

IPSWICH LIBRARIES COLLECTION DEVELOPMENT GUIDELINES

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INTRODUCTION

Ipswich Libraries endeavours to provide an unbiased source of knowledge, information and ideas through a contemporary, comprehensive and balanced collection – both in print and online – while responding to a broad range of community needs. The collection includes material in print, audio-visual and digital formats. The service is obligated to comply with the decisions made under State and Federal Law, including those by the Australian Classification board.

The selection and availability of library materials and services is governed by professional considerations and not by political, moral or religious views. Personal views or values, or any perception of the potential of material to offend or cause controversy, do not limit the materials Ipswich Libraries acquire and make accessible.

The collections, both physical and electronic, are arranged and displayed to highlight the diversity of the library service collection and to optimise access and usage. Consideration is given to placement of resources within library branches including the decision to arrange resources spine out to optimise space or face out aligning with retail display principles. Consideration is also given to the placement of electronic resources on the libraries website, catalogue and apps to improve access and promote usage.

GUIDING PRINCIPLES

The guiding principles are informed by and committed to the principles of intellectual freedom and access as described in the [Statement on free access to information](#) by the Australian Library and Information Association and the International Federation of Library Associations and Institutions (IFLA) Public Library Manifesto 2022 (Appendix 1).

- **ACCESS** – Our libraries will provide free, adequate and convenient access to all resources.
- **EQUITY** – Our libraries' collection will support the information and recreation needs of the whole community, inclusive of differences in gender, sexuality, age, disability, ethnic origin or economic status. The library will provide resources that respond to specific needs of the community, including those of culturally and linguistically diverse, First Nations, LGBTQIA+ communities, those who cannot visit the library in person and those requiring accessible formats.
- **PARTICIPATION** – Our libraries actively encourage community participation and feedback.
- **HUMAN RIGHTS** – Our libraries recognise that access to information and ideas through books and other formats is a basic human right. Ipswich Libraries will consider the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) and will act and make decisions in a way that is compatible with the Act.
- **CULTURAL RELEVANCE** – Our libraries will collect resources which support the library-related needs of all sectors of our communities including support for the creation and sharing of local content and stories.
- **QUALITY AND RANGE** – Our libraries will provide a wide range of materials with a strong focus on quality in terms of content and presentation.
- **INFORMATION AND LEARNING** – Our libraries will support lifelong learning with the provision of up-to-date and accessible library resources in a variety of formats.

PURPOSE AND SCOPE OF THE COLLECTION

The Ipswich Libraries collection supports the information, educational, recreational and cultural needs of our diverse communities by:

- Ensuring equitable access to a variety of quality, relevant and current information and literature resources, both physical and digital
- Presenting a diversity of views and values to encourage critical and ethical thinking
- Encouraging independent and recreational reading
- Fostering an appreciation of literature and reading
- Being accountable and relevant.

This purpose is informed by, and supports, the principles of intellectual freedom expressed in the [Statement of free access to information](#) by the Australian Library and Information Association.

FAMILIES AND PARENTAL RESPONSIBILITY

While placement of material, throughout the physical collection and the provision of access to online resources is carried out by library staff based on professional knowledge and evaluation, this should be used as a guide only.

It is not the responsibility of Ipswich Libraries staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access except where material is classified as restricted under the *Queensland Classification of Publications Act 1991*. It is the responsibility of parents or guardians to monitor the suitability of both physical and online library resources used by their children.

ACQUISITIONS AND PROCUREMENT

The Manager, Libraries and Customer Services is responsible for developing and managing Ipswich Libraries' collections. Resources are shared on a city-wide basis.

Ipswich Libraries has contracted with professional library suppliers to undertake the selection and supply of new library material using a range of mechanisms outlined.





SELECTION PRINCIPLES

Ipswich Libraries uses the following selection principles:

- Acquisitions will be guided by our community
- We will collect material of importance to the local community and support local creators
- We will ensure that our collection is accessible
- We will provide a collection which reflects the spectrum of community viewpoints
- Our collection will reflect all sections of our community
- Our collection will be in a broad range of formats
- Materials prohibited by law will not be included in the collection
- Materials will not be rejected on moral, political, racial or religious grounds if they otherwise meet selection criteria.

