



Collections Management Policy

Kingston Libraries





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DOCUMENT INFORMATION

The electronic version of this document is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

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RESPONSIBLE MANAGER (Policy Owner)	TEAM LEADER COLLECTIONS & INFORMATION TECHNOLOGY
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GLOSSARY OF TERMS

ALIA	Australian Library and Information Association - Australia's peak library industry body
IFLA	International Federation of Library Associations and Institutions
LOTE	Languages Other Than English
OFLC	Office of Film and Literature Classification
PLV	Public Libraries Victoria
TROVE	National Library of Australia's free online research portal



COLLECTION DEVELOPMENT

The Collection Development Policy is a planning document produced by Kingston Libraries that identifies and communicates its long and short-term collection goals and policies. It aims to provide a general framework for the development of all collections and is devised and maintained in consultation with library staff and customers.

In order to manage this collection, the library must define both a policy and a procedure for collection management. Collection management is a composite of three major areas:

1. Selection
2. Collection management
3. Withdrawal

Each of these areas needs an understanding of:

- New materials in print or in production
- Current collection profiles
- Identification and review of other information resources

Collection management for Kingston Libraries should be considered with extensive reference to:

- The current customer groups
- Demographic analysis of target community, i.e. the City of Kingston.
- The knowledge and experience of library staff
- Current theory and practice in library collection development

COLLECTION MANAGEMENT GOALS

Kingston Libraries aims to provide an effective and properly managed information resource for the Kingston Community and seeks to achieve this using the following techniques:

- Collect and organise materials and facilitate access to these materials
- Employ state-of-the-art methods in information delivery
- Play an active and innovative role as a community information provider
- Educate customers to become skilled in accessing information
- Develop professionally competent and highly motivated staff
- Provide a popular recreational media centre
- Provide a community space that supports community access to these resources

Specific goals relating to collection development are:

- To provide current, high demand, high interest materials for information and recreation in a range of physical and digital formats.
- To provide broad, current, and relevant information tools, in a variety of information formats to support the libraries stated role as an information gateway.

Kingston Libraries recognises that as well as providing recreational and informational resources to the community, the library also fills a role as a public space where people can access all forms of media in a safe and accessible environment.

Kingston Libraries has adopted the [Library Strategy 2019-2030](#) which includes but is not limited to the following actions:

- Consider how improved access to library services can be achieved for those who may not be in immediate proximity to a library
- Continue to reshape the collection (both physical and digital) so that its content and quality responds to the reading and literacy interests of library users and the community
- Promote wider uptake of digital collections
- Regularly collect and analyse data on community characteristics, library use and customer satisfaction to understand service needs, preferences, and performance

RESPONSIBILITY

Kingston Libraries operates through joint funding from both State and Local Government. The Victorian State Government Public Libraries Funding Program provides annual funding to councils, regional library corporations and Vision Australia for the provision of public library services. This funding contributes to the purchase of collection items (physical and electronic), information technology, library and outreach programs, and other services provided by Victorian public libraries.

Local Government funding is allocated as part of the [Kingston Council Financial Plan and Annual Budget](#).

The Collection Development Policy has been aligned with the strategic directions of [City of Kingston's Council Plan 2021-2025](#) and developed in conjunction with ALIA and IFLA policies relating to literacy and equitable access to information.

The [ALIA Standards and Guidelines for Australian Public Libraries May 2021](#) identifies 6 broad individual and community outcomes from the provision and use of public libraries:

- Literacy and lifelong learning
- Digital inclusion
- Personal development and wellbeing
- Economic and workforce development
- Stronger and more creative communities
- Informed and connected citizens

The Manager Arts, Events and Libraries is responsible for the supervision and management of the Kingston Libraries and is assisted by the library management team.

Library and information staff are responsible for developing and maintaining library collections. Collection selection and management of items in a collection is made by library staff with professional expertise and experience.

FUTURE STRATEGIC DIRECTIONS

This document aims to provide an overall direction for the development of Kingston Libraries' collections.

