Maribyrnong Libraries
Collection Development Plan

May 2023

Maribyrnong | MARIBYRNONG
CITY COUNCIL | LIBRARIES

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Introduction

Maribyrnong Libraries service a diverse community with five branch locations – Braybrook, Footscray, Maribyrnong, West Footscray and Yarraville. The library seeks to provide free and equal access to dynamic collections which meet the informational, cultural, recreational and life-long learning needs of our community. Providing physical and digital collections continues to be a core activity of the Victorian public library industry.
The Collection Development Plan is underpinned by the Library Plan 2023-25.

Purpose of the Collection Development Plan

The Plan provides guidelines for the management of the Maribyrnong Libraries' collections to ensure alignment with community needs and demands. The Plan informs the community and guides staff about professional and organisational collection principles and accountability for selection, acquisition, evaluation and de-selection. It is subject to financial investment in collections and the building and technology infrastructure available.

As the community grows and changes, the library will be flexible and reassess and adapt its collections, formats and technology to reflect the new and emerging. It is essential in this context that a traditional print-based collection needs to be managed alongside digital resources whilst also recognising the importance of retaining materials of long-term significance.

Plan Framework

The Collection Development Plan draws on a range of broader library and associated industry policy documents including:

- ALIA Statement on Free Access to Information
- ALIA Statement on Information Literacy for All
- ALIA Statement on Online Content Regulation
- UNESCO Public Library Manifesto
- Australian Classification Board Guidelines
- United Nations Sustainability Development Goals 2030

The Collection policies of other libraries were also considered in the development of this Plan.

Collection Plan renewal

The Plan will be reviewed and updated every two years.

Scope of the Collection

Maribyrnong Libraries collection supports the informational, cultural, recreational and life-long learning requirements and demands of our diverse community by:

- providing collections and resources which encourage and promote life-long and informal learning,
- providing collections and resources which encourage and promote a love of reading for all ages,

- providing free and equitable access to information for all,
- providing a range of materials in a variety of formats,
- providing material complementary to library services and programs,
- providing resources relating to the local area,
- providing popular, bestselling material as well as enduring works,
- meeting the changing needs of the Maribyrnong community,
- curating and tailoring collections to meet the needs of the individual branch or service point's communities,
- providing collections in community languages based on demographic analysis and demonstrated interest, and
- demonstrating procurement practices which provide value for money.

Community focus and engagement

Maribyrnong Libraries is committed to engaging with the community in the development of a demand driven collection. Consultation methods include:

- Library member suggestions for purchase encouraged,
- Collection surveys run as required,
- Consultation with local history and other subject matter experts,
- Staff knowledge of local community needs,
- Library member feedback mechanisms,
- Current loans/turnover of individual collections, and
- Environmental scanning in order to anticipate trends in the community.

Principles of Selection

We will purchase items that our library members want

We respond to community demand by focusing our purchasing on new and popular adult, junior and young adult fiction and adult and junior non-fiction; picture books and early readers; audio-visual and online material in physical and digital formats. The emphasis is on current, relevant loan collections rather than the retention of items – just in case. We also aim to provide a collection which complements our services and programs.

We will provide a collection which reflects the spectrum of community views

Maribyrnong Libraries does not support censorship.

Maribyrnong Libraries recognises that access to information and ideas through books and other formats is a basic human right. The collection includes a representative selection of materials which meet selection criteria on topics of interest to library members, including items covering subjects which could be considered controversial by some parts of the community provided they are not prohibited by law. Maribyrnong Libraries is guided by relevant legislation including the Australian Classification guidelines. See Appendix 1.

Maribyrnong Libraries supports each individual library member's right to access information though the content may be considered controversial or unacceptable to others. The principle of free access to information is supported by the Australian Library and Information Association's (ALIA) Statement of Free Access to Information. See Appendix 1.

