

# Content guidelines: Public Library Collections

## Objective

To provide and strengthen public library collections across Queensland to enable all Queenslanders to engage in lifelong learning through access to contemporary collections and resources that reflect our diverse communities and encourage critical thinking.

State Library's [Content Strategy](#) provides a decision-making framework for collections, including Public Library Collections.

## Description

State Library partners with local government to deliver vibrant and engaging collections and services through the Queensland public library network. Public Library Collections support the diverse cultural, recreational and information needs of communities across Queensland. They enhance the leisure and recreation interests for the communities they serve.

Public Library Collections comprise both print and eresources:

- **Rural Libraries Queensland (RLQ) and Indigenous Knowledge Centre (IKC) collections** are place-based, and responsive to local community interests and needs.
- **Statewide Collections** cover formats and languages that support all Queensland public libraries to deliver accessible and inclusive collections and services.

## Intent

Public Library Collections aim to:

- provide a balanced, appealing, high-quality range of resources, including popular titles and subjects, audience-specific content and enduring works
- be flexible and receptive to meet the changing needs within their communities
- be responsive to digital technology trends that encourage reading, learning and literacy
- support national and state agendas to improve lifelong learning in regional and remote areas.

Public Library Collections observe and confirm the rights of the individual to seek and access information, therefore are provided:

- free and without censorship
- to assist the development of local history and community-based collections
- to benefit all Queensland communities and support changing community demographics and demands.

Priorities for the Public Library Collections are reviewed annually in response to changing community requirements and usage patterns.

## **Content selection**

Three criteria are used to assess all State Library collections: content, impact, and viability and accessibility.

These criteria inform a range of collection tasks including selection, description, preservation, storage, digitisation, discovery, access, engagement and deselection. Decisions, including what content we accept, decline and exclude are informed by these criteria. The three criteria must be considered collectively within the context of the collection's intended purpose.

Content is selected in consultation with Public Libraries and IKCs through a range of activities that ensure impact, usage, feedback, and suggestions are considered.

### **1. Content**

Items for Public Library Collections are assessed for their attributes and qualities. The following factors can be considered:

- representation – ability to provide new perspectives and information
- ability to reflect diversity
- quality of information
- informational value
- recreational value
- cultural significance
- local historical significance.

### **2. Impact**

How content is used is a key consideration when selecting and maintaining Public Library Collections including:

- level of current, and anticipated future usage
- ability to enable, establish or grow connection with diverse audiences and communities
- strong community outcomes to support government strategies
- ability of meet needs of all Queenslanders.

### **3. Viability and accessibility**

In making collection decisions, consideration must be given to the viability and accessibility of collections which may be influenced by factors including:

- physical condition
- copyright status
- Indigenous Cultural and Intellectual Property (ICIP) rights considerations

- cost of acquisition and ongoing maintenance
- accessibility of eresources
- providing multiple copies to meet anticipated demand.

# Rural Libraries Queensland and Indigenous Knowledge Centre Collections

## Overview

Collections for RLQ are developed for libraries in local government areas with populations under 15,000, IKCs are developed for Indigenous shire councils. The councils are responsible for operating RLQs and IKCs in their communities.

These collections are rotated between libraries following agreed guidelines, providing libraries with refreshed collections on a regular basis.

## Target audience

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

## Content 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, 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 when available. Languages other than English (LOTE) are part of the Statewide 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 and are also available and distributed throughout the public library network.

Collections comprise print, audio, DVDs and eresources. Physical formats are currently the preferred format. However, this trend is being closely monitored and may change over time as the uptake of eresources 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, contemporary, and classic fiction by Australian and international authors
- **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
- **Eresources:** Subscription databases of ebooks, eaudiobooks, and emagazines are available. This content also enables access using assistive technologies. Adult, junior and young adult content is selected within this category
- **Junior fiction:** Provide stories suitable for children beginning reading up to 12 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
- **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 Storytime
- **Young adult fiction:** A diverse range of titles and formats, including picture books and graphic novels suitable for young people aged 13 to 25. This collection reflects a broad range of subjects to support the diverse needs of Queenslanders, with usage of collections a key driver for acquisition across each respective subject area
- **Large print:** The collection is predominantly fiction, with a small proportion of non-fiction items of Australiana and biographies
- **Local history content:** Works that reflects the local history of a region is collected in available formats and may be retained long term by libraries or IKCs.

