

# Yarra Libraries Collection Development Policy 2015



# Contents

<b>PART A: COLLECTION DEVELOPMENT POLICY</b>	<b>2</b>
<b>1. INTRODUCTION</b>	<b>2</b>
<b>2. THE COMMUNITY</b>	<b>2</b>
<b>3. THE LIBRARIES</b>	<b>3</b>
<b>4. COLLECTION DEVELOPMENT POLICY RATIONALE</b>	<b>3</b>
<b>5. POLICY CONTEXT</b>	<b>4</b>
5.1. COUNCIL PLAN	4
5.2. YARRA LIBRARIES STRATEGIC PLAN 2013-2016	5
5.3. PROFESSIONAL POLICY CONTEXT	6
<b>6. COLLECTION DEVELOPMENT FRAMEWORK</b>	<b>6</b>
6.1. COLLECTION PRINCIPLES	6
6.2. FUNDING AND MANAGEMENT	7
6.3. COMMUNITY AND STAKEHOLDER ENGAGEMENT	7
6.4. ENSURING ACCESS	8
6.5. POLICY REVIEW	9
<b>PART B: THE COLLECTION MANAGEMENT PROCESS</b>	<b>10</b>
<b>7. COLLECTION MANAGEMENT PROCESS</b>	<b>10</b>
7.1. ASSESSMENT	10
7.2. SELECTION	11
7.3. ACQUISITION	13
7.4. CATALOGUING, PROCESSING AND MAINTENANCE	14
7.5. EVALUATION	15
<b>PART C: YARRA LIBRARIES COLLECTION</b>	<b>17</b>
<b>8. COLLECTION PROFILING</b>	<b>17</b>
8.1. ADULT COLLECTION	17
8.2. JUNIOR COLLECTION	18
8.3. YOUTH COLLECTION	18
8.4. GRAPHIC NOVELS	19
8.5. MAGAZINES	19
8.6. AUDIO VISUAL COLLECTION	19
8.7. LANGUAGES OTHER THAN ENGLISH (LOTE) COLLECTION	20
8.8. ENGLISH LANGUAGE LEARNING COLLECTION	20
8.9. LOCAL HISTORY COLLECTION	20
8.10. REFERENCE COLLECTION	20
8.11. ONLINE RESOURCES COLLECTION	20
8.12. ECOLLECTION	21
<b>PART D: REFERENCES</b>	<b>22</b>

Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		1 of 23

## PART A: COLLECTION DEVELOPMENT POLICY

### 1. INTRODUCTION

The Yarra Libraries Collection Development Policy provides the framework for development of its collections. This document is the revised Collection Development Policy, based on the 2009 Collection Development Policy.

Yarra Libraries provides library and information services to residents, workers and visitors to the City of Yarra at its five branch libraries. Our service is enhanced by the Yarra Libraries Virtual Library, providing access to national and global digital resources.

The print and digital collections of Yarra Libraries are its lifeblood and a core reason for being. In addition, Yarra Libraries provide a range of ancillary activities and services. Use and loan of the collection resources remains the reason for the majority of library visits. Therefore, the Collection Development Policy is essential to ensure the maintenance of a current, visually inviting and accessible collection that meets information, recreation, educational and cultural needs of the Yarra community.

The contemporary world of global information, digital services and prolific publishing provides the ability to develop a current, relevant and accessible collection: an essential success factor for the public library. The collection and its use must be continually monitored and developed to ensure that it meets evolving needs. A key long-term success factor is to make significant investments in eliminating aged and non value-adding collection items, identifying relevant collection items and securing the financial resources needed to acquire these items on a timely basis.

Yarra Libraries is committed to ensuring that new trends and developments are introduced in a timely and efficient manner to enable the community access to up to date technology and resources. Information sharing with other industry professionals and staff maintaining awareness and application of worldwide trends and developments in digital and information provision are vital to effective service delivery. Yarra Libraries' online systems will be continually assessed to take advantage of potential developments and enhancements to offer a high level of responsiveness to meet information needs.

### 2. THE COMMUNITY

Yarra Libraries recognizes that demographic statistics are an invaluable planning tool in the delivery of a quality library service and that it is important to plan services according to the profile of our diverse community.

