

# CUSTOMER AND COMMUNITY SERVICES

## Library Collection Development Plan Reviewed January 2019

# Library Collection Development Plan

## Aim

To foster the growth and development of informed communities in Ryde and Hunters Hill by collecting and providing access to a wide range of resources which support the information, recreational, cultural and lifelong learning requirements of the community.

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## Why we have a Collection Development Plan

- To provide a consistent and planned approach to the selection, use, distribution and management of the library's collection
- To provide a reference point for staff to make informed decisions about the management and evaluation of the collection
- To ensure that the library's collection meets the current and future needs of its customers
- To inform the community of the principles upon which the library makes decisions regarding the selection, maintenance and use of the collection
- To support the library's objectives as outlined in the City of Ryde Community Strategic Plan and Delivery Plan, Libraries for Ryde 2014-2024 plan and the Library Service Business plans.
- To meet the requirements of the Access to information in New South Wales public libraries guidelines issued by the Library Council of NSW  
<https://www.sl.nsw.gov.au/sites/default/files/accesstoinformation2007.pdf>

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## Location, Library Structure and Profile

### Location

The City of Ryde lies in the central northern part of the Sydney metropolitan area 12 kilometres from the Sydney CBD. The City occupies most of the divide between the Parramatta and Lane Cove rivers, and has 16 suburbs within its boundaries. Together the City of Ryde and the Municipality of Hunter's Hill cover an area of 44.6 square kilometres and have a combined population of 136,145 (2016 ABS CENSUS).

English is the only language spoken at home by 47.7% of the Ryde population with the most common languages spoken at home other than English being Chinese (Mandarin and Cantonese combined 19.7%) and Korean (4.7%) [2016 Census].

### Library structure and profile

The Library provides services through branches at Ryde, Gladesville, West Ryde, Eastwood and North Ryde. The Home Library Service visits housebound and institutional residents throughout Ryde and Hunter's Hill. Access to the library's catalogue and Online Library are available via the City of Ryde website and via apps for electronic devices.

### Libraries for Ryde

The Libraries for Ryde 2014-2024 Plan provides goals and strategies for the Library collection.

Our goals: Optimal and equitable access to all the library's collections, both physical and electronic. Collections that meet the high expectations of the community.

The future ratio of digital to hard copy is not easy to predict, The ALIA suggested target is

is 80% print 20% digital by 2021. Hard copy is still being published and is very popular in most of the major collection areas, particularly non-English materials. It is, therefore, unlikely that digital publications will replace hard copy collections in the short to medium term and more likely that the library will have to provide and manage both formats.

### **Our strategies**

- We will develop a Collection Management Plan to ensure our physical and electronic collections are easily accessible
- market our collections to maximise usage and understanding of what is available
- To explore the collection and publication of local content e.g. local and family histories
- To actively seek community input and feedback on collections.

<http://www.ryde.nsw.gov.au/Documents/PlansProceduresGuidelines/Libraries+for+Ryde+2014+-+2024.pdf>

## **The Collections**

### **Fiction**

The library actively encourages recreational reading and provides an opportunity for people of all ages to develop their literacy skills and foster a love of reading. The fiction collections consists of popular, bestselling, high interest and enduring works in all genres and formats to involve all ages.. The Library's fiction collection also provides resources, activities and services which stimulate children's imagination and interest and supports quality parenting.

### **Non-fiction**

The purpose of the non-fiction collection is to provide information on a range of topics appropriate for our communities. There is a strong emphasis on recently published material and Australian content. The library actively encourages lifelong learning by providing access to information in a variety of formats. The library also provides access to independent learning for all members of the community and fosters self-development by providing information.

### **Magazines and Newspapers**

The magazine collection includes publications that cover a wide range of subject material relevant to community needs. Subscriptions are reviewed annually. Selected local and Sydney daily newspapers are available in hard copy

### **Online Library**

This collection includes a range of digital media and databases supplemented by additional online resources. Digital media includes access to ebooks, eaudio-books, emagazines, films, music and games.

### **Special collections**

#### ➤ **Local studies**

The Local Studies collection provides a range of materials, both historical and contemporary, that reflect the area's cultural and environmental heritage. The Library aims to acquire and preserve resources relating primarily to the City of Ryde and Hunters Hill, including archival material from various community groups. Local studies material is not removed from the collection unless it is a duplicate or no longer relevant.

#### ➤ **Genealogy**

The genealogy collection provides clients with the resources to research their genealogical and family history. The Library specialises in resources pertaining to NSW.

#### ➤ **Find Legal Answers**

This collection is an initiative of the State Library of NSW and the Law and Justice Foundation of NSW. It provides access to current, easy to read and practical legal information for the general public in NSW.

#### ➤ **Drug Info at Your Library**

The collection is provided by the State Library of NSW and provides accurate, credible and accessible drug information to the public.

➤ **Toys**

The toy collection is housed at North Ryde Library and is targeted at children up to 7 years. It aims to assist with the development of children's motor, cognitive and perception skills and to collect toys that are imaginative, interesting and have multi-sensory appeal.

➤ **HSC Collection**

The HSC Collection is held at Ryde and Gladesville libraries. It contains material that supports and enhances the HSC curriculum.

➤ **Parent Teacher Collection**

The Parent Teacher collection is designed as a collection of resources to assist parents, early childhood teachers, caregivers and anyone else who works with children from preschool to adulthood.

