



Collection Guidelines – Public Library Collections

1. Objective

The Public Library Collections support public libraries and Indigenous Knowledge Centres (IKC) across Queensland to deliver efficient and effective library and information services in their communities. The collections are funded through the Public Library Grant, which is provided by the Queensland State Government through the Library Board of Queensland. Items are selected, purchased, and managed by State Library of Queensland and distributed to libraries and IKCs.

1.1 Relevant collections

- Rural Libraries Queensland (RLQ) and IKC Collections
- State-wide Collections

1.2 Intent

These collections support the information, recreation, literacy and cultural needs of the communities they serve. The collections (fiction and non-fiction) aim to provide a balanced, appealing, high quality range of resources, including popular, bestselling and enduring works.

1.3 Selection criteria

1.3.1 Content

When selecting for the Public Library Collections, content is highly important.

The following factors contribute to the assessment of content in the Public Library Collections:

- Quality of information
- Currency of information
- Informational value
- Recreational value
- Cultural significance
- Supports all forms of literacy

1.3.2 Usage

When selecting for the Public Library collections, usage is important.

The following factors contribute to the assessment of benefit to public library clients:

- Level of current usage
- Level of anticipated usage
- Ability to meet the needs of local communities

1.3.3 Viability

When selecting for Public Library Collections viability is highly important.

In making selection decisions, consideration is given to factors that may impact accessibility. For Public Library Collections they include:

- Physical condition and presentation
- Access restrictions that limit access, use and engagement opportunities
- Cost of acquisition and maintenance.

2. Rural Libraries Queensland (RLQ) and Indigenous Knowledge Centres (IKC) Collections

Overview

Collections for RLQ are developed for libraries in Local Government areas with populations under 15,000. Collections for IKCs are developed for Indigenous Shire Councils who own and operate IKCs in their communities. These collections are rotated between libraries following agreed guidelines, providing libraries with refreshed collections on a regular basis.

2.1 Target audiences

Collections support the information, recreation, literacy and cultural needs of the communities they serve and cater for all ages from babies to seniors.

2.2 Collecting intentions

RLQ and IKC collections represent a wide coverage of subjects, formats and genres to cater for and reflect the diverse needs of the communities they serve, primarily with an Australian/Queensland focus.

Collecting is also responsive to emerging trends and needs and supports literacy and lifelong learning. Selection of content is based on feedback from library staff, analysis of usage and external trends and in response to suggestions for purchase from library clients.

English is the principal language for this collection. Content in Aboriginal and Torres Strait Islander languages is collected for RLQ libraries and IKCs. Languages other than English (LOTE) are part of the State-wide Collections, which are available to all Queensland public libraries and IKCs.

Resources and information of interest and relevance to Aboriginal and Torres Strait Islander peoples are held in all collections. These resources specifically support Aboriginal and Torres Strait Islander communities but are also available and distributed throughout the public library network.

Collections comprise print, audio, DVDs and digital resources. Physical formats are currently the preferred format. However, this trend is being closely monitored and may change over time as the uptake of digital resources increases.

Multiple copies are acquired for popular resources, and items with limited usage may be withdrawn. Client requests and requests from libraries and IKCs are considered within the scope of the Collection Guidelines.

Specific categories of material and formats are collected, including:

Adult fiction:

Provides readers with access to a current selection of popular and contemporary fiction by Australian and international authors. Classics are also represented.

Approved by State Librarian and Chief Executive Officer – 21/08/2020

Adult non-fiction:

Provides material across a range of subjects and interest levels and focuses on current Australian information at a general interest level. Reference works are very selectively acquired.

DVDs:

Adult and Junior DVD collections reflect a range of interests with a high priority on Australian content. Most of the content is new release movies and popular television series.

Eresources:

Subscription databases of ebooks, emagazines, eaudiobooks and video streaming services are available for library members of all ages. This content also enables access using assistive technologies. Adult, junior and young adult content is selected.

Junior fiction:

Provide stories suitable for children beginning reading up to twelve years of age. Content covers a wide range of popular fiction, and includes beginner/graded readers.

Junior non-fiction:

Provide titles to meet information and recreational needs specific to an Australian/Queensland context. Content is current and captures contemporary themes. While consideration of content to support the educational curriculum is given, it is not the primary intent of this collection.

Large print:

Large print material has a typeface larger than standard print. The collection is predominantly fiction, with a small proportion of non-fiction items of Australiana and biographies.

Local history

Content that reflects the local history of a region is collected in available formats and may be retained long term by libraries or IKCs.

Picture books:

Stories told with pictures and text, suitable for children. Consideration is given to texts that encourage interaction and promote family literacy. Board books, wordless picture books and big books are also included. Bulk purchases are occasionally acquired to support programs such as National Simultaneous Story time and Summer Reading Club.

