  - 4.2.5. *Statement on Libraries and Literacy* – ALIA Policy <http://www.alia.org.au/policies/library.literacy.html>
  - 4.2.6. *Statement on Public Library Services* – ALIA Policy <http://www.alia.org.au/policies/public.library.services.html>
  - 4.2.7. *Statement on Public Library Services to Young People in Australia* – ALIA Policy (withdrawn 2004)

## 5. AIMS, OBJECTIVES AND METHODS FOR THE COLLECTION DEVELOPMENT PLAN

### 5.1. Definition:

The Collection Development Plan is the planning and policy framework used to inform the selection, acquisition and maintenance of information, recreational and cultural resources collected in order to meet the library's objectives and the needs of its clients.

### 5.2. Aims of the Collection Development Plan

- 5.2.1. To ensure the provision of well balanced, community oriented collections.
- 5.2.2. To ensure flexibility in meeting changing needs and interests within the community.
- 5.2.3. To aid staff in the selection of material.
- 5.2.4. To inform the community of the reasons why materials are selected.
- 5.2.5. To indicate how users' needs will be met.
- 5.2.6. To provide the council with one of the tools for evaluating the effectiveness of its library service.
- 5.2.7. To indicate to library suppliers the plans for, and range of, Burwood Library's collections.

### **5.3. Objectives of the CDP**

- 5.3.1. To provide popular, contemporary and classic material in a variety of formats including fiction and non-fiction, lending and reference.
- 5.3.2. To provide resources for informal education and lifelong learning.
- 5.3.3. To provide resources to complement formal education at primary and secondary school level.
- 5.3.4. To provide resources in a variety of languages to meet the needs of Burwood Council's diverse multicultural population.
- 5.3.5. To provide resources which encourage and promote the enjoyment of reading and help foster research skills.
- 5.3.6. To provide an in-depth local studies collection for the Burwood Local Government Area.

### **5.4. Methods of Meeting the Objectives of the CDP**

- 5.4.1. Ensuring the changing needs and interests of the community are identified and taken into account in order to balance collections.
- 5.4.2. Maintaining collections in appropriate proportions in order to cater for the changing needs and interests of the community, ensuring that the library's book votes are adjusted accordingly, within the core collection budget, each financial year.
- 5.4.3. Ensuring collections adequately represent all subject areas, in a variety of formats and languages, and from a variety of points of view, including popular, contemporary and classic works.
- 5.4.4. Ensuring the needs of special groups and individuals (e.g. the aged, disabled, those with literacy needs or from a non-English speaking background) are reflected in the collections.
- 5.4.5. Regular analysis of stock, circulation and in-house use statistics to identify usage patterns that will inform selection of materials.
- 5.4.6. Regular analysis of the local government area's demographic profile is applied to stock selection and collection development.
- 5.4.7. Identifying the needs and issues of non-users and potential users within the user base and planning collections accordingly.

### **5.5. Revising the CDP**

- 5.5.1. The Collection Development Plan will be reviewed regularly, with a new edition issued when significant changes are made.
- 5.5.2. The Library Manager is ultimately responsible for administering the overall plan with input from library staff.
- 5.5.3. The staff member responsible for each collection will update individual collection development plans for input into the document as a whole.

## **6. ACCESS TO THE COLLECTION**

**6.1. The Library Act of NSW**, related regulations and the Libraries Statement on Access to Information provide the basis for access to Burwood Library's collection.

**6.2. Members of the community with special needs** will be considered when acquiring and housing material.

## **7. INDIVIDUAL COLLECTIONS**

### **7.1. Lending**

- 7.1.1. Adult Non-Fiction
- 7.1.2. Serials/periodicals
- 7.1.3. Adult Fiction
- 7.1.4. Adult Paperbacks
- 7.1.5. Large Print
- 7.1.6. Talking Books
- 7.1.7. Video/DVD
- 7.1.8. Music
- 7.1.9. Multicultural Collections
- 7.1.10. English Workshop
- 7.1.11. Children's collections (Fiction, Non-Fiction, Picture Books)
- 7.1.12. Young Adult Collections (Fiction, Non-Fiction)
- 7.1.13. Toys

### **7.2. Reference**

- 7.2.1. Reference
- 7.2.2. Local History
- 7.2.3. Family History
- 7.2.4. CD ROMs
- 7.2.5. Online Databases
- 7.2.6. Newspapers

## **8. RESOURCE SELECTION:**

The following criteria are intended to be applied generally to all collections. Individual Collection Development Plans will outline any special considerations for particular categories or formats. Materials selected for a collection must meet one or more of the following criteria:



### **8.1. General Selection Criteria**

- 8.1.1. Level of funding
- 8.1.2. Customer demand
- 8.1.3. Reasonable cost
- 8.1.4. Currency of information
- 8.1.5. Authority of author, compiler or editor in the subject presented
- 8.1.6. Reputation of publisher
- 8.1.7. Suitability of format
- 8.1.8. Appropriate for the collection and community
- 8.1.9. Fills an existing gap in the collection or provides an alternative point of view

### **8.2. Additional Criteria** for works of imagination (fiction, drama and poetry) also include:

- 8.2.1. Representation of a significant genre or national culture
- 8.2.2. Originality
- 8.2.3. Popularity of the author
- 8.2.4. Literary quality
- 8.2.5. Strength of characterisation and plot
- 8.2.6. Sustained interest
- 8.2.7. Authentic reflection of human experience

### **8.3. Formats**

- 8.3.1. Materials will be acquired in a number of formats to satisfy particular needs within the community. The same title may be added to the collection in a number of formats depending on demand, for example Fiction, Paperback, Large Print and Talking Book collections may all have a copy of the same title.
- 8.3.2. New formats coming onto the market will be considered for acquisition. As the take-up of the technology reaches a point where enough demand is created, and funds become available, a collection of viable size should be established.