The Yarra resident population is in excess of 86,000 and continuing to grow. A vibrant inner city community, it is characterized by educational, arts, industrial and retail precincts. The resident population is augmented on a daily basis by thousands of people visiting or working in the City of Yarra. Comprehensive current data on the City of Yarra population can be found online on [Council's website](#).

<http://www.yarracity.vic.gov.au/About-Yarra/profile-demographic/>

Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		2 of 23

### 3. THE LIBRARIES

Yarra Libraries provide services and collections from five public libraries located at Carlton, Collingwood, Fitzroy, North Fitzroy and Richmond. Each branch features a core collection of print and online lending resources tailored to the needs of that local community. Collection allocation to branches is determined according to collection profiles, branch library capacity and budget parameters. The sixth branch of the library service is the Yarra Libraries Virtual Library, providing continuous online access to digital services.

### 4. COLLECTION DEVELOPMENT POLICY RATIONALE

The Collection Development Policy is an essential component of effective public library collection management. Informed by professional standards, driven by community need and the strategic planning process, the Collection Development Policy defines the parameters of the collection and a framework for its development.

This policy document has been developed by Yarra Libraries specialist Co-ordinators and Team Leaders according to professional industry guidelines, which can be found in the references section of this document. Responsibility for collection development and delivery and digital resources sits with the Co-ordinator Resources & Technology. This role reports to the Manager Library Services, who is responsible for policy delivery.

The Collection Development Policy:

- Supports the development and delivery of identified strategic objectives and actions
- Supports the identification and allocation of collection funds for current and future priorities
- Ensures that objectivity and professional rigor inform the selection and weeding processes
- Provides guidelines for the collection, including subject profiles, depth of coverage and resource formats
- Provides an essential tool for induction, reference and ongoing staff training

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		3 of 23

## 5. POLICY CONTEXT

### 5.1. COUNCIL PLAN

The strategic intent of the Yarra Libraries Plan 2013-2016 is notably characterized by three of the five strategic objectives of the [City of Yarra Council Plan 2013 – 2017](#).

<http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=9066>

These are:

- Celebrating Yarra’s Uniqueness
- Supporting Yarra’s Community
- Leading Local Government

Council’s Plan informs library collections planning thus:



Yarra Libraries will respond to changes in Council's policy framework and will continue to set new strategic goals as those changes arise. Collection development will continue to be an important element of service provision.

Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		4 of 23

## 5.2. YARRA LIBRARIES STRATEGIC PLAN 2013-2016

Adopted by Council in December 2012, the [Yarra Libraries Strategic Plan 2013-2016](#) has been developed in alignment with Council's strategic planning framework.

<http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=8325>

It provides policy context and existing library services, an analysis of future trends and challenges, and a strategy for action. The strategy includes strategic objectives and actions relative to the development and delivery of the library collection. The objectives of the Plan are:

<b>Build community capacity</b>	<ul style="list-style-type: none"> <li>• Develop and deliver programs and activities for reader development, lifelong learning, and participation for all.</li> <li>• Partner and implement initiatives that optimise Yarra Libraries' capacity to support social inclusion.</li> </ul>
<b>Develop dynamic collections</b>	<ul style="list-style-type: none"> <li>• Develop and provide high-quality library collections that accord with community need and direction in new media options.</li> </ul>
<b>Create inviting spaces</b>	<ul style="list-style-type: none"> <li>• Provide well designed, welcoming and comfortable branch libraries, with spaces that adapt to a range of group and quiet activities.</li> </ul>
<b>Realise value from technology</b>	<ul style="list-style-type: none"> <li>• Introduce relevant new technology and support community capacity for digital literacy.</li> </ul>
<b>Invest in our people</b>	<ul style="list-style-type: none"> <li>• Yarra Libraries staff will be skilled, agile and informed in the application and community benefit of emerging trends in public library services.</li> </ul>
<b>Extend our reach</b>	<ul style="list-style-type: none"> <li>• Advocate on behalf of Yarra Libraries to achieve funding and collaborative opportunities to benefit the Yarra community.</li> </ul>

The actions we take in order to develop dynamic collections are:

- Develop collections that are comprehensive and balanced, while also reflecting the needs of specific communities of Yarra, based on current demographic data
- Consult with the community about their experiences and expectations of Yarra Libraries
- Purchase popular, best-selling as well as classic and enduring works
- Make available resources in a variety of formats in order to meet the needs of specific groups

Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		5 of 23

- Ensure resources are current, relevant and meet high standards of quality in presentation and durability
- Actively collect, preserve and organize material relating to the local area
- Develop collections embracing a wide range of ages and interests
- Select material based on merit
- Consider value for money in purchasing

Progress with the *Yarra Libraries Strategic Plan 2013-2016* actions are reported to Council annually.