Parents and caregivers are responsible for their children's use of the library collection

Materials for children and young people are intended to broaden their vision and widen interests, support recreational reading, encourage and facilitate literacy skills, supplement their learning needs and stimulate their love of reading. While the library takes every care in allocating resources to appropriate areas of the library, the reading and viewing activities of children and young people under 18 are the responsibility of their parents or care-givers who can guide the selection of appropriate material in overseeing their own children's development. Selection will not be inhibited by the possibility that materials may inadvertently come into possession of children.

We will seek to select materials of varying complexity to support the full diversity, educational background and reading abilities of our community

Maribyrnong Libraries supports:

- information literacy and life-long learning,
- the principle of community members having access to materials in the language of their choice,
- the procurement of English as a Second Language materials,
- the provision of service and collections to people of all sexualities, gender identities and sex identities, and
- the educational needs of students of all ages however textbooks and curriculum related materials are provided only where these materials also serve the general public.

We acknowledge and celebrate First Nations Collections

We will continue to develop our First Nations collection to reflect the culture, history and literature of First Nations people and to ensure our First Nations people feel welcomed and represented.

We will provide a collection which reflects and supports LGBTQIA+ communities

Maribyrnong Libraries supports the inclusion of collection items which reflect our diverse membership and promote our libraries as safe, accessible and welcoming places for all, including but not limited to, members of LGBTQIA+ communities. We will source collections that support and encourage pride.

We will provide accessible formats and promote inclusion

Wherever possible, Maribyrnong Libraries will source and provide materials in accessible formats including but not limited to large print, audio and dyslexic friendly font material in print and digital collections for all ages. Our collections will promote acceptance and inclusion to all peoples with visible and non-visible disability.

We support the inclusion of collections which promote and support gender equality outcomes

We will continue to source collections that promote gender equality, challenge gender stereotypes and gender norms. We are committed to ensuring these resources reflect intersectionality and the diverse experiences and stories of our community, including but not limited to identity, age, ethnicity and ability.

We provide informational, cultural, recreational and life-long learning materials in the media of the day

Digital and online resources are an integral part of our library's collections and it is understood that the changing nature of technology and variations in formats of library materials is a continuum of life.

We will actively encourage community participation and feedback and carefully consider their requests and comments

Library members are encouraged to make requests and suggestions for items to be purchased which are not already held in our collections. Regular Collection surveys will inform future collection planning and management.

We collect material which is unique to the City of Maribyrnong and the former City of Footscray

We source and house materials which document the past as well as the present. Collections reflect the local culture and history as well as the local social, economic, cultural and political aspect of the current Maribyrnong and former Footscray communities.

We will evaluate the effectiveness and success of library collections through analysis of performance data

Item turnover (loans divided by the number of available items); Dead on Arrival and Dead items (CollectionHQ data); library member requests and reservation levels are monitored closely triggering the purchase of new items and additional copies of high demand items as well as deselection of those items which are no longer relevant or of interest. In addition to community demand, procurement based on detailed specifications provides depth to the collections.

Collection Promotion and Access

Promotion, marketing and optimised access to maximise the potential of the collections is essential. We do this by providing:

- 24/7 online service
- Knowledgeable, friendly and helpful staff
- Accessible buildings
- Collections in a wide variety of formats
- Reservations functionality and a courier service to deliver items between branches
- Social media posts promoting specific titles or collections
- Author events, book clubs and other relevant programming
- Children's and Young Adult programming
- Multiple copies of items in accordance with demand and within budgetary constraints
- A clean and accurate database (catalogue)
- Catalogue records to Libraries Australia
- Inter-Library Loans Service
- Home Library Service

Community Consultation

We acknowledge the importance of getting input from our community in developing library collections. We are hoping to incorporate more regular use of the following methods:

Surveys

It is hoped that the Collections survey may be run as required.

Purchase suggestions

Recommendations for new items from library members is encouraged and reviewed in line with budget and development plan guidelines.

Staff knowledge

Library staff, through their daily contact with library members, develop an understanding and insight into the needs of their communities. Staff input is invaluable in the review of specifications, profiles and standing orders. Reader development and other collections related training will be offered when available.