- A Collection Management program that responds to the expressed needs of the community, as well as the library's established strategic directions as outlined in other planning documents.
- A Collection Management program that offers the broadest possible access to the community, including physical access and electronic access.
- A Collection Management program that proactively identifies new information tools or media and seeks to make these available to the community.
- A Collection Management program that recognises special interest groups within the community and seeks to respond to their recreation and information needs, both from within Kingston Libraries' resources and by providing access to wider programs and resources.
- A Collection Maintenance program that ensures that the library meets minimum industry standards, supported by an articulated program of stock selection, maintenance and withdrawal.

COOPERATIVE RELATIONSHIPS WITH OTHER LIBRARIES AND RESOURCES CENTRES

Other libraries' collections may impact on collection building decisions, especially where materials are located in close geographical proximity or are accessible through networking or formal Cooperative arrangements.

Kingston Libraries will attempt to anticipate the impact of other library and resource centres on users and their needs and will seek to complement their resources and/or establish strategic partnerships with these centres. Kingston Libraries will not duplicate materials where they are reasonably available elsewhere.

GENERAL ACCESS STATEMENT

Kingston Libraries' collections, programs, services and library sites are designed to provide the broadest and most equitable access to the library's resources for all City of Kingston residents.

Kingston Libraries also provides and hosts a range of programs that showcase or inform customers about the library's services and collections.

Library members have unrestricted access to all library resources, subject to the limitations detailed in all library policies and guidelines.

Access and Equity

Kingston Libraries acknowledges the importance of access and equity to the library's collection and programs and addresses this through various actions which include:

- Purchase, display and celebrate collections that improve community members' access to library resources relating to under-represented backgrounds, experiences and identities.
- Provide equitable access to library eResources such as eBooks, eMagazines and movie streaming.
- To purchase, display and celebrate resources relevant to Aboriginal and Torres Strait Islander communities to ensure our community has access to Aboriginal authors and relevant information. Resources relating to local Aboriginal history and culture, as well post-settlement history, will continue to be an important part of library collections. We are committed to the actions of the Kingston Reconciliation Action Plan April 2022 -April 2024.
- Purchase specifically focused LOTE collections for language groups of a significant population size within the Kingston community
- Purchase materials (in English) which reflect and describe accurately the cultural and religious diversity of local communities
- Purchase a wide range of physical and digital resources for supporting learning English and adult literacy
- Providing resources that relate to neurodivergence in accessible formats including dyslexia friendly resources.
- Provide inclusive and relevant programs and services through outreach that actively engage the community in library collections and services beyond the library buildings.
- Run Digital literacy classes and lending of iPads to gain digital literacy skills
- Purchase and explore Lendable STEAM Kits to give access to technology to our community where practical.

CENSORSHIP

ALIA has adopted a [free access to information statement](#). Kingston Libraries is an institutional member of the ALIA and upholds this statement.

The library follows the censorship ratings of the [Office of Film and Literature Classification](#). The library does not collect any material on State or Federal proscribed lists. For all disc media, the rating legend of OFLC is displayed near the location of the relevant collection.

The powers of censorship are vested in both federal and state governments. Kingston Libraries aims to provide a representative collection on all subjects of interest to the community unless items are prohibited by law. Items will not be rejected on moral, political, racial or religious grounds if they otherwise meet the selection criteria. Material is allocated to the most appropriate collection for example adult or young adult or junior.

Kingston Libraries does not select console games with a rating higher than 'MA 15+'.

The library may select controversial titles when the literary or cultural value of the work merits its inclusion. This may include "R18+" DVDs" and "R18+ Blu-Rays" of merit such as classic films, award-winning and critically acclaimed films. The library reserves the right to refuse suggestions that it deems are not in line with our Collection Management Policy.

The library subscribes to an online movie streaming service available to use at home via a link on the library website and/or through a separate app. This service provides a separate Kids only content platform link which can be selected by parents within the main content site.

Parents or Guardians are responsible for determining the suitability of resources used by their children. Selection of material will not be inhibited by the possibility that inappropriate items may inadvertently come into the possession of children.

LIBRARY RESOURCES ACCESS

Kingston Libraries currently has eight library service points: Chelsea, Cheltenham, Clarinda, Dingley Village, Highett, Parkdale, Patterson Lakes and Westall Libraries.