### 5.3. PROFESSIONAL POLICY CONTEXT

The Yarra Libraries Collection Management Policy draws on a wide range of standard professional policy documents, which are listed in the [References](#) section of this document.

## 6. COLLECTION DEVELOPMENT FRAMEWORK

### 6.1. COLLECTION PRINCIPLES

The following principles underpin the Yarra Libraries Collection Development Policy:

- *Access* - Yarra Libraries will provide free, adequate and convenient access to all resources
- *Equity* - Yarra Libraries will make available resources to all people regardless of gender, age, disability, ethnic origin or economic status
- *Participation* - Yarra Libraries actively encourages community participation and feedback
- *Human rights* - Yarra Libraries recognises that access to information and ideas through books and other formats is a basic human right
- *Cultural relevance* - Yarra Libraries will collect resources which support the library-related needs of all sectors of the Yarra communities
- *Quality and range* - Yarra Libraries will provide a wide range of materials with a strong focus on quality in terms of content and presentation
- *Information and learning* - Yarra Libraries will support lifelong learning with the provision of up-to-date and accessible library resources in a variety of formats
- *Language* – the library supports the learning of English as a second language. It also recognizes that a multilingual community is a national asset and supports the right of people to maintain their first language

Yarra Libraries does not attempt to duplicate the services and materials offered by other library providers. Through co-operative agreements with the State Library of Victoria, academic libraries and other municipal libraries, the resources of these libraries are available to Yarra Libraries members through inter-library loan. Current inter-library loan capacity in Victorian public libraries is facilitated by access to

Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		6 of 23

collection resources of SWIFT Consortium libraries and most Victorian public libraries through the LibraryLink Service. Materials from the State Library of Victoria are not available for individual loan but may be requested for viewing at local libraries.

Yarra Libraries acknowledges the educational needs of students of all ages and the role of lifelong learning as an individual pursuit for intellectual and creative wellbeing. Text books and curriculum related materials are provided only where these materials also serve the general public or where they provide information not otherwise available.

Legal and medical works will be acquired for the collection only to the extent that they are useful to the general community.

## **6.2. FUNDING AND MANAGEMENT**

Sustainable funding for the purchase of library materials is critical to the development of the Yarra Libraries capital collections, and collections such as periodicals and online databases that do not have a capitalized value. There are a range of relevant performance indicators for library materials funding which can be found in the Annual Survey of Victorian Public Libraries submission to the State Government.

Specific collection plans are reviewed annually by the Library Leadership Team, taking into account usage levels, community trends, special collection needs and projects and emerging formats. The Co-ordinator Resources & Technology is responsible for managing and monitoring expenditure of these plans over the financial year. Responsibility for delivery of the Collection Development Policy implementation and outcomes rests with the Manager Library Services.

### **Ewing Trust**

The Fitzroy Library is the recipient of bequest funding from the Thomas, Samuel and George Ewing Trust. The bequest funding has been in place since 1985 and is specifically for the Fitzroy Library only. A portion of this bequest is allocated for the purchasing of materials to enhance the Fitzroy Library collections.

The criteria for selection reflect that it:

- is in line with the stated purpose of the Trust,
- enhances service and collection priorities and in no way substitutes funding from the Yarra Libraries budget, and
- reflects current and future priorities of Yarra Libraries.

## **6.3. COMMUNITY AND STAKEHOLDER ENGAGEMENT**

Current community need and diversity are essential components of public library collection development. Knowledge of these components is derived from data on community demographics and communication with our community, supported by adherence to professional standards, reference to professional literature and vigilant awareness of contemporary industry trends.

Yarra Libraries has a commitment to engaging with the community and uses a range of community consultation mechanisms. Patrons are welcome to provide suggestions and feedback by advising staff directly, biannual customer surveys, by acquisitions suggestions and feedback forms available at each branch and via the

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		7 of 23

website.