PATRON DRIVEN SELECTION

Ipswich Libraries will maintain a 'suggest a purchase' service for all current members. Requests made by customers for materials not held in the collection are considered for purchase. These suggestions will need to meet current content selection criteria before being purchased.

Suitable items that are not available for purchase may be sourced via interlibrary loan.



GENERAL SELECTION CRITERIA

The purpose of selection criteria is to ensure that items included in the collection meet high standards of quality in both content and presentation.

Selectors use the following criteria in choosing materials:

- Relevance and current community demand
- Popular interest
- Currency and accuracy of content
- Publication date
- Promotes Diversity, Equity and Inclusivity content and audiences
- Contemporary significance
- Enduring value
- Readability and style
- Extent of publicity and promotion
- Significance of subject matter, permanence or timeliness of subject
- Local interest (author or subject)
- Relationship and importance to the entire collection
- Circulation of similar materials
- Quality of presentation appropriate to the content and audience
- Suitability of format
- Price and availability
- Reviews in the professional and popular media
- Professional or literary reputation of the author, publisher or producer.

When acquiring or onboarding collection-related hardware, software or internet materials, Ipswich Libraries will consult with Ipswich City Council's (council) information and technology specialists to ensure due diligence and compliance in terms of data security.

Where all other selection criteria are equal, material published or produced in Australia will be purchased with the exception of:

- Self-published works unless of a significant local relevance
- Textbooks or curriculum-based materials except when they meet the selection criteria and have broad community appeal
- Specialised, technical or academic publications
- Materials prohibited by law
- Rare or second-hand materials unless of local historical significance.

SELECTION METHODS

Selection based on the listed criteria should be sourced from or confirmed as relevant by utilising recognised or authoritative sources, or via community consultation:

- Publisher's websites
- Supplier aided selection tools or visits
- Commercial displays and websites
- Professional selection services
- Book reviews
- Bibliographies
- Circulation statistics
- Reputable journals and selection aids
- Library management software and other reporting tools
- Suggestions for purchase or other community input
- Staff stock requests.

Resources will be procured from the most cost-effective supplier, after review of the reliability, convenience and service offered by the supplier.

The procurement of library materials complies with council's procurement policy in accordance with council's principles of transparency and sound financial management.

BUDGET

Library materials are purchased each year through council's operational budget. Additionally, the Library Board of Queensland funds collections in Public Libraries in Queensland with an annual Public Library grant, distributed by the State Library of Queensland.

GIFTS AND DONATIONS

Donations and bequeathing of personal or legacy collections are not encouraged unless the material is particularly noteworthy or of local importance. However, such significant items may be eligible for donation in digital format and made accessible on [Picture Ipswich](#). Ipswich Libraries reserves the right to decline, dispose of or redistribute donated items as appropriate if they are end-of-life, do not meet the selection criteria or fall into one of the categories not collected. Ipswich Libraries are not obliged to accept all donations.

COLLECTION MANAGEMENT

Ipswich Libraries always aims to maintain a well-balanced, current and functional collection. The collection requires continuous revision and evaluation to ensure that it is relevant to local community needs and is in good physical condition.



EVALUATION OF THE COLLECTION

Ipswich Libraries evaluate the effectiveness and success of the library's collections through analysis of performance data and community and staff feedback and surveys. We measure the success of the collection by analysing the following:

- Circulation data i.e., loans, returns and reservations
- Turnover statistics (number of loans divided by the total number of items held)
- Online/digital usage and availability
- Age of collection and percentage of items borrowed within a year of acquisition.

Evaluation reports are periodically generated to provide responsible officers with data useful to maintaining collection currency, condition and relevance. These reports are produced through interrogation of the Library Management System and via third party statistics applications.

DESELECTION PRINCIPLES

Deselection, also referred to as weeding the collection, refers to the planned removal of unsuitable materials from the collection. Deselection is a logical consequence of collection evaluation.

Deselection will take place at time of need, annually (during stocktaking) or in small sections throughout the year. Discarded resources will be withdrawn and cancelled in the first instance.

