Richmond Tweed Regional Library
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Richmond Tweed Regional Library

Collection Development Plan

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Introduction

The Collection Development Plan

The Collection Development Plan (CDP) is a strategic document that outlines how the library will develop and manage its collections. It is based on the Regional Library's Strategic Plan 2019-2029 and uses this document to guide the purpose, content, growth, and development of all Richmond Tweed Regional Library's collections.

The CDP will:

- Outline the strategic directions for the collection;
- Set standards on the selection and removal of material including local studies material;
- Outline the methods of selection and acquisition of materials;
- Outline the roles and responsibilities of staff in the development and management of Richmond Tweed Regional Library's collections;
- Outline the formats which the library will collect and any access conditions for those formats; and
- Outline general considerations around collection development and management.

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Our vision

We will support our communities to achieve

Our mission

To create an environment where people can discover, connect and escape with knowledge, skills, ideas and stories

Strategic plan directions

The Regional Library's Strategic Plan 2019–2029 have strategic directions related to collection development. These are:

Collections
We provide anywhere, anytime access through the virtual library.

Learning & creating
We champion and support literacy and the joy of reading.

Learning & creating
We support and provide inclusive collections, programs and services that inspire learning and creating.

Sustainability
We support and encourage active participation in the digital world.

In terms of collection development and management, this is envisioned as:

- The collection continues to be accessible and relevant for the times;
- Easy and fast delivery and discovery of digital content, and expansion of existing and emerging digital content;
- Continued development of the online library and access to online learning and research tools; and
- Enabling community created content.

Our libraries

RTRL provides public library services to the Local Government Areas (LGAs) of Lismore City, Tweed Shire, Ballina Shire and Byron Shire via a regional library model with Lismore City as the Executive council. RTRL serves a population of approximately 223,039 people spread throughout these LGAs.

Each area has an Area Librarian responsible for library service delivery in their LGA. These Area Librarians are responsible for the acquisitions of materials in their LGA, including for their Local Studies collection.

Support to the Area Librarians is provided by the Systems and Resources team, Community Engagement team, and the Regional Library Manager from a Support Services building.

RTRL has 11 branch libraries, a Mobile Library and a Research and Family History Centre. When items are borrowed from the library, they can be returned to any branch.

Collections

Fiction

Fiction is provided for all age groups to support literacy and the joy of reading. The fiction collection includes popular and bestsellers, local authors, a range of genres, award winners, and classics. Fiction is provided in a range of formats including print, large print, dyslexia friendly, talking books, graphic novels, eBooks and eAudiobooks.

Nonfiction

The library provides Nonfiction collections to provide information on a range of subjects and topics for members of all ages. Nonfiction items are classified by dewey decimal and genre to help users navigate to these subjects and topics. The library aims to inspire learning and creating through these collections. Items in these collections are selected based on being accurate and current at the time, with items of interest to the community served.

Film

DVDs are provided for the informational, cultural, and recreational needs of all ages. Films released in Australia are assigned ratings by the governing bodies, the Classification Board and the Classification Review Board.

For more information on film classifications in Australia, please visit https://www.classification.gov.au/classification-ratings/what-do-ratings-mean.

The DVD collection includes popular movies and series, world movies, nonfiction DVDs with a wide range of subject areas and Australian content.

Music

Music on compact disc is purchased for the recreational needs of all ages, representing a variety of styles. The primary focus is popular music.

A decision made by the Management Team allows each Area Librarian discretion to include or exclude Music from their collection. This is based on usage analysis and the needs of the area.

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Picture books and board books

Picture books and board books are provided for children to support literacy and the joy of reading. These collections include popular and bestsellers, Australian authors, award winners and age-appropriate books.

Learn to read

Learn to read books are provided for children to support literacy and the joy of reading. The collection includes short chapter books on a range of subjects and interests to assist children learning to read. These are graded into reading levels based on certain criteria to make the search for similar level material easier.

Magazines and newspapers

A selection of magazines is provided to meet a range of popular and cultural interests. Subscriptions are reviewed yearly and the decision on renewal is based upon usage.