Collection Evaluation

We evaluate the effectiveness and success of the library collections through analysis of performance data and community and staff feedback. We measure the success of the collection by analysing the following:

- Turnover statistics for all collection genres
- Circulation (loans)
- eLibrary usage
- Stock held
- Age of collection
- Acquisition and discard rates
- Delivery time from supplier to shelf
- User satisfaction from internal/external surveys
- % of items borrowed in first year (DOA)
- % of Dead and Grubby items

Acquisition and Procurement

Collection procurement activities are in accordance with Maribyrnong Council's Procurement Policy and under the auspices of the Procurement Australia Library Materials Contract. A panel of contracted suppliers is available and the suppliers identified through an evaluation process as best fulfilling specifications are used. Maribyrnong Libraries aims to conduct supplier reviews every two years whilst also regularly monitoring value and performance.

Collection Management – Selection

Maribyrnong Libraries uses demographic information, the profile of library members as indicated by the Library Management System, loans statistics, stock turnover rates, current trends and priorities to assist in collection planning and management. Feedback and suggestions from library members is also encouraged. Libraries and library suppliers and vendors need to anticipate trends as user needs change and new formats and technologies emerge.

Responsibility

The Coordinator, Technology and Resources has overall responsibility for Maribyrnong Libraries collections and associated functions and teams, however the Collections Specialist is responsible for developing and managing the collections. Branch staff provide feedback and input into the processes associated with collection selection.

Selection Criteria

The following selection criteria are used to determine whether items are purchased. Their importance and application will vary from one collection to another:

- Relevance and current community demand
- Currency and accuracy of content
- Authority and reputation of the author, publisher, producer or illustrator
- Extent of publicity and promotion
- Date of publication
- Suitability of format
- Quality of presentation appropriate to the content and audience
- Relationship to existing collections
- Suitability for difference age levels and audience
- Local interest (author or subject)
- Series already in the collection
- Price and availability
- Circulation of similar materials

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

Additional selection criteria apply when establishing Languages Other Than English (LOTE) collections. Consideration will be given to the establishment of an emerging language collection when the following determinants are met:

- Australian Bureau of Statistics (ABS) census indicates that there is a population in the City of Maribyrnong of more than 1,000 people speaking a particular language as their major language at home;
- Demonstrated community interest in reading in their language and literacy culture of that group;
- Ability to source appropriate print newspapers, magazines, DVD and or Picture book resources.

Consideration will be given to the development of a new full language collection when the following determinants are met:

- Australian Bureau of Statistics (ABS) census indicates that there is a population within the City of Maribyrnong of more than 2,000 people speaking a particular language as their major language at home;
- Forecasted continuing growth of that language group in the City of Maribyrnong;
- Demonstrated community interest in reading in their language and literacy culture of that group;
- Ability to source appropriate resources in reasonable quantities;
- Availability of funding;
- Availability of library space/s in the specific locality/ies where the majority of a particular CALD group reside.

Additional selection criteria are considered when selecting digital resources:

- Vendor support
- Technical considerations e.g. authentication
- Ease of use
- Availability of usage reports and statistics
- Content availability and coverage (Australian resources)
- Platform
- Contract provisions (limitations of subscriptions)

The following material **will not** be procured:

- Textbooks or curriculum based materials except when they meet selection criteria and have broad community appeal. Generally, the provision of textbooks and associated material is the responsibility of each educational institution.
- Specialised technical or academic publications.
- Materials prohibited by law.
- Rare or second-hand material unless of local historical significance.

Selection approach
Profiles and Supplier Aided Selection
Detailed specifications reflect the requirements of our collection and need to satisfy known and anticipated demand. Profiles and specifications are developed by library staff to assist suppliers in selecting the right content. All items are ordered pre-publication. The selection process is monitored to ensure the specifications are being followed and interpreted correctly.

Standing Orders
Standing orders are titles automatically ordered prepublication in predefined quantities. Standing order lists are reviewed and updated annually with staff input and are modified to suit the demand of library members and budget availability. Each standing order author, series or item is ranked according to anticipated demand, thus determining the number of copies to be procured in the first instance.