## **6.4. ENSURING ACCESS**

### **6.4.1. Yarra Collection Access**

Yarra Libraries ensures collection access by:

- Providing knowledgeable, friendly and helpful staff
- Offering well-designed, internally and externally well-signposted and accessible buildings
- Providing an online catalogue accessible within libraries and via the library website, offering 24/7 service
- Providing free reservations
- Purchasing multiple copies of items in line with demand and within budgetary constraints
- Providing access to databases and links to authoritative resources to support information literacy
- Offering free access to digital resources at libraries and via the library website
- Delivering regular programs to promote the collections and encourage reading. These include author talks, workshops, homework support programs, culturally specific events, children's storytimes and holiday activities
- Rotating collections between libraries on occasion
- 'Floating' collections - items in a floating collection do not permanently belong to one library branch - if an item is borrowed from one library and returned to another, the item remains where it has been returned

### **6.4.2. Statewide Access: SWIFT Consortium and LibraryLink Victoria**

Membership of the Swift Consortium shared collections and participation in LibraryLink greatly expand the volume of materials available to library members. Materials can be selected at any branch or via internet, and are delivered to the member's most convenient branch via a daily delivery service running between all libraries.

### **6.4.3. Extended Access: Inter-Library loans**

Yarra Libraries obtains items for library users not available via Swift or on inter library loan from other libraries in Australia. These items may be unavailable or inappropriate for purchase. Yarra Libraries incurs charges for some books that are obtained from university, special or interstate libraries. These charges will be passed on with prior consultation with the patron.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		8 of 23

## **6.5. POLICY REVIEW**

A review of the Collection Management Policy, including a public feedback process, will be conducted every three years to ensure that collections are managed in accordance with contemporary professional practice, draw on current industry initiatives and are in line with community expectations.

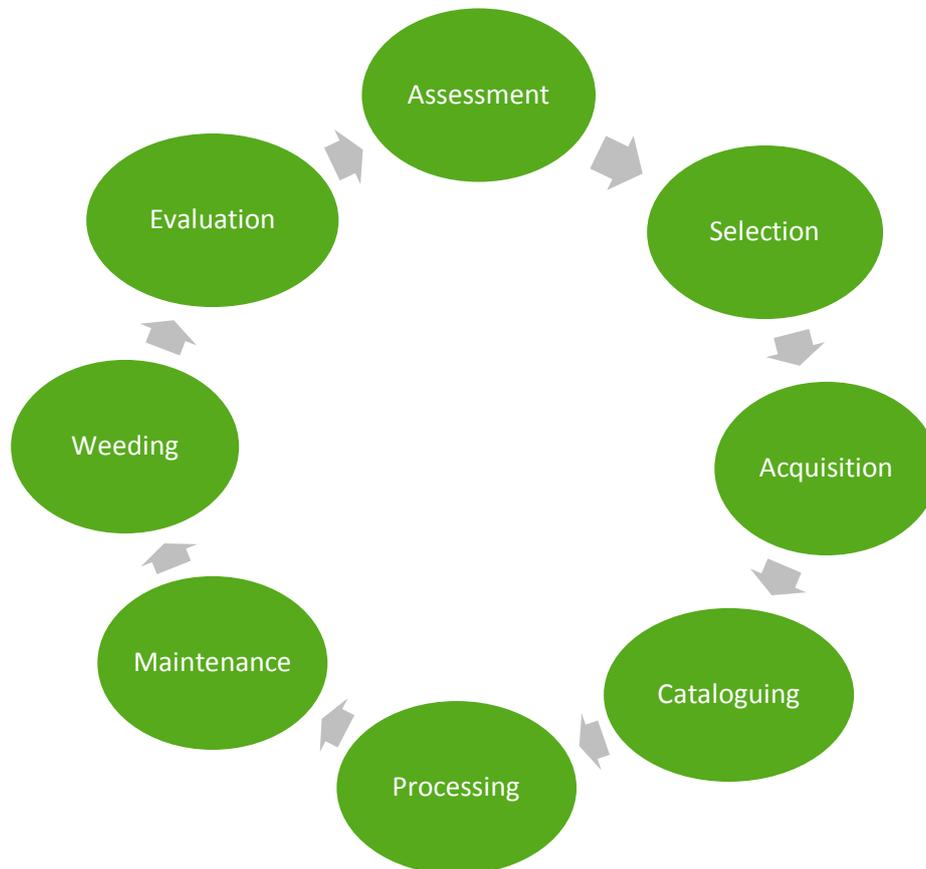
Yarra Libraries specialist staff may review any section on an ongoing basis to identify areas needing updating.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		9 of 23

## PART B: THE COLLECTION MANAGEMENT PROCESS

### 7. COLLECTION MANAGEMENT PROCESS

The process of managing a public library collection is cyclical. It consists of the following key steps:



#### 7.1. ASSESSMENT

Yarra Libraries aims to provide library services for all community members. We do this by defining who they are, determining their needs and tailoring collections accordingly.

