

Shoalhaven Arts Board

Meeting Date: Wednesday, 17 August, 2022

Location: Jervis Bay Meeting Room, City Administrative Centre, Bridge Road, Nowra

Attachments (Under Separate Cover)

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South Coast Cooperative Libraries – Collection Development Policy

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South Coast Cooperative Libraries – Collection Development Policy

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South Coast Cooperative Libraries – Collection Development Policy

1. Purpose

The purpose of this Policy is to clarify for:

- i) the public
- ii) the governing bodies that make up the South Coast Cooperative Libraries (Shoalhaven City Council, Kiama Municipal Council)
- iii) the library staff

The criteria used for collection development, selection, de-selection and collection maintenance.

The Collection Development Policy is the master plan for building, ~~and maintaining~~ and accessing the collections of the South Coast Cooperative Libraries to meet community needs. The Policy will ~~need to be~~ revised over time to take into account changing information needs of the community-interests, budget constraints, space limitations, advances in technology, and the large volume of publishing

2. Statement

A Collection Development Policy is the framework which underpins the direction and the development of the Library Collections to assist in meeting our Community community needs. This policy contains information about each of the partner Libraries and the environments in which ~~we they~~ operate, ~~including demographic and client data and establishes criteria for each collection area.~~

3. Provisions

3.1.3.1 Definition of Collection Development

Collection Development is the process of ensuring a well-balanced collection that meets the information: literacy, and recreational and cultural needs of its ~~population community~~, building diverse collections in print and non-book formats, also e-collections and resources using a consistent approach.

The objectives of this Collection Development Policy are to:

- inform the public of the library's selection parameters and the nature and scope of the collection to meet community needs
- ensure the library meets the information needs of its population community
- determine the criteria for collection development and collection maintenance within the Library Service
- identify the scope, depth and utility of the collection
- prepare a guide and a basis for future collection development
- set standards for inclusion and exclusion
- aid in de-selection and the ongoing evaluation of the collections relevance
- provide Council with an information tool for Library Service evaluation
- assist with budgetary allocations and funding priorities
- guide staff in handling collection content queries
- guide and train staff in collection development and maintenance

South Coast Cooperative Libraries – Collection Development Policy

3.2.3.2 Library Overview South Coast Cooperative Libraries & Communities

The South Coast Cooperative Libraries consists of two local government areas working together to provide quality library services to their communities. These Local Government Areas are Shoalhaven City Council and Kiama Municipal Council.

Under the terms of the South Coast Cooperative Libraries Agreement, Shoalhaven Libraries ~~Nowra~~ takes primary responsibility for the selection, purchasing and processing of items and is also responsible for the maintenance of the database and Systems administration. The varying needs of each LGA are accounted for in the selection process.

All service points have on-line access to the Library Management System (LMS) hosted by LIBERO ~~at~~ and managed by Shoalhaven City Council. The Shoalhaven Libraries Mobile Library Services operates on a standalone laptop using wireless technology.

There are eight service points, plus two Mobile Libraries within the Cooperative Libraries:

Shoalhaven

Nowra (Central Library)

Ulladulla

Sanctuary Point

Milton

Mobile Library North

Mobile Library South

Kiama

Kiama (Central Library)

Gerringong

Each of the two library services is managed by a Library professional, appointed by each particular Council. The Manager of Shoalhaven Libraries is also the Cooperative Library Manager and in collaboration with the Library Manager of Kiama, takes responsibility for the development and maintenance of the collections of the Cooperative.

The South Coast Cooperative Libraries Committee consists of an elected representative (Councillor) of each participating Council; Group Director or equivalent responsible for library services at each Council and the Library Managers from each Council.

Each library service employs a mix of professional librarians, paraprofessionals, full time and part time library assistants as well as casual library assistants. Volunteers are also used across the library services as necessary.

South Coast Cooperative Libraries – Collection Development Policy

3.3. Population Analysis of the LGA

Figures used have been gathered using the ABS Census of Population and Housing 2016.

The communities served by the Shoalhaven, and Kiama Libraries are diverse and include sea-changers, baby boomers, Aboriginal & Torres Strait Islanders, small CALD populations, students and retirees. A breakdown of age groups and related community profile statistics are shown in the table below.

	Shoalhaven LGA		Kiama LGA	NSW Average
-				
Area	4,561 sq kms		259 sq kms	
Population	99,490		21,464	
0-4 years	5.1%		4.6%	6.2%
5-9 years	5.7%		4.6%	6.4%
10-14 years	5.5%		5.4%	5.9%
15-19 years	5.3%		5.5%	6.0%
20-24 years	4.6%		4.8%	6.5%
25-34 years	9.4%		8.0%	14.2%
35-49 years	15.9%		16.6%	20.0%
50-59 years	14.1%		14.3%	12.8%
60-69 years	16.2%		15.5%	10.7%
70-84 years	14.8%		16.2%	8.9%
85 and over	3.2%		4.5%	2.2%
Median Age	48		50	38
Aboriginal & Torres Strait Islanders	5.5%		1.6%	2.9%
Unemployed*	6.6%		5.0%	6.3%
Internet Connection	77.5%		83.6%	82.5%
Library Membership (2015)	37.35%		52.27%	40.25%
High (Household) income* (\$3000+)	6.8%		15.0%	18.7%
Low (Household) Income (\$650 or less per week)*	27.9%		22.3%	19.7%
Non English Speaking background (CALD)	5.8%		7.0%	26.5%

*Based on 2016 figures. New release figures due 2021

3.4. Issues

- ageing population
- relatively large indigenous population in the Shoalhaven LGA
- lack of public transport/reliance on cars for commuting
- high unemployment in the Shoalhaven LGA
- below average internet connection in the Shoalhaven LGA
- LGA large and dispersed geographic area

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3-5-3.3 Library Client Profile

Our Libraries run a number of programs and ~~services- activities~~ which cater to:

- babies & pre-schoolers
- primary and secondary school students
- tertiary students
- those with special needs, including the frail, aged and housebound
- lifelong learners
- recreational readers and information seekers
- researchers
- businesspeople and owners
- Aboriginal and Torres Strait Islanders
- small CALD (Culturally & Linguistically Diverse) communities

Population profiles impact on the collection development process and ~~should be- are~~ considered when purchasing and collecting items for the libraries

4. Implementation

4.1.4.1 Collection Responsibility

The Manager of Shoalhaven Libraries as the Cooperative Library Manager, in collaboration with the Library Manager of Kiama, takes overall responsibility for the development of the collections of the Cooperative.

4.2.4.2 Collection Management

Ongoing evaluation and management of each of the collections is the responsibility of professional staff at each of the partner libraries.

Collections must be maintained to preserve its ~~currency-relevance~~ and presentation by maximising shelving and floor-space and so they ~~are relevant-remain current~~ to their Communities. Old, damaged and underused materials should be discarded (de-selected).

4.3.4.3 Selection Responsibility

The Senior Management Team at Nowra Library takes primary selection responsibility for each branch of Shoalhaven Libraries and for Kiama Library Services.

The selection of non-book items is primarily through standing orders ~~-with some individual selection during onsite visits from Specialist Suppliers-~~ online catalogues and book supplier database selection.

All Branch Library Managers have input into the selection process by identifying subject gaps, and specific titles. Staff who have expertise in a subject area, also assess resources for selection as required.

A small percentage of items are selected at the local Branch level.