➤ **Learning English Collection**

➤ The **Learning English Collection** collection aims to provide resources for people learning English as their second language. **Learning English Collection** materials are held in printed, audio and visual formats.

➤ **LOTE (Languages Other Than English)**

The Library collects material in languages other than English where the language is well represented within our community. The **Languages Other Than English** collected are Chinese, Korean and Tamil. Books in languages other than these will be borrowed from the State Library of NSW and distributed as requested.

➤ **City of Ryde Art collection**

**The focus of the art collection be on the theme of “Ryde – Place, People and Possibilities”**

A register of the City of Ryde Art collection is maintained by the Library Services. Items are displayed on council premises in both public and staff only spaces.

Items may be disposed of in accordance with council's asset procedures if they are severely damaged or are assessed as being surplus to requirements. Items may be removed from the register once they have been disposed of or if they have been recorded as missing for a period of 1 year.

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## Selection Mechanisms

Materials for the Library are selected by our Library suppliers using the following methods:

### Profiles

The Profiles identify our core collection subjects and provide direction into the selection process in line with our Collection Development Plan. The point of these profiles is to anticipate borrowing trends and community demands in response to clients' needs. The Profiles are continually evolving and being reviewed.

### Standing order lists

Standing orders are titles ordered automatically in prepublication for predefined quantities. The standing order lists are constantly reviewed and monitored to reflect the current demands of our borrowers.

### Borrowers' requests

Library members are encouraged to offer suggestions for materials to be purchased. Items recommended and not already held in the collection will be considered for purchase. However, the purchase of requests will be subject to meeting the Library's selection criteria and budgetary constraints. Library members are limited to 5 active purchase requests at one time. The following exceptions apply:

- Titles that are not yet published
- Current titles from bestselling authors
- Due to the limited scope and budget of the DVD collection only purchase requests for missing items in an existing series or major new literary adaptations will be considered.
- Purchase request for eBooks and eAudiobooks will only be consider if they are consistent with selection criteria.

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## Selection Criteria

### Selection inclusions

Every item must meet at least some of the following criteria for inclusion in the Library's collection:

- Published within the last 2 years
- Relevance and currency
- Popularity in the terms of sales and library loans
- Filling a gap in a popular series
- Favourable reviews and criticisms
- Not already available electronically either on the web or on a database
- Extent of existing subject coverage in the collection
- Local interest (author or subject)
- Format
- Price
- Readability e.g., font size, print quality and page layout
- Titles with subtitles or closed captions are preferred for DVDs and other motion picture format

### Selection exclusions

The Library will not collect material with the following criteria:

- Items of inappropriate physical dimensions, e.g. extremely small, large or heavy
- Spiral bound
- Books with novelty accessories or any kind of 3D accessory
- Textbooks (including school texts)
- Workbooks
- Self-published books (with exception of popular works or works of local historical significance.)

- Highly technical or specific, esoteric or highly academic material
- Items in languages not currently collected by the library
- Ephemeral material
- Items refused classification or otherwise prohibited by law (e.g. illegal copies of works)
- Multi-piece and difficult to maintain items

Standard exceptions to the above are the sizes for picture books and some coffee table books.

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## Censorship and Controversial Material

Materials refused classification by the Australian Classification Board or withdrawn from sale due to a court action will not be included in the collection and may be removed from the collection if already purchased.

The Library includes in the collections a representative selection of materials which meet basic selection criteria, are on topics of interest to its readers, including items covering controversial subjects.

It is the responsibility of parents or guardians, not of library staff, to determine the suitability of materials used by their children. Selection of materials will not be inhibited by the possibility that inappropriate items may inadvertently come into the possession of children.

Classified material will only be available for loan for borrowers who are of the required age to purchase that material.

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## Donations

City of Ryde does not generally accept donations of library material from customers. This is due to limited shelf space and the processing costs of donated material.

### Exceptions

- Local History material for the City of Ryde or Hunters Hill LGAs
- Other material of local significance to the City of Ryde or Hunters Hill LGAs
- New Government publications
- New items donated by authors or publishers
- Items donated as gifts to Councillors or senior council staff
- Donations of material resulting from a partnership with an organisation or community group

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## Collection Maintenance

The maintenance of the collection is an ongoing activity, the purpose of which is to maintain the quality of the collection. The Library collections are evaluated using a variety of methods:

- Physical condition - items that are damaged or in poor condition
- Currency – items where information is out-of-date or misleading
- Circulation history – frequency of use
- Relevance – items that fit community needs
- Updated edition
- Number of copies in the collection
- Format is no longer current

Items no longer considered relevant to the collection (based on the above criteria) are disposed of in an appropriate manner.

### Collection size targets

Collection size targets may be set for each collection at each location based on collection performance.

### Stock rotation

Stock rotation refers to the movement of items between branches and is set automatically by the Library Management System and is reviewed annually by the Branch Team Managers.

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## Review of the Plan

The Library will review the Collection Development Plan every second year or earlier if deemed necessary.

## Document Control

This document is available in the following public locations. The version at these locations must be updated after any changes

Location	Address
Spydus Public Catalogue (link for the purchase suggestion page)	<a href="https://ryde.spydus.com/docs/OPAC/pdf/2018_Collection_Development_Plan.pdf">https://ryde.spydus.com/docs/OPAC/pdf/2018_Collection_Development_Plan.pdf</a>