There are three main branches with full-service provision with a wide range of resources and facilities. These branches are Parkdale, Cheltenham and Chelsea. The size and roles of the smaller or community branches vary within the organisation, as do their collections and borrower profiles. Community branch libraries, unable to accommodate a wide-ranging fiction and non-fiction collection, will attract a different user group from a larger service point with a broader collection, extensive opening hours and a circulation turnover that justifies specialist staff.

A smaller community branch library may be able to offer a more personalised service to customers with a stronger need or inclination for help in using the library's resources - this customer group may find the quicker pace of a larger branch less comfortable. This group could include elderly, LOTE customers, or customers with very young children.



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This definition of the library's community must include both the needs of current library users and the perceived needs of community members who do not currently use the library. The library will seek to identify both current and potential customer needs through public surveys and consultation.

Kingston Libraries also provides alternative methods of access to our collections through cooperative ventures such as the National Library of Australia Trove database. These databases can be accessed internationally, and material can be requested nationally using the interlibrary loans scheme.

The library's [Home Library Service program](#) offers access to the collection for frail, people recovering from illness or housebound customers. This also includes people who are carers for someone else and can be provided on a permanent or temporary basis. Application to this program is assessed on a needs-based criteria. In addition, the council runs a Community Bus which visits Chelsea Library fortnightly for those in the community unable to get to library branches independently.

[Kingston Libraries' website](#) and Library app available to download for free from Google Play and Apple Store gives access to the library catalogue, borrower records, customer services such as holds, renewal, self-issue and information about the library facilities and programs.

CITY OF KINGSTON DEMOGRAPHICS

The City of Kingston had a 2022 population of 164,680 people. It covers 91.1 square kilometres.

Within the City of Kingston there are a number of identifiable population characteristics that can be used to tailor the collections at each of the library service points. This will increase the relevance of each collection to the local community, while also recognising the overall role of this service point within the citywide organisation.

The demographic indicators that have been identified as relevant are:

- Population by Age: This will be useful in the allocation of specific collection such as Picture books or large print materials.
- Language spoken at home: This information will allow the identification of the languages that are spoken within the community and the allocation of this material to specific branches.
- Hours worked and Level of Employment: This data will be useful in the allocation of opening hours - a principally domicile suburb may require different opening hours from one where the dominant population group is aged.
- Car ownership and Methods of travel: This information will indicate how important it is to maintain proximity to public access for all library service points.
- Computer Ownership and Internet Access: This information will indicate the level of community awareness and interest in the uses of information technology as an information tool.

The current demographics found at <https://profile.id.com.au/kingston>

LIBRARY MEMBERSHIP

The potential library membership group is unlimited. Anyone with current official identification can become a member of the Kingston Libraries. In this document the client group will be defined as the members of the City of Kingston community: people who live, work, or study within the City of Kingston.

Loan limits have been established for all formats to increase access to library materials by as broad a range of the community as possible.

GIFTS AND DONATIONS

Kingston Libraries will accept gifts of materials provided that they fall within its collection criteria and will also be pleased to receive donations of money.

Only donations less than 1 year old will be considered, and then on the understanding that Kingston Libraries has control over what will be added to the collection and where they will be located.

The only exception to this is donations related directly to Kingston's Local history such as photographs and ephemera that has been consulted with the Collections Coordinator for consideration.

Collection managers will only accept items that will enhance the collection. Donations that are not suitable will be offered to Op Shops, Council run family services or a charity organisation, or discarded.

As a general rule the following items are not accepted as donations:

- Periodicals
- Textbooks
- Encyclopaedias
- DVDs and Blu Rays
- Outdated formats, such as Cassettes and Videos
- Console Games
- Audio CDs which are not available for public lending
- iPads, PCs

COLLECTION PRIORITIES

In meeting the goals previously outlined in this document, Kingston Libraries recognises a number of priorities in building its collections:

Information and Educational Resources

- To collect general information works in print and electronic formats. As part of this goal, the library provides access to material in electronic format. To facilitate this, the library provides and supports public use internet terminals at all branches and public access wi-fi.