We are aware of changing demographics of the local community and trends in the broader library and global environments. Demographic information, the profile of library users as indicated by the patron database, loans statistics, stock turnover rates, survey results, collection plans and current trends and priorities assist in collection development.

Libraries need to be able to anticipate trends as user needs change and new formats and technology emerge. Continuous training in information technology and digital resources is essential for librarians as their educational role in information literacy becomes more complex.

Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		10 of 23

New collections are identified by emerging needs and confirmed by statistical data if available. Grant funding may be used for the initial development of collections.

## **7.2. SELECTION**

### **7.2.1. Responsibility**

Collection Coordinators and Team Leaders are responsible for all collection formats within their specialist areas. Other library staff also have significant areas of subject, local knowledge or language expertise which may be drawn upon.

### **7.2.2. Selection criteria**

The following criteria are used to determine whether items are purchased. Their importance and application will vary from one collection to another according to criteria relevance:

- Popular interest
- Community need and potential use
- Currency
- Authority and reputation of author, publisher, producer or illustrator
- Physical format
- High quality presentation
- Literary merit (Awards/shortlist items)
- Long term relevance
- Suitability for different age levels
- Local emphasis
- Cost
- Favourable reviews
- Availability in other libraries
- Relationship to items already in the collection
- Representative of cultural diversity
- Supplier recommendation

In general books are purchased only if they have been published in the last 3 years. Exceptions to this may include the replacement of damaged or lost items, classic titles or core items as required.

Yarra Libraries does not generally purchase self-published works unless they have significant local history value.

Additional selection criteria for digital resources are:

- Content
- Statistics

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		11 of 23

- Vendor support
- Technical considerations (in particular, authentication)
- Community need and potential use
- Cost
- Ease of use
- Technical features
- Age of resource and frequency of updates

### **7.2.3. Selection tools**

There are a range of tools that support selection of collection resources:

- Trade and other journals
- Online databases
- Staff expertise
- Bibliographies
- Reviews
- Bestseller listings
- E-lists
- Library professional referral and advice

Advice is also sought from professional experts in particular subject areas.

### **7.2.4. Requests from library users**

Yarra Libraries encourages recommendations for items not already in the collection. Recommendation forms are available on the library website and catalogue. Requests can also be made in person by contacting staff at the local libraries. Items will be purchased where appropriate, in line with selection guidelines and budget considerations. Resources will be allocated to a Yarra Libraries branch by the appropriate Collections specialist and will then generally float between all branches.

### **7.2.5. Donations**

Donations are not generally accepted unless they are particularly noteworthy or of local importance. Yarra Libraries reserves the right to allocate donated material to any collection or branch, to dispose of donated material that it does not need, or to reject unsolicited donations of unsuitable materials.

### **7.2.6. Controversial resources**

Yarra Libraries aims to provide a representative collection on all subjects of interest to the community, with the exception of items prohibited by law. Yarra Libraries upholds the [Statement on Free Access to Information](#) produced by the Australian Library and Information Association.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		12 of 23

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

It is recognised that many materials are controversial and that a particular item may offend some members of the community. Powers of censorship are vested in Federal and State governments and material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the selection guidelines. Materials prohibited by law will not be included in the collection.

Items including DVDs and CDs are lent in accordance with classifications allocated by the Australian Classification Board, the Australian Record Industry Association (ARIA) and the Australian Music Retailers Association (AMRA). Items with an “R18+ - Restricted” classification cannot legally be lent to a library member under 18 years of age. Items with an “MA15+ - Mature Accompanied” classification cannot legally be lent to a library member under 15 years of age. Responsibility for the reading, listening, and viewing of library materials by children rests with their parent or guardian, rather than with library staff.