Suggestions for Purchase
Suggestions made by library members for items not held in the collection are considered for purchase. Each suggestion is assessed for inclusion in the collection based on current specifications and profiles and budgetary constraints. Items which do not meet the selection criteria will be assessed for the Inter Library Loan Service.

Stock requests
Library staff identify specific titles or areas of the collection in their branch which may need immediate attention. Items are then ordered/or added to the profiles. Transfers of stock through CollectionHQ reports can also sometimes satisfy gaps in the collection.

Warehouse and Bookshop buys
These occurrences are rare and are more relatable to some of our LOTE material.

Subscriptions
Applicable for print magazines and online and digital resources. Subscriptions are reviewed annually and renewed if appropriate.

Replacements

Titles missing 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/ongoing demand
- Adequacy of coverage in the subject area
- Price
- Usage of previous copy/ies

Inter-Library Loans

Maribyrnong Libraries obtains items for library members on Inter Library Loan (ILL) from other libraries in Australia if the title is not already held in the library and does not fit selection criteria for purchase. There are fees for ILLs.

Self-published and Local authors

Self-published author works will be considered for items which meet selection criteria and/or are items of local relevance or by a local author when these titles cannot be sourced through contracted suppliers. The materials may be independently published or from a small press. The library will not accept unpublished materials or unbound transcripts.

Donations

Donations are not encouraged unless the material is of local importance. We do not also accept donated items as replacements for items which have been lost by a library member.

Complaints

If a library member has an objection to a particular title held in the library or if they consider the title is not suited to the particular collection (e.g. Junior Fiction), the matter can be discussed in the first instance with the Branch Librarian or the senior staff member on duty. The Collection Development Plan and ALIA Statement on Free Access to Information will be provided.

If the matter cannot be resolved, the library member may submit a written complaint which will be evaluated by the Coordinator, Library Services. The result of the evaluation will be communicated to the library member.

The library is only obliged to withdraw material that has been recalled by the publishers due to legal requirements or material deemed illegal by Australian Classification. See Appendix 1.

Collection Management – De-Selection

Responsibility

The Coordinator, Technology and Resources has overall responsibility for Maribyrnong Libraries collections and associated functions and teams, however the Collections Specialist is responsible for the development and implementation of collection management guidelines, practices and principles. Branch staff are responsible for maintaining the collection using the Library Management System and CollectionHQ tools.

Criteria for de-selection

Weeding is a term used to describe the process by which an item is withdrawn from the collection. Weeding contributes to the collection's currency, relevance, attractiveness and accessibility. The following criteria are considered in the weeding process:

- New edition available
- Out of date or inaccurate information
- Damaged items or items in poor condition
- Availability of other copies in the collection
- Relevance to the needs and demands of the community
- Insufficient usage – some items may qualify for transfer to another branch where usage of the title may improve using the CollectionHQ Transfer tool
- Capacity of library spaces
- Digital availability

These criteria may not be equally relevant for all collections. For example, the Local History collections are generally exempt from standard weeding decisions.

While some withdrawn items may eventually be sold, we do not remove materials from the collection for the purpose of selling them. The library service is unable to notify library members when particular collection items are being withdrawn.

Where a decline in population and community support is identified in one or more locations, consideration may be given to consolidate or relocate a LOTE collection. However, if this is not appropriate, the following determinants will be used when deciding if a LOTE collection is to be retired:

- Australian Bureau of Statistics (ABS) census indicates that the population of a particular CALD group has fallen to below 1,000 residents in the City of Maribyrnong;
- There is a lack of demonstrated community support for the continuation of the collection and loans have dipped below 100 per collection genre per annum.
- Material in the language is no longer readily available.

