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## Introduction

The City of Wanneroo Libraries Collection Development Guidelines is a dynamic document which aims to inform the public and assist staff in the selection of resources to meet the vision and purpose of the City of Wanneroo.

Wanneroo Libraries strive to offer a neutral source of knowledge, information and ideas by curating a modern, comprehensive and balanced collection – both in print and online – while responding to a wide variety of community requirements. The selection and availability of library materials and services is governed by professional considerations and not by political, moral or religious views. Personal views or values, or any perception of the potential of material to offend or cause controversy, do not limit the materials Wanneroo Libraries acquire and make accessible.

The physical and digital collections are arranged and presented to maximise usage and accessibility while showcasing the variety of the library service collection. Consideration is given to placement of resources within library branches including the decision to arrange resources spine out to optimise space or face out aligning with retail display principles. Consideration is also given to the placement of digital resources on the library website, catalogue and apps to improve access and promote usage.

City of Wanneroo Libraries does not collect local history material to be kept in perpetuity. This material is collected by the Community History Centre, Wanneroo Regional Museum and is collected according to the Museum Collection Policy.

## Guiding principles

The City of Wanneroo Library Service operates within the framework of the Library Board of Western Australia Act 1951 and subsidiary legislation as made under this Act. The service is obligated to comply with the decisions made under State and Federal Law, including those made by the Australian Classification Board.

The City of Wanneroo Customer Experience Policy encompasses the sum of all experience a customer has with the City and its service offerings. Its objective is to encourage customer feedback across all touchpoints and connections.

The guiding principles are informed by and committed to the principles of intellectual freedom and access as described in the [Statement on free access to information](#) by the Australian Library and Information Association and the International Federation of Library Associations (IFLA) Public Library Manifesto 2022

**Access** - Our libraries will provide free, adequate and convenient access to resources. Our libraries recognise access to information and ideas through books and other formats is a basic human right.

**Equity** – Our libraries' collection will support the information and recreation needs of the community, inclusive of differences in gender, sexuality, age, disability, ethnic origin or

economic status. The library will provide resources that respond to specific needs of the community, including those of culturally and linguistically diverse, First Nations, LGBTQIA+ communities, those who cannot visit the library in person and those requiring accessible formats.

Participation – Our libraries actively encourage community participation and feedback.

Quality and range – Our libraries will provide a wide range of materials with a strong focus on quality in terms of content and presentation.

Information and Learning – Our libraries will support lifelong learning with the provision of up-to-date and accessible library resources in a variety of formats.

## **Families and parental responsibility**

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

It is not the responsibility of City of Wanneroo Libraries staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access except where material is classified as restricted under the Western Australian Classification (Publications, Films and Computer Games) Enforcement Act 1996. It is the responsibility of parents or guardians to monitor the suitability of both physical and online library resources used by their children.

## **Acquisitions, budget and procurement**

City of Wanneroo Libraries has contracted with professional library suppliers to undertake the selection and supply of new library material using a range of mechanisms outlined. The City's Purchasing Policy and related processes are used by library employees to acquire and procure materials in an appropriate manner.

Library materials are purchased each year through the City's operational budget and through State Government funds distributed by the State Library of Western Australia.

## **Selection principles**

City of Wanneroo Libraries uses the following selection principles:

- Acquisitions will be guided by our community
- We will collect material of importance to the local community and support local creators
- We will ensure our collection is accessible
- We will provide a collection which reflects the span of community viewpoints

- Our collection will reflect all sections of our community
- Our collection will be in a range of formats
- Materials prohibited by law will not be included in the collection
- Materials will not be rejected on moral, political, racial or religious grounds if they otherwise meet selection criteria

## **Customer driven selection**

City of Wanneroo Libraries value suggestions and recommendations of material by the community, if they meet the current content selection criteria. Customers may provide feedback and requests via the Request a Title service on the library website. This service allows customers to recommend new and upcoming titles via the Community Collection Manager, or to complete the request form for a title not displayed for recommendation.

Suitable items that are not available for purchase may be sourced via interlibrary loan.

## **Selection criteria**

The following general selection criteria are used to ensure items included in the collection meet high standards of quality in both content and presentation.