DESELECTION CRITERIA

Criteria for discarding, deselection or weeding an item are:

- Item is in poor physical condition
- Item is obsolete (superseded by a new edition, better source, more accurate information, item has broken links or no longer current)
- Insufficient use (including borrowing)
- Age
- Items where the subject matter is no longer of current interest
- Unnecessary duplicate copies
- Licencing issues
- Irrelevant to current needs.

DISPOSAL OF MATERIALS

Discarded material, including unwanted donations, may be:

- Offered for sale at a library book sale with proceeds donated to Ipswich Friends of the Library
- Given to recognised social or civic organisations
- Materials that are in poor physical condition and of limited appeal to the general populace and are therefore unsuitable for a book sale are disposed of.





REPLACEMENT ITEMS

Titles missing or withdrawn from the library's collection are not automatically replaced. The decision to replace items is based on the following criteria:

- The item is still available for purchase i.e., still in print
- Availability of other copies or editions in the collection
- Community interest/ongoing demand
- Adequacy of coverage in the subject area
- Cost and availability
- Usage of previous copy/copies.

COMPLAINTS OR CHALLENGES

Patrons may from time to time, bring to the attention of library staff material they think should not be part of the library collection. A formal request must be made on a [Request for Reconsideration of Library Resource form](#).

While library users have the right to make decisions for themselves and children in their care, this right does not extend to making decisions for other library users and children in their care.

Requests for reconsideration of library resources will be assessed by the appropriate Ipswich Libraries collection specialist in accordance with:

- Ipswich Libraries Collection Development Guidelines (guidelines)
- Request for Reconsideration Procedure
- Appropriate State and Federal copyright, privacy and classification legislation
- The [Statement on free access to information](#) by the Australian Library and Information Association.

REVIEW OF COLLECTION

A stocktake of the Ipswich Libraries collection should be undertaken every two years, when resources permit.

RESPONSIBILITY FOR MANAGING COLLECTION DEVELOPMENT

The General Manager (Community, Cultural and Economic Development Department) is the document owner, and the Manager Library and Customer Services is responsible for authoring and reviewing these guidelines.

RELATED DOCUMENTS

[iFuture 2021-2032](#)

[Libraries Act \(Qld\) 1988](#)

[Queensland Government Legislation Human Rights Act 2019](#)

[Queensland Classification of Publications Act 1991](#)

[Copyright Act 1968](#)

[Information Privacy Act 2009](#)

[IFLA Statement on Libraries and Intellectual Freedom](#)

[IFLA-UNESCO Public Library Manifesto](#)

[ALIA core values policy statement](#)

[ALIA APLA Joint Statement on Free Access to Information in Australian Libraries](#)

[Queensland Public Library Standards and Guidelines](#)

[State Library of Queensland Guideline for Inclusive Spaces](#)



APPENDIX 1. AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION (ALIA) STATEMENT ON FREE ACCESS TO INFORMATION

ALIA OBJECTS ADDRESSED

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

PRINCIPLE

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

STATEMENT

There are several different levels at which the free flow of ideas can be impeded:

- At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens
- At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities
- At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

- Asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint
- Adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas
- Ensuring that individuals have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay
- Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas
- Protecting the confidential relationships that exist between the library and information service and its clients
- Resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments
- Observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this statement.

APPENDIX 2. CURRENT COLLECTION

The Ipswich Libraries collection will contain physical and digital resources, with the proportions of these collections changing over time, depending on use and demand.

Current collections include:

AUDIO-VISUAL AND MULTI-MEDIA COLLECTIONS (PHYSICAL)

Purpose: Provide a selection of audiobooks, films and learning materials in the most relevant, current and popular media available. This collection includes a variety of genres for all interests and age levels in a range of formats.

Audiobooks: Priority is given to popular, unabridged titles that have been professionally produced.

Films: Includes educational, documentary, children's, classic films, literary tie-ins, television series and local studies topics.

Learning materials: Includes console, educational and recreational games, language and literacy materials some of which may be for on-site access only.

When formats become obsolete in the market, items will be held in the collection until they are deemed ready for deselection.

Where demand is very high multiple copies of a title may be purchased, budget permitting.

