

WWCL Collection Development Procedure

The Wagga Wagga City Library (WWCL) is committed to providing opportunities to satisfy recreation and information needs in a safe and welcoming environment.

Purpose

This procedure describes library collection guidelines and outlines the selection, acquisition, and deselection processes.

Scope

Wagga Wagga City Library staff and customers

Procedure Provisions

Objectives

Meeting Community Needs

- Material is selected using collection profiling, standing orders, selection by staff, and purchase suggestions made by community members.
- Understanding user demand is informed by circulation patterns, community profiles, and current publishing trends.
- Final purchasing decisions are made by WWCL staff.
- WWCL collects material that documents the culture, history, and creativity of the local region, and is representative of the population.

Cultural Sensitivity

- WWCL commits to respectful conduct and professional standards when working to develop and preserve collections that are culturally sensitive.
- Some material may contain language and viewpoints that do not reflect contemporary values. Such material does not necessarily represent the views of WWCL and are made available to provide historical context to contemporary issues.

Representation

- The library seeks to be representative of the community by providing both diverse and popular materials. A range of material is collected to reflect the various ages, interests, identities and learning abilities of the community.

Access

- Membership of WWCL is free to all residents and ratepayers of Wagga Wagga Local Government area. Members can borrow from the collection at any service point or access online resources available through the website and associated applications.

Feedback

Community feedback is welcome and should be addressed to wcl@wagga.nsw.gov.au, or:

Manager Library Services

Wagga Wagga City Library

243 Baylis Street WAGGA WAGGA NSW 2650

Collection Management Responsibility

WWCL staff are responsible for collection management under the direction of the Manager Library Services.

Budget

The budget allocation is based on current user demand, predicted user demand, format trends, and the average cost of items in each collection.

The Selection Process

Outsourcing Criteria

WWCL uses a strategic procurement model that outsources selection to third-party suppliers based on quality assured data including:

- ABS data about our Local Government Area demographics
- Library Management System data
- WWCL staff knowledge

- Information collected from our users and non-users
- Supplier knowledge of the public library sector
- Supplier knowledge of the publishing industry

General Selection Criteria

- Currency of material
- Customer demand
- Suitability of the format
- Cost
- Australian content
- Validity of content
- Level of coverage in the collection
- Durability
- Diversity and representation
- Industry endorsement

Selection Methodology

- Strategic procurement model, including standing orders
- Purchase suggestions from library customers and staff
- Evaluation of donations to ensure suitability for the collection

Resources Not Collected

- Second hand materials, except in the case of suitable donations and Local Studies items
- Items of inappropriate physical dimensions
- Items prohibited by law
- Specialist academic texts

Multiple Copies

Multiple copies will be purchased when justified by user demand or industry trends.

Purchase Suggestions

The library does not guarantee the acquisition of purchase suggestions. Purchase suggestions submitted by library members are evaluated on:

- Price
- Availability
- Currency
- Adherence to collection parameters

Donations

The library accepts donations that meet appropriate selection criteria. The library reserves the right to reject donated items. Items not added to the collection are placed for sale or recycled.

Discarding

Stock is withdrawn from the collection when:

- Dated
- Superseded
- In poor physical condition
- Infrequently used

Local History materials are not discarded unless irreparable.

Disposal of Withdrawn Items

Items withdrawn from stock are deleted from the library management system and sold or recycled.

Censorship/Controversial Material

Wagga Wagga City Library provides free access to materials and information presenting, as far as possible, all points of view on contemporary and historical issues, including controversial issues.

Wagga Wagga City Library endeavours to provide access to a comprehensive and representative collection that meets the needs of our community as far as budget, space, and availability of materials allow.

Library materials that have not been subject to federal and state restriction or prohibition will not be excluded from the library on moral, political, racial, religious, sexist, language, or other grounds. Nor will library materials be included on these grounds alone; whatever pressure may be brought to bear by individuals or groups.

The collection will not be limited because of the possibility that children may access the collection. Monitoring the reading of children is the responsibility of their parents or guardians.

Representative Collection

WWCL aspires to build and maintain a collection that is representative of the community. Purchasing aims to meet the demands of current and potential users.

Online Resources

WWCL provides access to a range of online resources in accordance with the collection development procedure.

Local History

WWCL attempts to collect all published materials pertaining to the Wagga Wagga Local Government Area.

References

Access to Information in NSW Public Libraries: Library Council Guideline, updated 8 October 2020

Australian Library and Information Association, Policies, Standards and Guidelines

Commonwealth Government Legislation, Classification (Publications, Films and Computer Games) Act 1995

New South Wales Government Legislation, Library Act 1939

New South Wales Government Legislation, Library Regulation 2018