Disposal of de-selected items

De-selected materials remain the property of the Library until disposal decisions are implemented. All library materials deemed for disposal are reviewed by experienced library staff. Material is disposed of in the following priority order:

- Materials still deemed to be of value to the collection (e.g. Local History or CollectionHQ transfer reports) will be re-allocated to the appropriate branch/collection
- Staff will choose appropriate material to be sold in their branch book sales
- All other print material will be sustainably re-purposed or recycled referring items to the James Bennett Sustainability Program; Yarraville Rotary and/or other organisations such as Aged Care facilities.
- Magazines not sold through book sale can be sustainably recycled through Council's Waste recycling facilities.
- Audio-visual material not sold through book sale or donated can be sustainably recycled through Council's Waste recycling facilities.
- Sending items to landfill should be a last resort.

Maribyrnong Libraries Collections

Fiction

Fiction collections consist of a wide range of high interest, popular, bestselling and enduring works in all genres and formats to involve all ages and to encourage the love of reading for pleasure. The collections are regularly replenished with new editions of classic and contemporary titles. Where demand for particular titles is high, extra copies will be purchased. Many cross-generational authors' works will be located in the adult fiction collection. The importance of maintaining the integrity of fiction series will ensure replacement or digital copies will be sourced. Many adult fiction items are given a genre category which will allow placement of books of the same genre together on the shelves and improve access.

Non-Fiction

This collection encompasses a broad range of human knowledge, interests and culture; information and factual material which will assist individuals of all ages in their life-long learning needs and recreational pursuits with an emphasis on current information. Where appropriate, priority will be given to Australian published material. This collection will support and complement library services and programming. The junior non-fiction reflects the interest in recreational non-fiction reading rather than school support. Textbooks will not be included in this collection unless they have some value to the wider community. We aim to support rather than duplicate material held in school libraries. Topical and recreational non-fiction also caters for many reluctant readers who may struggle with fiction reading. All non-fiction items are given a genre category which will allow placement of books on similar topics together on the shelves and improve access.

Picture Books and Early Readers

Picture books, board books for babies and toddlers and books for beginner and emerging readers are our most popular collections. Learning about and enjoying books from an early age leads to improved literacy and encourages the pleasure of reading. Early Reader materials will be processed and arranged to aid ease of access and understanding of graded levels. Emphasis will continue to be on physical collections however digital titles will be added where appropriate.

Large Print

The Large Print collections provide material for library members who have difficulty reading standard print however the collection is accessible to everyone. There has been a decline in Large Print usage in the last few years but typically the collection mirrors the fiction and non-fiction collections however collection are limited by the smaller number of titles published in this format.

Graphic novels

These collections include material for junior, young adult and adult library members. Graphic novels/comics are books which contain collections of sequential graphic art containing a single story, individual short stories or a set of interrelated stories. The format of graphic novels and comics, being dynamic and visual, have proven to be popular and supportive of people who may have reading difficulties due to low literacy or dyslexia.

Languages Other Than English (LOTE)

LOTE collections are developed by user demand with the supply of popular, high interest books, magazines and audio-visual materials. Current collections held are African (Arabic),

Chinese, Greek, Hindi, Italian, Spanish and Vietnamese. Where it is deemed not viable to introduce or establish a language collection, bi-lingual material may be procured enabling both the English language speaking community and the emerging language group access. LOTE languages not held, can be obtained through Inter Library Loan (ILL).

Learning English collections

This collection is aimed at community members whose first language is not English or those who are native speakers but with limited literacy levels who wish to improve their English language skills and competency. The collection predominantly includes high interest/low vocabulary readers, abridged popular fiction as well as a support collection of grammar books, International English Language Testing (IELTS) and Occupational English Test (OET) workbooks and manuals.

First Nations People collection

This collection is housed at Braybrook Library and reflects the culture, history and literature of First Nations people. The collection is balanced with historical and contemporary fiction and non-fiction. Indigenous Collection Guidelines were developed with the assistance of First Nations people.

Magazines

Magazine collections are tailored to each branch community's needs and titles should be reviewed annually. The print collections are unique to each branch as they do not float. The physical and digital magazine collections comprise general interest titles which provide insight into popular culture, news and current trends. Magazine publishing was significantly impacted during COVID with many titles ceasing publication or being published digitally instead. Print magazine usage will continue to be monitored regularly. The decline in print publishing will continue to highlight the need for good digital offerings.

