

THE BAROSSA COUNCIL LIBRARY COLLECTION DEVELOPMENT POLICY



1. Purpose

- 1.1. The Barossa Council Public Library is committed to adhering to best practice standards in collection management as set by Libraries Act 1982, Public Library Services (PLS) Department of Premier and Cabinet, Public Libraries South Australia (PLSA), and the Australian Library Information Association (ALIA).
- 1.2. The purpose of this Policy is to provide guidance to the development (procurement) and management (ongoing maintenance and deselection) of the library's collections. This ensures a consistent and responsive approach to collection oversight.
- 1.3. The Policy informs all stakeholders of the broad operational guidelines collection decisions are based on. This includes residents of The Barossa Council region, elected members and Council staff.

2. Scope

- 2.1. This policy applies to the lifecycle of collections, items held by the Barossa Council Public Library, including special collections; local heritage and history items and digital resources. This lifecycle includes purchase, donation or otherwise procurement of items, management of held items, and deselection (or removal from collection).
- 2.2. This policy applies to all Employees who have responsibility for acquiring, managing, and maintaining The Barossa Council Public Library collection. The Policy is a working tool providing guidance to staff developing and managing the collection.
- 2.3. The policy extends to library staff making requests for items held by the consortium on behalf of customers; however, decisions regarding the online digital collection are made by Public Library Services.

3. Policy Statement

3.1. Policy Objectives

The Policy will ensure that Barossa Libraries

- provide a diverse and balanced collection of library materials to meet the lifelong learning, informational and recreational needs of our community, in print, non-print and digital forms.
- provide materials to customers which are not held in our libraries by participating in formal state-wide and national networks, and resource sharing arrangements.
- respond to and anticipate the changing needs of our customers.
- provide equal and equitable access to information for all, while being sustainable, accountable, and relevant.



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Page 1 of 4

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- work in collaboration with, and make contributions to, the South Australian Public Library Network (SAPLN).

3.2. Collection Development principles

- The Barossa Council Public Library collection manages resources that have authority and reputation of author, publisher, producer, or illustrator and aims to collect content focused on Australian and South Australian publications.
- Resources are acquired, managed, and maintained according to the *Library Management System Policy & Operations Guide*. This guide is a key document for the OneCard Network, outlining agreed policies and business rules established by the Consortium.

3.3. Collection Development responsibilities

- The Manager Library Services, Team Leader - Library Collection and Access Services and Coordinator Library Heritage Services have overall responsibility for managing The Barossa Council Public Library collections.
- A team of library staff are responsible for selection and procurement of collection items.
- All library staff are responsible for adherence to and implementation of the Library Collection Development Policy within the scope of their position description.

3.4. Procurement

- Materials selection occurs within the budgetary framework of The Barossa Council, which incorporates an annual grant from the State Government on a per capita basis.
- Items are primarily acquired via the centralised PLS system.
- Additional items are sourced from alternate suppliers in line with Council's Procurement Policy.

3.5. Delegations

Expenditure sub-delegations, detailing authorised purchasers and purchasing limits are prescribed in Council's Delegations Register at Appendix 13 (Local Government Act 1999).

4. Supporting Processes and Documents

[Library Form - Collection Services – Request for Reconsideration Form – Library Collections] - Ref: [23/14765]

[Library Process - Collection Services - Library Collections - Deselection process and guidelines] - Ref: [21/73656]

[Local History Collection – Donation Form – Barossa Council Public Library] – Ref: 22/73681

[Library Process - Library Collection Development Process] - Ref: 23/11263

	Approval date: 18/04/2023	Review date: 18/04/2027	Approved by: Council Council Minute Book Ref: 2022-26/150	Ref: 23/14795	Page 2 of 4
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5. Legislation and References

[ALIA free access to information statement] – Ref: <https://read.alia.org.au/alia-free-access-information-statement>

[APLA-ALIA Standards and Guidelines for Australian Public Libraries.] – Ref: <https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-december-2020>

[Libraries Act 1982] – Ref: <https://www.legislation.sa.gov.au/LZ/C/A/Libraries%20Act%201982.aspx>

[LMS Policy & Operations Guide] – Ref: <https://sapln.sharepoint.com/sites/OneCard/SitePages/LMS-Policies-%26-Guides.aspx>

[Tomorrow's Libraries Future directions of the South Australian public library network 2019] – Ref: [https://onecard.network/custom/web/PLS/Tomorrows Libraries 2019 edition.pdf](https://onecard.network/custom/web/PLS/Tomorrows_Libraries_2019_edition.pdf)

6. Review

This Policy will be reviewed by The Manager Library Services and Team Leader - Library Collection and Access Services in consultation with the relevant stakeholders, within four (4) years or more frequently if legislation or Council's needs changes.

7. Further Information

- 7.1. This Policy is available on Council's website at www.barossa.sa.gov.au. It can also be viewed electronically at Council's principal office at 43-51 Tanunda Road, Nuriootpa and all Council branches, during ordinary business hours. A copy of this Policy can be obtained at those venues upon payment of a fixed fee.
- 7.2. Complaints regarding this Policy or its application can be made to the Customer Experience Team on 8563 8444 or barossa@barossa.sa.gov.au at first instance, who will refer you to the most appropriate officer according to Council's *Customer Service Policy* (see clause 7.1 above for availability)

8.	Document Control
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Corporate Plan Link:		10.3 Build on the capacity of community members to participate in cultural, creative, recreational, sporting and learning opportunities.			
Document Owner:	Manager, Library Services			Document Control Officer:	Team Leader – Library Collection and Access Services
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Version history					
Version No.	Date			Description of Change	
1.0	18 April 2023			New Policy	

10.	Definitions
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ALIA	Australian Library and Information Association, professional body of libraries and information professionals in Australia.
Collection development	The planned selection of materials in various formats to build and maintain a collection of information resources as a response to client priorities, needs and interests in a cost efficient and client-relevant manner' American Library Association.
Collection management	Housing, storage, preservation, deselection, evaluation, promotion of library collections.
Materials selection	Refers to the decision that must be made to add a given item to the collection.
OneCard Network	The OneCard Consortium connects all South Australian Public Libraries with a shared purpose of providing a variety of materials to people across South Australia.
Public Library Services	Public Library Services (PLS) is a business unit of the Libraries Board of South Australia. PLS is the central support agency for all South Australian public libraries and has been in existence for over 30 years.
Resources & Digital/Electronic resources	Books, Periodicals, newspapers, DVD, CDs, MP3s, Audiobooks, Digital/Electronic resources – eBooks, eperiodicals, eAudiobooks,
SAPLN	South Australian Public Library Network