DIGITAL COLLECTIONS

Purpose: Provide access to a range of eBooks, newspapers, magazines, audiobooks, downloadable resources, streamed resources and databases for all ages for recreation, culture, information-seeking and learning purposes.

Access to databases is provided to meet the needs of library customers for specialised, current information and learning. These resources may include genealogy databases, current and historic newspapers, digital and language literacy resources, language learning, resources to support information and life-long learners, reading, cultural and business resources.

Reference to digital collections held on [Picture Ipswich](#) can be seen in the local and family history section on page 12 of this document.

FICTION PRINT

Purpose: Provide access to a broad range of fiction books in print formats for recreational reading for all ages, to stimulate the imagination, to reflect society and to display a range of literary styles. This collection includes a wide range of best-selling and popular fiction, as well as literary classics, works by new and local authors, award winning titles, graphic novels, Australian fiction and translations of the works of major non-English speaking writers.

Where demand is very high multiple copies of a title may be purchased, budget permitting.

LANGUAGES OTHER THAN ENGLISH

Purpose: Provide materials in languages other than English (LOTE) where requested by library users.

Materials in LOTE are not generally purchased. The State Library of Queensland provides access to resources for languages not collected by Ipswich Libraries. Loans of these resources are made regularly and are responsive to requests from individuals or groups within the community.

LARGE PRINT

Purpose: Provide accessible reading material in large type formats for users who need or prefer this format. The collection includes a wide range of fiction and popular non-fiction in both hardback and paperback formats.



LOCAL AND FAMILY HISTORY MATERIALS

Purpose: Provide access to a continuously developing collection which documents, preserves and presents the historical and contemporary development of individual suburbs and geographical areas of Ipswich, local organisations and people. The local and family history collection assists in ensuring that the history of Ipswich is recorded, for the benefit of local, state and national heritage.

The emphasis of the collection is on records and information of local interest and value rather than of state or national significance.

The local and family history collection will provide research materials relating to the history of Ipswich city and surrounding areas. Such materials held will be relevant to the social, physical, economic and political heritage of the Ipswich city region. Materials include a variety of formats such as books, magazines, pamphlets, newspapers, photographs, maps, personal diaries, letters and digital.

The collection will be held and maintained at Ipswich Central Library and Rosewood Library. Items in the collection are not generally available for loan but may be accessed during library hours or through the online catalogue. Reproduction of all material in the collection is governed by copyright regulations.

Where titles do not meet the criteria for inclusion in the local and family history collection, but are still regarded as being a valuable local resource, they may be digitised and made available for public access via [Picture Ipswich](#). Digitisation will be based upon specified criteria including [copyright, privacy and other considerations](#).

MAGAZINES, NEWSPAPERS AND JOURNALS

Purpose: Provide information which is of current interest for all ages. These resources are available in print and online or downloadable formats.

The magazine collection includes publications covering a range of subject material relevant to local needs.

The newspaper collection includes local, national and international titles.

Hard copy newspapers are available for on-site access only and will be disposed of or donated after a period of time.

COMMUNITY OUTREACH

Purpose: Provide a Home Library Service to residents of Ipswich who are unable to access a library in person for reasons such as ill-health, frailty or disability. This valuable service enhances the lives of those in our community who would otherwise struggle to access resources critical for their leisure and information needs.

Ipswich Libraries will continue to maintain a Home Library Service collection relevant to the needs of homebound borrowers.

EQUIPMENT AND KITS

Purpose: Provide a limited selection of non-book resources which support the delivery of identified library programs and library Makerspace initiatives. These resources will usually have restricted borrowing permissions and will have specific learning or community outcomes.

These items may include such resources as activity kits, robotics or other technology relevant to library programs which promote lifelong learning or equipment that meets a specific or emergent community need.

Some of these resources may only be borrowable during specified periods of the year or by identified community members or groups.

NON-FICTION PRINT

Purpose: Provide access to non-fiction materials which are used for enjoyment, leisure and recreational reading and finding information for informal and life-long learning.

Content is collected to match the diverse interests of people living in Ipswich. As content and interests change over time, specific collecting areas are identified and developed to ensure that the collection is relevant.

Where demand is very high multiple copies of a title may be purchased, budget permitting.

Magazines &



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