A selection of local and national newspapers are provided for use in the libraries only.

Reference

This is a small not-for-loan collection. The aim of this collection is to ensure immediate access to commonly sought information from authoritative sources.

Reference resources include encyclopaedias, dictionaries, handbooks, pamphlets and magazines.

Online resources

Richmond Tweed Regional Library provides access to a range of online resources, suitable for all ages. This includes access to eBooks, eAudiobooks, eMagazines, journal articles and databases. This collection is maintained by the Systems and Resources team.

Local studies

This is a not-for-loan collection, located in each LGA, and is aimed at providing materials both historical and current, covering the culture and heritage of the region.

Where possible, the library will acquire and preserve these resources by digitising and purchasing digitised material. The library will not remove items from this collection unless they are duplicates or are no longer relevant.

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Special considerations may be made by Area Librarians to acquire materials for the Local Studies collection which would not normally be considered for purchase under the general selection criteria.

Gnibi

Lismore Library was donated the Gnibi collection from Southern Cross University. The name Gnibi was gifted to the University by Widjabul Elders of the Bundjalung Nation and is the Bundjalung word for 'black swan'. It is also the name the Bundjalung people gave to the star system, or constellation, that early European explorers called The Southern Cross. The Lismore Area Librarian is now responsible for its management. Items in this collection are not subject to general selection criteria. The library will not remove items from this collection unless they are duplicates or are no longer relevant.

https://www.scu.edu.au/gnibi-college-of-indigenous-australian-peoples/

Richmond Tweed Regional Library supports the *Aboriginal and Torres Strait Islander Protocols,* Aboriginal and Torres Strait Islander Library, Information and Resource Network Inc. (ATSILIRN), (2012).

https://atsilirn.aiatsis.gov.au/protocols.php

Family history

The Research and Family History Centre in Goonellabah contains a genealogy collection. The resources in this collection are not for loan but can be viewed on request in any of our branch libraries. This collection comprises of mostly print material such as maps, posters and books, as well as resources on microfilm. Ancestry Library Edition is also provided for use within the library branches.

HSC

This collection is specifically aimed to support HSC and preliminary students. Items are selected based on NSW Education Standards Authority (NESA) recommendations or from booklists recommended by subject experts.

Maintenance and disposal of this collection is administered by the Community Engagement team. Items determined to no longer be of interest to HSC students may be returned to the general collection if they are fiction or of general interest.

Bulk multicultural loans

Bulk multicultural loans in over 40 languages are available at the request of members. This request is sent to the State Library of New South Wales. Requests can only be made for generic topics of interest, and level of reading. For example, Arabic children's books, or Polish romance fiction. Once the items arrive, the member is notified, and they are held by the branch for up to six months for borrowing by any members. After this period, they are returned to the State Library of New South Wales.

Collection management

Selection

Area Librarians are responsible for the selection of all formats and materials (except for online resources) for their respective Local Government Areas. The Support Services Team is responsible for providing access to vendors and selection tools, coordinating procurement, communicating region-wide areas of high demand, and providing recommendations for purchase.

Selection criteria

- Popularity of author/creator/subject;
- Customer interest and demand;
- Currency, relevancy and accuracy of information;
- Subject matter suitability and importance;
- Quality and suitability, taking into account the format, durability, condition and size;
- Relationship to existing collection;
- Relationship to special events or displays;
- Literary merit and current trends;
- Special local, social, or historical significance;
- Recent publication (less than 3 years) except for local history items and replacement copies; and
- Reasonable price.

Selection criteria for new and emerging formats include:

- Level of community receptiveness and demand;
- Impact on library space and storage;
- Durability of format for library use;
- Technical quality;
- Compliance with industry standards;
- Suitability for circulation; and
- Reasonable price.

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Selection exclusions

The library will generally not collect material with the following criteria:

- Textbooks and workbooks;
- Items with unsuitable dimensions or specifications, e.g., bulky items, items with batteries or items with small sized print;
- Items in languages not currently held within the library;
- Ephemeral material;
- Illegal copies of works; and
- Items with multiple pieces which are difficult to maintain.