Recreational Resources

- To comprehensively collect popular literature to meet the demands of library users.
- To collect large print and audio material to reflect the demand created by an aging population within Kingston.
- To generally collect picture books, junior and young adult fiction in all media formats to promote the use of the library by children and teenagers
- To collect general magazines and newspapers to reflect the interests of the community
- To selectively collect LOTE (languages other than English) materials in the top four languages, identified by Kingston's community demographics. These include Greek, Italian, Chinese and Vietnamese.
- To collect materials that reflect Kingston's diverse community as previously outlined in this document.

Anticipated Future Demand

Finally, material which does not fit current user requirements but which the library anticipates will be useful for future collections may be purchased if it is considered appropriate for the general interest of users and the scope of the library's collections.

COLLECTION MANAGEMENT PROCEDURES

The following is an outline of the process through which the library manages its collections. In outlining this process, the library has developed a coordinated and methodical approach to the acquisition, rotation and withdrawal of library materials.

Acquisitions Policy and Procedures

Kingston Libraries has identified preferred suppliers, using the criteria of price, delivery, and the range of materials available. Kingston Libraries is a member of Procurement Australia, who facilitate public tenders and establish contracts for members. Kingston uses a preferred panel of contractors for purchase of Council's Library Collections. These preferred suppliers are reviewed on an annual basis.

Suggestions

Collections are customer driven by receiving and considering suggestions from the Kingston community online via our *Suggest an item for purchase* link on the library website, through the library app, through the form on our library catalogue and in person.

Items are considered and purchased if they fit within collection guidelines and subject to availability from our wide range of suppliers. You can request for the item to be placed on hold for you and be notified if the item is purchased.

Library acquisitions are also supplied by standing orders for fiction, some non-fiction and other formats based on newly published material and popular high demand authors and topics. This list is reviewed annually to ensure it is comprehensive and relevant. Professional specialist staff keep up with upcoming publications, anticipate demand for new topics and popular releases by monitoring media, receiving feedback from the community and staff through surveys and consultation, and by utilising and building relationships with specialist library suppliers who keep us informed.

It is the aim of the City of Kingston to develop and maintain a relevant and responsive community library collection, appropriate to the information and recreational needs or interests and educational support.

Kingston Libraries are not concerned with acquiring curriculum materials for educational courses, i.e. textbooks.

Final decisions for the purchase of all library materials rest with the Manager Arts, Events and Libraries.

Kingston Libraries reserves the right to decline requests based on the selection criteria or if multiple requests are made in particular subject areas.

Duplication

Kingston Libraries will only duplicate materials where:

- a) Sufficient public demand exists
- b) The material is of sufficient importance or public interest to warrant multiple copies being specifically available at library service points.

Criteria for selection

Depending on the type of material being considered, and the particular subject area, criteria may include:

- Relevance to the actual or potential needs of the users of the Kingston Libraries
- Potential use made of item by an average borrower
- Scope and content
- Depth of the existing collection in the subject
- Quality
- Currency
- Date of publication
- Suitability of Format
- Timeliness
- Price
- Suitability for different age levels and audience
- Language and country of origin
- Literary Merit
- Award short listed titles and winners
- Accuracy of information
- In the case of printed materials, availability in other Victorian Libraries on the Web

Criteria for electronic resources also include:

- Relevance to the actual or potential needs of the users of the Kingston Libraries
- Level of access (stand-alone or networked, availability to access from home, Library Server, via the Internet)
- Relationship to the print version
- Availability of familiar search software
- Number of simultaneous users
- Document delivery facilities
- Price
- Country of origin
- Privacy and security considerations

Self-Published, Self-Printed, Small Press, Small Print Run and Print-on-Demand Titles

Items added to the collection have ordinarily undergone significant editorial review and intervention before they are published and have typically been reviewed in standard published sources.

Self-published, self-printed, small press, small print run and some print-on-demand titles often are not editorially reviewed or checked before publication. These items typically have not been reviewed in standard published sources.

These titles are considered according to the criteria for selection. A limited exception may be made for material judged to have some special significance for the collection, including local historical value or value for genealogical research and titles by local authors.

Removing Items from the Collection

A program of stock revision ensures that the collections are relevant to users' needs and that best use is made of the available space.

