

Collection
Development
Guidelines
2023-2027



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Collection Development Guidelines

Purpose of the collection

The purpose of the Noosa Libraries' collection is to provide all individuals in the community with free, equitable access to a selection of resources to meet their informational, cultural, and recreational needs and to support lifelong learning and a love of reading. The sheer volume of material being published necessitates a policy that guides resource management within budgetary and space limitations.

This document guides the selection and management of collection resources relevant to community interests and needs, ensuring an appropriate mix of material formats for all ages and abilities, and reflecting a diversity of viewpoints and ideas.

This Collection Development Guidelines will:

- Guide development of Noosa Libraries' collections that support Noosa Libraries' vision "To enrich lives through connection, knowledge, literacy and lifelong learning"
- Ensure that Noosa Libraries' collections align with Australian and State Standards and Guidelines
- Ensure that Noosa Libraries' collections meet the current and future needs of its customers and the Noosa community
- Outline the principles by which the library's collections are selected, maintained, developed and deselected, and inform the staff and community of these principles
- Define the responsibilities for the management of Noosa Libraries' collections
- Demonstrate responsible expenditure of Council resources and guide resource management in line with budgetary and space limitations.

Noosa Shire Community

Noosa Libraries' collections are designed to service the specific and diverse needs of the Noosa community, both current and projected.

Noosa Libraries operates 2 static branches (Noosaville and Cooroy), 1 mobile library, and 2 book-vending kiosks, serving a population of 56,298 (2021).

ABS Census data indicate that Noosa's population is older relative to comparable communities in both the south-east, and across Queensland, and that this trend is ongoing. Residents aged 65 years or older made up 27% of the population in 2021. Noosa Shire reported the lowest percentage of residents aged 20-34 (11%) in Queensland.

Household income as part of the Noosa profile has potential to shape library service provision, with median weekly household income at \$1467, lower than the Australian median of \$1746, while outright home ownership is higher (43% compared to Australia 31%).

Noosa's household family composition was primarily couples without children at home (51%) compared with rest of Australia (38%) and fewer families with children, Noosa 47% compared to Australia 59%.

Full-time workers compromise 44% of adults, compared to Australia 56%.

For households where languages other than English were used, Noosa was 7% compared to 24% for Australia.

Rates of lending, for both print and digital material, as well as the placing of reservations, are high. In the 2021-22 financial year, issues per capita averaged 9.83, significantly higher than the state average of 7.14 (Queensland Public Library Statistical Bulletin 2021-22) and higher than both the baseline and enhanced targets set down in the ALIA standards 2021 (which is 5 and 6 issues per capita respectively).

Physical loans per title for the 2021-22 period averaged 9.83 per annum, significantly higher than the Queensland average of 7.4. Physical stock items per capita at 1.52 is higher than the Queensland average of 1.13 and just above the Queensland Public Libraries Standard range of 0.85 to 1.5.

All these factors will influence the nature and scope of Noosa Libraries' collection.

Nature of the collection

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

- Providing collections and resources which encourage and promote life-long learning and a love of reading for all ages
- Providing free, equitable and accessible access to information for all
- Providing a range of lending material complementary to the library services and programs
- Supporting the creation and sharing of local content and stories
- Presenting a diversity of views and values to encourage critical and ethical thinking
- Providing 24/7 access to collections and resources via our eLibrary
- Meeting the changing needs of the Noosa community by providing popular, responsive and relevant collections
- Providing collections in community languages based on local community input, demographic analysis and demonstrated interest

The collection offers access to a broad range of age-appropriate materials across two main categories:

- i. General lending resources
- ii. Special collection resources

General lending resources

Print fiction and e-books – provides readers of all ages with access to a broad selection of popular and contemporary fiction in English by Australian and international authors. Special consideration is given to award winners and nominees, emerging and local authors, and to diversity of voices and genres across the collections.

Print non-fiction and e-books – provides information and ideas for readers of all ages across a wide range of subjects and interests. The collection provides up-to-date, authoritative information resources and a broad range of culturally and socially relevant ideas and written life experience. Reading level is generally at a popular, non-tertiary level.

Large type print – provides readers with visual impairment, and others, access to text-based publications in large type. Includes both fiction and non-fiction titles, with an emphasis on interests and genres typically identified with an older demographic.

Audiobooks and e-audio – provides access to narrated text for both listeners with a visual impairment and those who prefer this format. Includes both fiction and non-fiction titles, with an emphasis on interests and genres typically identified with an older demographic.

Picture books – provide families with foundational reading experiences for their children through stories told with images and text.

Graphic novels and works – provides an alternative to purely text-based works, these may be fiction or non-fiction, and may be for adults or younger users.

Magazines and e-magazines – provide readers of all ages with access to a selection of current magazine titles reflecting the informational and recreational needs of the community.

Film and television – provide viewers of all ages with access to a broad range of contemporary film, documentary and television resources in DVD form and through online streaming. The collection covers a diverse range of informative, recreational and culturally stimulating material.

Special collection resources

Heritage collections – provides family history and local heritage resources to support research and recreational interest in family history, and all aspects of the region's heritage. Includes resources in text, audio-visual and pictorial formats. Includes lending and not for loan resources, and the digital collection hosted on Heritage Noosa.

Adult literacy – This collection includes print and multimedia resources to support and promote skills in adult literacy and numeracy.

Beginner readers – provides families with resources to support children's early reading skills at home, through stories told with images and text.

World languages – provides non-English text-based resources across a range of languages used in the local community. Supported by regular bulk loan rotations of State Library of Queensland language resources.

Stack – provides a small collection of still relevant but commercially unavailable fiction and non-fiction which has been withdrawn from the general collection due to physical damage or wear and tear.

Seed Library – provides seeds to library members to borrow, plant, grow, harvest and return.