**8.4. Selection Methodology & aids:** The selection of material is the responsibility of a team of professional staff, with responsibility for particular collections, following financial delegations from Council. The following methods of purchasing material are used:

- 8.4.1. Visits to bookshops and warehouses
- 8.4.2. Visits by booksellers
- 8.4.3. Ordering online
- 8.4.4. Urgent orders
- 8.4.5. Standing orders
- 8.4.6. Subscriptions

**8.5. Limitations**

8.5.1. As stated in 5.3.3 resources to support formal education at primary and secondary level may be acquired, this does not include textbooks. Resources aimed at a tertiary level would only be considered for acquisition if there is no other material at a general level available on a subject.

**8.6. Other Issues**

8.6.1. Purchase Suggestions:

Suggestions for purchase are encouraged from library clients and staff for items that satisfy selection criteria. Suggested items that are deemed not to satisfy selection criteria, or which are out of print may be obtained through the document delivery service.

8.6.2. Donations:

Donations of books and other materials are welcomed, on the understanding that the library may do with them as it sees fit. Donated material is added to the collection according to the same criteria for selection of purchased material. Material which does not satisfy the selection criteria may be offered to the subject strength library, donated to other organisations, offered for sale, or recycled. Unsolicited donations may be refused.

8.6.3. Controversial Material:

The library has a right and a duty to keep on its shelves a representative selection of books which meet its basic selection criteria on all subjects of interest to its users and which are not prohibited by law, including books covering a range of opinions on controversial subjects. Under no circumstances will material be excluded from the adult section on the grounds that it is not suitable for children. It is the right and responsibility of parents, rather than library staff, to make a final decision on what is suitable reading for the individual child.

8.6.4. Complaints:

Complaints regarding the collection of specific items within the collection will be referred to the senior library staff responsible for that collection. Any decision will be communicated to the complainant by the library manager.

**9. COLLECTIONS - OUTLINE OF INDIVIDUAL COLLECTION DEVELOPMENT PLANS.**

Individual Collection Development Plans are formed within the principles outlined in the main body of this document. Their intent is to provide collection development guidelines specific to each collection as a working document and therefore do not form part of this officially adopted plan. The scope of each collection is defined using *Conspectus Collection Level Indicators*. The majority of Burwood Library's collections would fall within *Level 2: Basic Information* defined as follows:

- *Collections at this level contain up-to-date materials which introduce and define a subject and indicate the variety of information available elsewhere. Such a collection may include dictionaries, encyclopaedias, appropriate bibliographic databases, standard and significant works, handbooks, manuals, films, sound recordings and a few popular or major serials.*
- *A Conspectus level 2 collection can support general enquiries, school and some undergraduate instruction, and information at a popular level, but it is not sufficiently intensive to support advanced undergraduate courses.*

Conspectus levels will only be defined when a collection varies from Level 2: Basic Information.

The following (9.1) is an example of the outline used for all individual collection plans, followed by a list (9.1 to 9.19) of all current collection plans.

**9.1. Adult Non-Fiction**

- 9.1.1. Staff Position Responsible For Collection
- 9.1.2. Target Users
- 9.1.3. Aim of Collection
- 9.1.4. Additional Criteria/Scope
- 9.1.5. Formats
- 9.1.6. Purchasing Methods
- 9.1.7. Weeding/Retention
- 9.1.8. Categories Included
- 9.1.9. Additional Notes/Future Plans

**9.2. Serials/ Periodicals**

- 9.3. Adult Fiction
- 9.4. Adult Paperback
- 9.5. Large Print
- 9.6. Talking Books
- 9.7. Video/DVD
- 9.8. Music
- 9.9. Multicultural Collections
- 9.10. English Workshop
- 9.11. Children's
- 9.12. Young Adult
- 9.13. Toys
- 9.14. Reference
- 9.15. Local History
- 9.16. Family History
- 9.17. CD ROM
- 9.18. Online Databases
- 9.19. Newspapers

## 10. COLLECTION MAINTENANCE AND PRESERVATION.

Collection Maintenance and Preservation is essential for ensuring the collections remain relevant to the target audience

- 10.1. **Preservation:** Items requiring repair should be identified by staff as they are returned to the library, or found on the shelves. Items requiring major repair should be referred to the staff member responsible for the collection to be evaluated for repair, discarding or relocation to stack.
  
- 10.2. **Weeding & deselection** is an ongoing collection management practice, carried out by the staff member with responsibility for a collection. Library materials are evaluated for removal from the collection on the following criteria:
  - 10.2.1. Poor physical condition. The item may be too worn or damaged to permit its repair or rebinding.
  - 10.2.2. The information it contains may be obsolete and/or inaccurate.
  - 10.2.3. A new edition or more up-to-date items on the subject may be available in the collection.
  - 10.2.4. The subject may no longer be of current interest.
  - 10.2.5. Duplicate copies are in the collection after an item is no longer in demand.
  - 10.2.6. Consideration should be given to whether the item is part of a series, or multi-volume set.
  
- 10.3. **Disposal of Discarded material**
  - 10.3.1. Last copies of material in good physical condition may be offered to libraries participating in the Sydney Subject Strength and Joint Fiction Reserve Schemes.
  - 10.3.2. Other material may be offered for sale to the public or donated to suitable charities.
  - 10.3.3. Material in poor physical condition may be disposed of through the recycling system.

## 11. RELATED DOCUMENTS:

- 1. Conspectus Collection Level Indicators
- 2. Burwood Library Statement on Access to Information
- 3. *Demographic Profile of Burwood Local Government Area* – ABS, updated as new data is released