### **7.2.7. Complaints / requests for inclusion reviews**

From time to time patrons may be offended by opinions expressed in materials in the collection. All complaints or requests for review of a selection decision are to be submitted in writing. The queried title will be re-evaluated by the Specialist Team Leaders using criteria presented in the Collection Development Policy. The complainant will be informed of the decision to retain, withdraw or re-allocate the item to another collection. Should the complainant wish to challenge the decision, the matter will be then referred to the Manager Library Services.

## **7.3. ACQUISITION**

Acquisition is the term used to describe the process of selecting and purchasing items for the collection. The process involves selection of suppliers, placing of orders, receiving items and handling invoices.

### **7.3.1. Tendering**

Yarra Libraries has a process of tendering and contracting for suppliers for acquisition of collection stock in compliance with legal requirements and to obtain the best value for money without compromising the quality of the collection. Contracts are monitored on an ongoing basis. Contract processes are required to be conducted every three to five years.

### **7.3.2. Consortium purchasing**

Yarra Libraries pursues consortium purchasing of materials when appropriate. Currently Yarra Libraries is part of Swift Consortium, which offers opportunities to acquire digital resources at reduced cost.

### **7.3.3. Standing orders**

The standing order process is an effective mechanism for automatically acquiring items of predictable popularity. Some areas of the collection are particularly suitable for this method of acquisition. These include popular adult fiction, children’s and young adult popular series, non-fiction such as travel guides, and other items that are regularly updated.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		13 of 23

Standing order lists are reviewed on a regular basis, at least annually.

#### **7.3.4. Pre-publication ordering**

Yarra Libraries aims to order material prior to publication to ensure new material is available for loan in our libraries as soon as possible.

#### **7.3.5. Electronic ordering**

Yarra Libraries uses electronic ordering with selected suppliers and is committed to maximizing the use of this ordering method. To process patron requests, library staff select and order material online and order records are placed on the library catalogue. The process of electronic ordering enables a faster and more efficient service.

### **7.4. CATALOGUING, PROCESSING AND MAINTENANCE**

The majority of capitalised library resources are catalogued and processed by external suppliers in accordance with SWIFT Consortium contracted specifications. A small number of specialist and local history resources are catalogued in-house according to Resource Description and Access Standards. Periodicals are catalogued and processed in-house.

#### **7.4.1. Cataloguing**

All new items are catalogued to ensure they are as accessible as possible to library users via the library catalogue, which is available in the libraries and via the library website. The standard classification, the Dewey Decimal System, is used for Yarra Libraries and all public library services across the state.

#### **7.4.2. Processing**

All new items are processed to ensure they are:

- Identified as belonging to Yarra Libraries
- Preserved in as good physical condition for their practicable lifespan
- As accessible as possible to library users e.g. clear spine labels indicating collection and location within the library
- RFID tagged for security and identification purposes

#### **7.4.3. Maintenance**

Damaged items are assessed for relevance and if relevant, replacement copies are purchased where available and appropriate.

#### **7.4.4. Weeding**

Weeding is the term used to describe the process by which an item is withdrawn from the collection. Collection weeding is a routine process that supports the collection's

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		14 of 23

currency, relevance, attractiveness and accessibility. It ensures space is available for new resources and facilitates browsing capacity of the collection.

Criteria for weeding consideration include:

- Currency of information
- Physical condition of the item
- Potential future use
- Unnecessary duplication
- Online availability
- Capacity of library buildings
- Age
- Format

These criteria may not be equally relevant for all collections. For example, the Yarra Libraries Local History collection is exempt from standard weeding processes and has a Collection Development Policy that complements this document.

Some formats, notably audio-visual items, have a shorter practicable life than other hard copy resources.

## **7.5. EVALUATION**

### **7.5.5. Stocktaking**

Stock taking is undertaken to ensure that the database and collections are as closely matched as possible. They are a means of identifying collections where loss is a problem. With the introduction of RFID stocktaking will be carried out regularly due to the increased efficiency of the technology.

### **7.5.6. Discarded items**

Discarded items may be:

- Given free of charge to charitable or not-for-profit organisations
- Sold
- Recycled or otherwise disposed of where they have reached the end of their practicable life

Requests by individuals for particular library resources are not able to be accommodated.

### **7.5.7. Evaluation methods**

Yarra Libraries evaluates its collections by a variety of means including collection plans, statistical analysis, feedback from library users and staff assessment. Specialist staff identify collection gaps to support collection building.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		15 of 23

Statistics are regularly reviewed. Useful statistics include loans and turnover rates. The turnover rate for a collection is calculated by dividing the total collection number by the total number of loans for that collection in a given period. In general, very high and very low turnover rates indicate potential problems which need to be addressed.