Kingston Libraries aims to follow the ALIA Standards and Guidelines which recommends that 60% of the collection is less than 5 years old and minimum of 1.2 items per capita are held in the collection. As of 30 June 2022 63%, of Kingston's Collection is less than 5 years old and 1.35 items per capita are held.

The following criteria are considered in assessing items for removal:

- New edition available.
- Out-of-date or inaccurate information.
- Physical condition of the item i.e. the item is worn, soiled, damaged or in poor physical condition.
- Circulation of the item i.e. the item is little used and is unlikely to be used in the future, or may be better used in another collection or library, in which case, it is reallocated to that collection.
- The availability of other copies in the collection.
- Online availability i.e. the item has been replaced by a digital resource available for access from within the branch library and/or remotely from home.
 - Capacity of library spaces.
- Relevance to the needs and demands of the community.

Senior library staff checks all items selected for withdrawal and final responsibility for decisions on particular items rests with the Library Management.

Withdrawn material will be disposed of by donation to charity organisations or recycled.



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Requests for Reconsideration of Library Resources

Requests for reconsidering items in the collection need to be made in writing using the *Request for reconsideration of library resource* form from library staff. The information provided will be assessed in accordance with Collection Management procedures and the Censorship statement outlined in this Collection Management Policy, and the ALIA Free Access to Information Statement. A separate request for reconsideration must be made for each item. Following the assessment, the person or people making the request, if they wish, will be contacted with the outcome.

A note on parental responsibilities

Please note, parents/guardians are legally and morally responsible for items borrowed and accessed by their children. They have the right to guide the reading, viewing, listening and playing of their children but must give the same right to other parents/guardians.

LOCAL HISTORY

Local History Collection

The purpose of the City of Kingston's Local History Collection is to collect, preserve and disseminate information relating to the history of the City of Kingston within its past and present boundaries. To build and preserve a historical resource for the present and future communities of the City of Kingston by managing the collection to the best possible standards and within its capabilities.

A major rationale for the development of the Local History Collection is to ensure that the library holds a broad collection of documents and ephemeral material that provide insight into the development of the local area over time.

The Local Area is defined geographically and includes a number of regions, which decrease in priority as they become more remote from the Primary Local Area.

- **Primary Local Area**
Any location within the current boundaries of the City of Kingston, established 1994. Also areas bordering the current City of Kingston boundaries, particularly those that were previously part of the five councils that were incorporated into the City of Kingston.
- **Secondary Area of interest**
The Melbourne suburban district

Closed Collection

As some of this material is rare or unique, part of the collection is held as a closed collection in the library archives at Parkdale Library. Where items are on restricted access, this will be indicated on the catalogue record. Items in the Closed Collection may be viewed on request.

Kingston Libraries seeks to comprehensively collect all published and unpublished works about the City of Kingston. The library will also collect maps, photographs, and other ephemeral material that relates to the history of the Primary Local Area.

Kingston Libraries has access to a range of online historical resources which can be found in the [Kingston Local History](#) website which includes the Leader Photographic collection.

As digitisation projects are completed, and where copyright and permissions allow, it is anticipated more information will become available for access online via our online catalogue and via the Kingston Local history website.

Requests for local History images

Photographs in the Local History Collection may be reproduced for individuals or organisations. The category and purpose of the reproduction request will be considered, and a Fee/Quotation will be issued in line with City of Kingston Fees and Charges Schedule and Copyright law. The individual or organisation requesting the reproduction must sign a Local History Photographic Permission Agreement form that will outline the conditions under which the reproduction may be displayed or used before any reproduction approval can be given, and requests must comply with relevant procedural guidelines.

The addition of our recording studio at Westall Library opens up opportunities for future Oral history projects.

Genealogy

The Genealogy collection comprises items which are available to customer to identify people from previous generations, often to develop an accurate family tree. It is comprised of items which give information about searching specific sources or more general research advice. This collection is held in both physical and electronic formats. Some items are held in the Closed Collection and can be viewed on request.

Kingston Libraries subscribes to electronic databases which can be used for researching individuals and families. These can be accessed in all library branches.

Availability, cost and public demand, in the form of statistics and suggestions, are the strongest factors in managing this collection.

UPDATING OF THE COLLECTION DEVELOPMENT POLICY

This document will be reviewed annually and revised as required.