Newspapers

The Library provides print and digital newspapers. Newspaper offerings will be reviewed annually with a view to procuring the digital equivalents if available.

Bookclub kits

This collection provides resources for library members for reader development and for discussion and interaction with other library members. Titles will be added annually and will include a wide range of fiction genres, award winners, biographies and non-fiction suitable for a bookclub discussion. Titles with waning popularity will be withdrawn as a bookclub kit and if items are still in good condition, will be re-allocated to the general collection.

Audio-visual collections

This collection includes DVD; Audiobooks on CD; MP3 Audiobooks and Music CDs. Technology dictates the format, currency and popularity of various media. Although DVDs continue to be popular, the impact of COVID on popularising streaming services has highlighted a decline in DVD usage. Streaming film and documentary products such as Kanopy continue to be popular. Music CDs are scheduled to be retired from the collection in June 2024. Once the market determines the non-availability of a particular format, the library will deselect these items according to deselection guidelines and the format will be discontinued within 2 years. Alternatively, the sustainability and popularity of new formats will determine when new formats may be added.

The Library uses the Australian Classification guidelines for films. See Appendix 1.

eLibrary collections
Digital and online resources include genealogy; newspaper and magazines; literacy and educational games; language learning; English learning support. These resources will be monitored regularly for usage and reviewed annually.

Local Authors
In order to support, encourage and foster access to local talent, the library will procure materials published by local authors. The materials may be independently published or from a small press. The library will not accept unpublished materials or unbound transcripts. Material content must be consistent with our collection specifications, profiles and standards.

Local History collections
The library connects communities past and present with their history and heritage and plays a role in preserving the local history of the area and making this material available for our communities. All Local History material (not for loan) will be housed at the Footscray Library. This collection will reflect the history and heritage of the City of Maribyrnong as well as the City of Footscray and includes material by and about John Shaw Nielson. Ideally, digitising some of the collection in particular images would be of importance.

Toy Library
We hold a small collection of educational toys aimed at young children. This collection is housed at Maribyrnong branch.

Non Traditional Library Collections – Library of Things
As trends and technology evolves, the library aims to provide non- traditional collections which will continue to fulfil the library's goals and objectives. These collections currently include STEM and STEAM kits. The Library of Things project will provide further impetus in developing non- traditional collections. These collection items will be dynamic and evolving and subject to budgetary constraints.

Appendix

APPENDIX 1. Associated documentation
Australian Library and Information Association (ALIA) Statement on Public Library Services
http://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-public-library-services

ALIA Statement on Free Access to Information
https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information

ALIA Statement on Information Literacy for all Australians
https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians

ALIA Statement on Libraries and Literacies
https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-libraries-and-literacies

ALIA Library and Information Services for People with a Disability
http://www.alia.org.au/about-alia/policies-standards-and-guidelines/library-and-information-services-people-disability

ALIA Libraries and Information Services and Indigenous peoples
https://www.alia.org.au/about-alia/policies-standards-and-guidelines/libraries-and-information-services-and-indigenous-peoples

ALIA Statement on Online Content Regulation
https://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation

Australian Classification Board Guidelines
https://www.classification.gov.au/

UNESCO Public Library Manifesto
https://www.ifla.org/files/assets/public-libraries/publications/PL-manifesto/pl-manifesto-en.pdf

International Federation of Library Associations (IFLA) and Institutions Statement on Libraries and Intellectual Freedom
https://www.ifla.org/files/assets/faife/statements/iflastat-en.pdf

IFLA Internet Manifesto and Guidelines
https://www.ifla.org/files/assets/faife/publications/policy-documents/internet-manifesto-2014.en.pdf

IFLA Manifesto for Digital Libraries
https://www.ifla.org/files/assets/digital-libraries/documents/ifla-unesco-digital-libraries-manifesto.pdf

United Nations Sustainable Development Goals 2030
https://sdgs.un.org/2030agenda