Feedback from library users advises on satisfaction or dissatisfaction with the collection and informs decision making.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		16 of 23

## **PART C: YARRA LIBRARIES COLLECTION**

### **8. COLLECTION PROFILING**

All Yarra Libraries collections are available for loan to library members unless otherwise indicated. Library membership is free and open to all people in accordance with Yarra Libraries guidelines.

The majority of the Yarra Libraries collection floats. Floating collections refer to items that move from branch to branch. When a patron returns a floating item to a different location from where it was borrowed, it is shelved at the new location instead of being returned to a 'home'.

This process supports provision of more equitable access to materials, cuts the volume of delivery among libraries and reduces ergonomic strain on staff. The physical size of the library becomes less of a limiting factor since the collection is constantly refreshed through patron activity.

#### **8.1. ADULT COLLECTION**

##### **8.1.8. Adult Fiction**

The adult fiction collections include General Fiction and Genre Fiction. These collections cater for a wide range of reading needs. Patrons may read for leisure, escapism, to further understanding of human behaviour and the world we live in, or for insights into other worlds. Fiction takes the form of novels and short stories across a variety of genres.

##### **8.1.9. Adult Non Fiction**

This collection includes items containing material of a factual, reality-based and informational nature, arranged under broad subject categories. This collection provides information on a wide range of topics of interest to adult library users, and is also used by patrons for recreational reading. Adult non fiction has a strong emphasis on recently published material and Australian content.

##### **8.1.10. Adult Large Print**

This collection consists of books which have been printed in larger fonts that are at least 18 points in size. The adult large print collection includes both fiction and non fiction works in this format specifically for library patrons who have poor vision and have difficulty reading standard print. The collection mirrors the adult fiction and non fiction collections as far as possible.

##### **8.1.11. Language Kits**

This collection contains material for learning languages other than English, including language kits on CD and DVD. There is a strong emphasis on kits (books that come together with a CD or DVD), an acknowledgement that language learning requires a combination of listening, speaking, reading and writing.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		17 of 23

## **8.2. JUNIOR COLLECTION**

### **8.2.12. Board Books**

Board books are durable books containing high-contrast, simple illustrations and may be textured or contain flaps or tabs. They are intended for babies and toddlers who are beginning to explore their world. Board books help to promote essential pre-reading skills such as eye focus, and gross and fine motor skills.

### **8.2.13. Easy Readers**

Easy readers are short books designed for children who are learning to read; they introduce letter sounds (phonics), sentence construction and vocabulary. Easy Readers are divided into three levels of difficulty.

### **8.2.14. Picture Books**

Picture books are books that contain illustrations which are at least as important, if not more important, than the words of the story. They are written for children who are of pre-school or junior primary school age, with some stories of greater complexity suitable for children of upper primary school age. Picture books support the development of literacy and numeracy. There is a strong emphasis on Australian authors and illustrators, as well as on other titles published in English.

### **8.2.15. Junior Fiction**

The junior fiction collection is comprised of a variety of chapter books aimed largely at primary school children. Length and complexity varies widely, from short illustrated stories to longer, challenging novels. The collection contains both hardback and paperback formats, and includes recent editions of 'classics', popular series and Australian authors and award winners, as well as international titles.

### **8.2.16. Junior Non Fiction**

This collection contains informational books on topics of general interest to young people. Junior non fiction includes some material to support the school curriculum, particularly with respect to school projects and homework, but there is also a strong emphasis on reading for leisure. School textbooks are not generally collected.

## **8.3. YOUTH COLLECTION**

### **8.3.17. Young Adult Fiction**

Young adult fiction contains a wide range of genres and sub-genres with a predominance of realistic 'issues' fiction and fantasy fiction, both urban and traditional. The young adult fiction audience is broad, and includes teenagers, adults and pre-teens.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		18 of 23

## **8.4. GRAPHIC NOVELS**

The graphic novel collections contain books whose narratives are told through a combination of text and illustrations, usually in comic strip style. Young adult graphic novels, aimed at teenagers, and adult graphic novels may contain a single story or many shorter ones. Subject matter and style vary widely. Series running to many parts are common. Junior graphic novels are aimed at primary school children, and have simple and often humorous themes. All three graphic novel collections include manga (Japanese-style comics).