Selectors use the following criteria in choosing materials:

- Relevance and current community demand
- Popular interest
- Currency and accuracy of content
- Publication date
- Promotes diversity, equity and inclusivity content and audiences
- Contemporary significance
- Enduring value
- Readability and style
- Extent of publicity and promotion
- Significance of subject matter, permanence or timeliness of subject
- Local interest (author or subject)
- Relationship and importance to the entire collection
- Circulation of similar materials
- Quality of presentation appropriate to the content and audience
- Suitability of format
- Price and availability
- Reviews in professional and popular media
- Professional or literary reputation of the author or creator

Where all other selection criteria are equal, material published or produced in Australia will be purchased except for:

- Self-published works unless of significant local relevance
- Textbooks or curriculum-based material except when they meet the selection criteria and have broad community appeal
- Specialised, technical or academic publications
- Materials prohibited by law
- Rare or second-hand materials

## **Selection methods**

Selection based on the listed criteria should be sourced from or confirmed as relevant by utilising recognised or authoritative sources, or via community consultation:

- Publisher's websites
- Supplier aided selection tools or visits
- Commercial displays and websites
- Professional selection services
- Book reviews
- Bibliographies
- Circulation statistics
- Reputable journals and selection aids
- Library management software and other reporting tools
- Staff stock requests

Resources will be procured from the most cost-effective supplier, after review of the reliability, convenience and service offered by the supplier.

## **Gifts and donations**

As a general rule, the City of Wanneroo Library Service does not accept donations. Members of the public with items to donate will be referred to appropriate organisations that have a need such as Paraquad Industries Book Sale.

Wanneroo Libraries does reserve the right to accept donations of items if they are deemed to be of value to the collection. These donations must be assessed against the selection criteria to determine suitability for inclusion within the library collection.

Wanneroo Libraries reserves the right to decline, dispose of or redistribute donated items as appropriate if they are end-of-life, do not meet the selection criteria or fall into one of the categories not collected.

## **Collection management**

Wanneroo Libraries always aim to maintain a well-balanced, current and functional collection. The collection requires continuous revision and evaluation to ensure that it is relevant to community needs and is in good physical condition.

Evaluation of the effectiveness and success of the library's collections is undertaken through analysis of performance data and community and staff feedback and surveys. We measure the success of the collection by analysing the following:

- Circulation data i.e. loans, returns and reservations
- Turnover statistics (number of loans divided by the total number of items held)
- Digital usage and availability
- Age of collection and percentage of items borrowed within a year of acquisition

Evaluation reports are periodically generated to provide responsible officers with data useful to maintaining collection currency, condition and relevance. These reports are produced through interrogation of the Library Management System and via third party statistics applications.

## **Deselection principles and criteria**

Deselection, also referred to as weeding the collection, refers to the planned removal of unsuitable materials from the collection. Deselection is a logical consequence of collection evaluation.

Deselection will take place at time of need or in small sections throughout the year. Discarded resources will be withdrawn and cancelled in the first instance.

## **Deselection criteria**

Criteria for discarding, deselecting or weeding an item are:

- Item is in poor physical condition
- Item is obsolete (superseded by a new edition, better source, more accurate information, item has broken links or no longer current)
- Insufficient use (including borrowing)
- Age
- Items where the subject matter is no longer of current interest
- Unnecessary duplicate copies
- Licencing issues
- Irrelevant to current needs

## Disposal of material

Discarded material, including unwanted donations, may be:

- Offered for sale at library branches or at a library book sale
- Given to recognised social or civic organisations
- Materials that are in poor physical condition and of limited appeal to the general public and are therefore unsuitable for sale or redistribution are disposed of.

## Replacement items

Titles missing, lost or withdrawn from the library's collection are not automatically replaced.

The decision to replace items is based on the following criteria:

- The item is still available for purchase
- Availability of other copies or editions in the collection
- Community interest or ongoing demand
- Adequacy of coverage in the subject area
- Cost and availability
- Usage of previous copy/copies

## Complaints or challenges

Customers may from time to time, bring to the attention of library staff material they think should not be part of the library collection. A formal request must be made on a [Request for Reconsideration of Library Resource form](#)

While library users have the right to make decisions for themselves and children in their care, this right does not extend to making decisions for other library users and children in their care.

Requests for reconsideration of library resources will be assessed by the appropriate Wanneroo Libraries collection specialist in accordance with:

- City of Wanneroo Library Collection Development Guidelines
- Appropriate State and Federal copyright, privacy and classification legislation
- The [Statement on free access to information](#) by the Australian Library and Information Association

## Review of collection

A stocktake of the City of Wanneroo Libraries collection should be undertaken every three years, when resources permit.