Technology resources:

New and emerging formats are acquired for bulk loan to libraries to explore / support digital literacy, new technology in their communities or to supplement existing programs. Technology kits may include any portable and disposable devices such as robotics, maker kits and mobile equipment and information on apps. Consideration is given to potential adaptability to extend uses/activities of this technology via add-ons and accessories. Support materials are developed to support use of technology resources in rural and remote communities. Warranty and after sales support are considerations for purchase.

Young adult fiction:

A diverse range of titles and formats including picture books and graphic novels suitable for young people aged 13 to 25.

2.3 Material not collected

- Print magazines/serials/newspapers
- Superseded formats
- Content targeted for an academic audience
- Textbooks
- Items more than five (5) years old in all formats and subject areas unless there is a demand for more copies of a popular title.

2.4 De-selection

Items in poor physical condition or not circulated in the past 3 years will be de-selected from the collections.

Criteria for de-selection are:

- Items in poor physical condition
- Items with low or no circulation.
- Items with inaccurate or superseded information
- Obsolete technologies and formats

Last copy and out of print Queensland and works by Australian authors may be considered for inclusion in the Reserve collections. (See State-wide Collections)

3. State-wide Collections

Overview

State-wide Collections are acquired for all Queensland public libraries and Indigenous Knowledge Centres (IKCs) providing access to specialised content. This content is selected, acquired, managed and distributed centrally by State Library to deliver a cost effective and efficient state-wide service that meets the specific needs of communities.

State-wide collections comprise:

- electronic resources (eresources),
- Languages other than English (LOTE)
- Learning and literacy material
- storytelling resources
- book club sets,
- audiobooks
- series in a box

3.1 Target audiences

State-wide Collections are developed to meet the diverse collection needs of all Queensland public libraries and IKCs, and to support the information, recreation, literacy and cultural needs of the communities they serve.

3.2 Collecting intentions

Languages other than English (LOTE) and content in Aboriginal and Torres Strait Islander languages are collected where available.

Client requests and requests for specific titles or subjects from libraries and IKCs are considered within the scope of the Collection Guidelines. The LOTE Collection is responsive to demographic changes. English is the principal language for the State-wide Collections.

Specific categories and formats collected, include:

Eresources:

Eresources are used to provide online content for library members of all ages and include content that enables use of assistive technologies. Eresources may be acquired using consortia arrangements, including the National and State Libraries of Australia (NSLA) consortia.

Languages other than English (LOTE):

The LOTE collection currently has over 70,000 items in more than 50 languages. Each collection includes fiction and non-fiction for adults and young people depending on availability. Formats such as large print books, audio books, DVDs and music CDs are purchased in some languages depending on suppliers ability to supply. Availability of suitable content varies across languages, and suppliers can experience difficulties sourcing items from overseas. In general, 2 copies per title is enough to meet demand in Queensland's small dispersed culturally and linguistically diverse (CALD) communities. However, more copies of individual titles may be purchased to meet demand.

Learning and Literacy collections:

This collection comprises resources e.g. parallel text that focuses on improving literacy and learning. The resources are suitable for adults and literacy tutors, for those wishing to improve literacy and learning English as a second language.

Audio- material:

This collection provides audio material for people with a visual impairment or to suit community needs and offers an alternate option to print collections. A wide range of formats is included, and new/ emerging formats may be considered on assessment of their suitability.

Book club sets:

Each book club set consists of ten (10) copies of the same title. Titles chosen reflect a diverse range of reading tastes and contemporary reading trends, and are considered to be most likely to appeal to book clubs and community groups, including Aboriginal and Torres Strait Islander communities. The collection includes fiction and non-fiction content and contains over 250 sets. Many titles are shortlisted for literature awards such as the Miles Franklin Literary Award.

Reserve collection:

Lending collections of out-of-print and last copy books from the adult fiction, adult non-fiction, large type and junior collections. Books are not purchased specifically for this collection but are added to the Reserve collection as they are (if replacement copies are not purchased). Titles that are reprinted later and purchased will be removed from the Reserve Collection.

Series in a box:

These are complete series of popular adult and junior fiction, audiobook and DVD series in boxed sets.

Storytelling resources:

This collection includes oversize picture books, kits of books on a theme, and activity-based props such as puppets, soft toys, felt boards and pieces and percussion instruments, with support materials to facilitate use in libraries.

Technology resources:

New and emerging formats are acquired for loan to libraries to explore new technology in their community or to supplement existing programs. Technology kits may include any portable and disposable devices such as robotics, maker kits and mobile equipment.

3.3 Material not collected

Items more than five (5) years old in all formats and subject areas are not generally collected.

3.4 De-selection

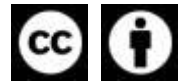
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