Some exceptions to these exclusions will be made, particularly for the Local Studies collection.

Selection mechanisms

Suppliers are sourced using the Local Government preferred supplier list, as well as local suppliers.

Collection materials are selected by the Area Librarians through:

- Profiles and Standing order lists;
- Trade journals;
- Online databases;
- Staff expertise;
- Reviews;
- Bestseller lists; and
- Publisher referral.

Multiple copies

Duplicate items may be purchased to meet needs or anticipated demand. These items will be purchased through the general selection criteria.

Member requests

Library members are encouraged to offer suggestions for purchase for items not in the collection. Suggestions for purchase can be made on the website or in person at any branch. Area Librarians will assess whether to proceed with the purchase based on the selection

criteria. Items not meeting the selection criteria will be offered to be sourced through interlibrary loan.

Donations

Staff may accept donations based on the selection criteria and reserve the right to refuse any item that does not meet those criteria. Items donated to the library become the property of Richmond Tweed Regional Library and will be subjected to the same collection management processes as items purchased.

Donated items may be used to replace older items in the collection, or be added as multiple copies of a title when there is high demand.

Donated items not suited to the collection may be sold as part of library book sales to generate funds for the library collections or programs.

Self-published titles

Self-published items will be accepted for the collection provided they meet the general selection criteria. The Area Librarian of each LGA retains the right to apply the selection criteria and determine the suitability of the title for inclusion in the collection.

Controversial resources

Richmond Tweed Regional Library has a duty to provide collections which provide a wide range of community viewpoints. Selections will be based solely on the selection criteria listed, and to serving the interests of the community.

It is the responsibility of guardians and guarantors to guide children and young adults in their selection of materials from the library. This is reflected in RTRL's Young People in the Library policy. This policy can be viewed in the branch libraries.

Censorship

The New South Wales and Federal Governments both retain powers of censorship. Richmond Tweed Regional Library will not acquire any items prohibited by State or Federal law. If any restrictions are imposed by either the State or Federal Government, these restrictions will be observed by the library.

Richmond Tweed Regional Library also adheres to the *Free Access to Information Statement* (2018) by the Australian Library and Information Association and the *Access to*

Information in New South Wales: Public Libraries Guideline (2007) by The Library Council of New South Wales.

https://read.alia.org.au/alia-free-access-information-statement
https://www.sl.nsw.gov.au/sites/default/files/accesstoinformation2007.pdf

Complaints/Requests for review

All complaints regarding the content of items in the collection or requests for review of a selection decision are to be submitted in writing, using the customer feedback form or through RTRL's website. The queried title will be re-evaluated by the Area Librarian using the general selection criteria. The complainant will be informed of the decision to retain or withdraw the item. Should the complainant wish to challenge the decision, the matter will be then referred to the Regional Library Manager.

Maintenance

Items in the loan collections are continually assessed and reviewed based on several criteria. Items may be removed from the collection for reasons such as:

- Physical condition;
- Out-of-date information;
- Superseded edition;
- Duplicate copies no longer in demand;
- Subject area no longer in demand;
- Format outdated; and
- Low usage statistics.

Discarded items are either made available for sale in the library's book sale or recycled if the condition of the item is unsuitable for resale. Unsold items may be offered to charities.

Items in high demand which are removed from the collection for the reasons above may be considered for purchase as per the general selection criteria.

Items in special or not for loan collections, such as the Local Studies, Genealogy and Gnibi collections are not subject to the withdrawal and discard criteria above but have criteria specific to that collection.

Document review

Review of the plan

The library will review the Collection Development Plan every four years, or earlier if deemed necessary.

The document is reviewed by the RTRL Management Team which comprises of the Regional Library Manager, the Area Librarians, the Communications and Engagement Support Librarian and the Systems and Resources Librarian.

Document history and version control

If there are any updates to the document, the newest version should be made available. The version number is located at the bottom of the page. The document is made available on the RTRL website.

Version #	Summary of changes made	Date	Adopted by
1	Document created and adopted	October 2022	RTRL Management Team

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