## Related documents

ALIA free access to information statement

[ALIA/APLA Joint Statement in support of free access to information in Australian libraries - ALIA](#)

Classification (Publications, Films and Computer Games) Enforcement Act 1996)

[https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a114.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a114.html)

Customer Experience Policy, City of Wanneroo

[https://www.wanneroo.wa.gov.au/downloads/file/17/compliments\\_feedback\\_and\\_complaints\\_policy](https://www.wanneroo.wa.gov.au/downloads/file/17/compliments_feedback_and_complaints_policy)

IFLA public library manifesto 2002

<https://www.ifla.org/public-library-manifesto/>

Library Board of Western Australia Act 1951

[https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a453.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a453.html)

State Library of Western Australia Intellectual Freedom Policy

<https://slwa.wa.gov.au/sites/default/files/2024-04/Intellectual%20Freedom%20Policy%20-%20APPROVED%20-%20November%202023%20v2%20PDF%20version.pdf>



## Appendix 1 Current collection

The City of Wanneroo Libraries collection will contain physical and digital resources, with the proportions of these collections changing over time, depending on use and demand.

Current collections include:

### Audiovisual and Multimedia Collections (Physical)

A selection of audiobooks, film and television, and learning materials in the most relevant, current and popular media available. This collection includes a variety of genres for all interests and age levels in a range of formats.

**Audiobooks:** priority is given to popular, unabridged titles that have been professionally produced.

**Film and Television** includes educational, documentary, children's classic films, literary tie-ins, and television series.

**Learning Materials:** may include console, educational and recreational games, language and literacy materials. Some of which may be for onsite use only.

When formats become obsolete in the market, items will be held in the collection until they are deemed ready for deselection.

Where demand is very high multiple copies of a title may be purchased, budget permitting.

### Book Club Kits

Book Clubs can register and pay an annual subscription fee to access our book club kit service. Each kit contains 10 print copies of a selected title with an information sheet about the title and author and some suggested questions to help guide conversation.

Access to alternate formats if required may be available upon request.

Kits are selected based on suggestions and feedback from clubs, as well as selection by Library staff.

### Community Outreach

Our Books on Wheels service provides material to library customers unable to visit the library in person for reasons such as ill health, frailty or disability. This service enhances the lives of those in our community who would otherwise struggle to access resources for their leisure and information needs.

City of Wanneroo Libraries will continue to offer a home delivery service providing collection material in a variety of formats.

The library staff may also from time to time attend community events organised by the City of Wanneroo or partner organisations and provide resources for activities at such events.

## Digital Collections

Access to a range of eBooks, eAudiobooks, newspapers, magazines, downloadable resources, streamed resources and databases for all age for recreation, information seeking and learning purposes.

Access to databases is provided to meet the needs of library customers for specialised, current information and learning purposes. These resources may include genealogy databases, current and historic newspapers, digital literacy resources, and language literacy resources to support information and lifelong learning, reading, cultural, educational and business resources.

## Equipment and Kits

A limited selection of non-book resources to support the delivery of library programs and initiatives. These resources may have restricted borrowing permissions or be restricted to use within the library.

These items may include activity kits, robotics or other technology relevant to lifelong learning, or equipment that meets a specific or emerging need.

## Fiction Print

Access to a wide range of fiction books in print format for recreational reading at all ages to foster creativity and reflect society and to showcase a variety of literary genres. This collection includes a broad selection of best-selling and popular fiction, as well as literary classics, works by new and local authors, award winning titles, graphic novels, Australian fiction, and translations of works of major non-English speaking writers.

Where demand is very high multiple copies of a title may be purchased, budget permitting.

## Large Print

Accessible material in large type formats for using who need or prefer this format. The collection includes a wide range of fiction and popular non-fiction titles.

## Languages Other Than English (LOTE)

Material in languages other than English where books in that language are available to access. Materials in LOTE are not generally purchased. The State Library of Western Australia provides access to resources for languages not collected by Wanneroo Libraries. These resources are regularly selected by Library Staff from the stock available in the State Library collection. Selection of stock is responsive to requests from individuals and groups within the community, and sources such as recent Census data to review common language groups with the Wanneroo community.

## Magazines and Newspapers

Provides information which is of current interest for all ages. These resources are available in print and online formats.

The magazine collection covers a range of subject material relevant to local needs.

The Newspaper collection includes local, national and international titles, some of which are available in languages other than English.

Hard copy newspapers are available for on-site access only and will be disposed of or donated after a period of time.

### Non-Fiction Print

Access to non-fiction material used for enjoyment, leisure and recreational reading and finding information for lifelong learning.

Collections are selected to match the diverse interests of the people who live in Wanneroo. As content and interests change over time, specific collecting areas are identified and developed to ensure the collection remains relevant.

Where demand is very high multiple copies of a title may be purchased, budget permitting.

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