## Material not collected

The following material is not collected:

- print magazines/serials/newspapers
- superseded formats
- content targeted for an academic audience
- textbooks
- technology kits such as robotics, maker kits, mobile equipment, or information on apps
- items more than 5 years old in all formats and subject areas, unless in response to client suggestions, or replacing earlier editions and works in a series.

## Deselection

Eresources which are subscription services are reviewed annually to ensure they continue to meet the needs of target audiences. They may be discontinued if:

- usage is low, reflecting that they may no longer be considered relevant in meeting the information needs of the community
- an alternate eresource delivering similar content becomes available at a comparable or lower cost
- cost becomes prohibitive.

In order to ensure collections are vibrant and responsive to local community interests and needs, deselection criteria include:

- items in poor physical condition
- items with low or no circulation for the past 3 years
- 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 Statewide Collections).

The withdrawal process is managed in accordance with our Content Withdrawal Policy.

## Statewide Collections

### Overview

Statewide 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 statewide service that meets the specific needs of communities.

### Target audience

Statewide 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.

### Content selection

Statewide collections comprise:

- **Eresources:** Eresources are used to provide online content for library members of all ages. Eresources may be acquired using consortia arrangements.
- **Languages other than English (LOTE):** Languages other than English (LOTE) and content in Aboriginal and Torres Strait Islander languages are collected where available.

The LOTE collection exists to support Public Libraries in the delivery of resources where only small populations of a language exist. The LOTE Collection is responsive to demographic changes. Each collection includes fiction and non-fiction for adults and young people depending on availability. Formats such as large print books, audio books, DVDs are purchased in some languages depending on the vendors ability to supply.

- **Adult Literacy Collections:** This collection comprises of resources that focuses on improving literacy and learning. The resources are suitable for adults and literacy tutors, for those wishing to improve literacy and for people learning English.
- **Dyslexia Collection:** This collection contains a comprehensive range of dyslexic-friendly resources tailored to assist individuals, as well as parents and caregivers of those navigating the challenges of dyslexia and aims to improve literacy outcomes for Queenslanders with this condition who may face lifelong learning challenges.
- **Manga:** A collection of graphic novels and comics, covering all genres and caters to junior and young adult readers. The collection is divided into categories according to audience suitability and interests.
- **Audiobooks:** This collection provides audio material for people with a visual impairment or to suit community needs. It offers an alternate option to print collections.
- **Book club sets:** Multiple copies of the same title. Titles are chosen to reflect a diverse range of reading tastes, contemporary reading trends, and suggestions from clients 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. Many titles are shortlisted for literature awards such as the Miles Franklin Literary Award. Adult, junior and young adult content is selected.
- **Reserve Collection:** This collection includes last copy of out-of-print 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 from existing collections when identified as popular and no longer commercially available. Titles that are reprinted and therefore become commercially available may be purchased at which time the title 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.

## Material not collected

Items more than 5 years old in all formats and subject areas, unless in response to replacing earlier editions or works in a series.

## Deselection

Eresources which are subscription services are reviewed annually to ensure they continue to meet the needs of target audiences. They may be discontinued if:

- usage is low, reflecting that they may no longer be considered relevant in meeting the information needs of the community

- an alternate eresource delivering similar content becomes available at a comparable or lower cost
- cost becomes prohibitive.

Criteria for deselection include:

- items in poor physical condition
- items with low or no circulation for the past 3 years
- items with inaccurate or superseded information
- obsolete technologies and formats
- items determined not suitable following the outcome of a reconsideration request.

The withdrawal process is managed in accordance with our Content Withdrawal Policy.

### **Approved**

Vicki McDonald FALIA

State Librarian and CEO

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