## **8.5. MAGAZINES**

The magazine collections contain frequently issued periodicals. Adult magazines cover a wide range of both broad and specific popular topics and culture. Magazines are also available in languages other than English (LOTE).

## **8.6. AUDIO VISUAL COLLECTION**

### **8.6.18. DVDs**

The DVD collections aim to provide a broad range of creative film and television. Adult DVDs include English and foreign language feature films, art house films, classic films, television series, musicals, documentaries, anime and Nigerian ('Nollywood') films. The collection is intended to provide an alternative resource to mainstream materials. Junior DVDs include feature films, television programs and education material, and are generally rated either G or PG. Australian content and book adaptations are also included.

### **8.6.19. Music CDs**

The music collections are in compact disc format. Adult CDs cover a wide range of music styles, including classical, jazz, popular and world music. Junior music CDs contain music for pre-school and primary school aged children. They feature nursery rhymes and songs by children's performers, lullabies and peaceful music for babies, and music that ties in with children's television programs. Some junior music CDs include an education element.

### **8.6.20. Audiobooks**

Audiobooks are books read aloud or dramatized on CD. Adult audiobooks include English books across both fiction and non fiction. Fiction includes general fiction, classic literature and genre fiction. Junior audiobooks and young adult audiobooks contain recorded fiction books for their respective age groups and can be used to support literacy.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		19 of 23

## 8.7. LANGUAGES OTHER THAN ENGLISH (LOTE) COLLECTION

The LOTE collection contains extensive material in the following community languages:

- Arabic
- Chinese (Mandarin and Cantonese)
- Greek
- Italian
- Spanish
- Turkish
- Vietnamese

Materials in the LOTE collections include adult fiction and non fiction, magazines and newspapers, junior fiction, adult and junior DVDs and music CDs, as well as English bilingual picture books, which have text in both English and a second language. Community languages are selected through consideration of data from the Australian Bureau of Statistics and City of Yarra demographic research.

## 8.8. ENGLISH LANGUAGE LEARNING COLLECTION

This collection includes both English as a Second Language (ESL) and adult literacy material. The collection covers a broad range of abilities, with emphasis on beginners' material and International English Language Testing System (IELTS) material. Priority is generally given to Australian publications and material with an audio visual component and covers a range of areas, including dictionaries, and items dealing with grammar, punctuation, spelling, writing composition and numeracy. Adult literacy material is suitable for many different levels of ability.

## 8.9. LOCAL HISTORY COLLECTION

The local history collection provides information about the development of the suburbs of Yarra. Each library houses a collection pertaining to their local area with North Fitzroy's collection being housed at Fitzroy Library.

The print collection is for library use only. The digital collection, which contains scanned documents and images, can be accessed online from anywhere.

The [Yarra Libraries Local History Collection Development Policy 2014](#) contains comprehensive information on this valuable collection.

<http://www.yarracity.vic.gov.au/DownloadDocument.ashx?DocumentID=11569>

## 8.10. REFERENCE COLLECTION

Reference consists of non lending material across a wide range of subjects. The collection includes atlases, dictionaries, directories, encyclopaedias and handbooks. As use of digital and online resources increases, this collection is expected to become greatly reduced in size.

## 8.11. ONLINE RESOURCES COLLECTION

Digital formats enhance the print collection and are an essential tool in providing current information. Online resources include database subscriptions and electronic

Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		20 of 23

reference books. The vast majority of this collection can be used remotely by library members at any time and location where internet access is available. Subjects cover a wide range of topics, including health information (including multilingual health information) English language learning, language tutorials, genealogy, children's literacy and self-paced computer training tutorials.

### **8.12. ECOLLECTION**

The eCollection includes all downloadable collections and streaming platforms. Downloadables include eMagazines, eBooks and eAudiobooks purchased from a range of vendors, which provide access to digitized magazines, fiction and non-fiction books and audiobooks. Other emerging platforms include music streaming and film streaming.

<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		21 of 23

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Responsible officer	Document No.	Approval date	Page
Manager Library Services	D15/93206		22 of 23

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<b>Responsible officer</b>	<b>Document No.</b>	<b>Approval date</b>	<b>Page</b>
Manager Library Services	D15/93206		23 of 23