Showcase – specially curated and themed collections of recently published material selected by Library staff and users.

Red Hot Reads – new release popular fiction available for loan at a small charge to users.

Specific details of the aim, scope, reasons for non-inclusion and access policy for each collection are included in **Appendix 2. The collections.**

Guiding principles of selection

The following principles underpin the Library Collection Guidelines. These principles are informed by and committed to the principles of intellectual freedom and access as described in the *Free access to information* statement by the Australian Library and Information Association and the *IFLA UNESCO Public Library Manifesto 2022*.

- Access - Noosa Libraries will provide free, fair, and convenient access to all resources
- Equity – Noosa 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 Culturally and Linguistically Diverse (CALD), First Nations, and LGBTQIA+ communities, those who cannot visit the library in person, and those requiring accessible formats.
- Participation – Noosa Libraries actively encourage community participation and feedback.
- Human rights - Noosa Libraries recognise that access to information and ideas through books and other formats is a basic human right.
- Cultural relevance - Noosa 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 - Noosa Libraries will provide a wide range of materials with a focus on quality content and presentation.

Families and parental responsibility

The 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, however this should be used as a guide only.

We trust our communities to select age-appropriate material.

Materials for children and young people are intended to:

- widen their interests,
- encourage and facilitate reading skills,
- supplement their educational needs, and
- stimulate their love for books and reading.

While the library takes every care in allocating resources to appropriate areas of the library, the reading and viewing activities of children and young people under-18 are the responsibility of their parents or caregivers. Parents and caregivers are the most appropriate people to guide the selection of appropriate materials and oversee the development of children in their care. Selection of material to include in the library collections will not be inhibited by the possibility that materials may inadvertently come into the possession of children. Noosa Libraries is guided by relevant legislation with respect to restricted items, including the Australian Classification Board's guidelines.

Acquisitions and procurement

Procurement methods

Library collection resources may be purchased through library suppliers, subscription agencies, local retail outlets, online suppliers and directly from authors and publishers. In line with Council's procurement policy, Noosa Libraries favours Local Buy suppliers and will only procure stock from non-members if these preferred suppliers are unable to meet library requirements.

Noosa Libraries employs a hybrid procurement model for collection resources, combining the use of standing orders, selection against mediated profiles and community purchase requests. Reader and staff requests for new or recently released resources are considered strong indicators of community interest and are prioritised accordingly.

Rate of acquisition

Noosa Libraries aims to add new collection resources on a regular and consistent basis across each financial year, while remaining responsive to community priorities and publishing cycle fluctuations. State Library of Queensland standards for public libraries recommend an acquisition rate of 0.25 items per capita per annum.

Criteria for selection

Library collections require ongoing evaluation and maintenance to remain relevant to the needs of the community and to ensure that individuals have access to a range of information and ideas that support wellbeing and informed decision making. Noosa Libraries uses a variety of indicators for assessing collections and recognises that the weighting of individual assessment criteria should be applied differently across collection type and across formats. The following factors are taken into consideration across Noosa Libraries' collection resources:

- Relevance and current community demand
- Popular interest
- Short term or anticipated enduring interest
- Currency and accuracy of content
- Publication date
- Promotion of Diversity, Equity, and Inclusivity (DEI) 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)
- Rarity of similar published material on the subject or in the format
- Whether title or volumes form part of a series or set
- Other Noosa Libraries holdings, or holdings at other Australian public libraries

- 'In print' status
- Relationship and importance to the entire collection
- Circulation activity 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

Collection breadth and depth is best achieved in a 'big picture' sense when libraries support viewpoint diversity by ensuring the collection represents a broad spectrum of ideas and cultural ideologies. The hybrid procurement model offers strategies for countering any mainstream publishing biases by enabling staff to balance overall selection with titles from independent publishers that are not always featured in supplier profiling and promotional materials.

The following works will not be purchased:

- Self-published works, unless of a significant local relevance
- Works with poor standards of editing and proof reading with grammatical errors, typos and spelling mistakes
- Works where writing, content and themes are not appropriate for the target age group
- Works that are not culturally sensitive e.g. contain harmful stereotypes or misrepresentations
- Works that infringe copyright
- Textbooks or curriculum-based materials, except when they meet other selection criteria and have broad community appeal
- Specialised, technical, or academic publications
- Materials prohibited by law
- Rare or second-hand material unless of local historical significance
- Resources in a language not currently included in the World Languages collections unless there is a demonstrated community interest or a change in demographics.
- Books intended for single use, such as workbooks, journals or colouring books, that are designed to be written in
- Resources that promote hatred, vilification or degradation of the community, or overtly supportive of intolerant ideologies, persons or organisations.

Formats

The lending collections include materials from the range of formats commonly offered by a contemporary public library. Some, though not all, collection codes, bear a direct relationship to format and/or intended audience.

- i. Included formats:
 - Print books (regular and large type)
 - Print picture books (including board books)
 - Print magazines
 - Print newspapers
 - Print graphic novels
 - DVDs (Region 4 and Universal formats)
 - Audiobooks (MP3 and MP4 disc formats)
 - Toys
 - E-books
 - E-audiobooks
 - E-magazines
 - Film streaming
 - Database resources
 - Digital images and other digital heritage content

- ii. Specific exclusions:
 - Microfiche and microfilm
 - Audiocassettes
 - Videocassettes
 - PC Games
 - Unsupported formats (e.g. CD-ROMs for obsolete operating systems, Kindle e-books)
 - Music CDs

Materials published or released in new formats will be considered for the collection against several criteria including cost, anticipated community uptake of supporting technologies, and the Libraries' own ability to support the format with any equipment and necessary up-skilling. Special collections, such as Local Studies, will include otherwise excluded formats (e.g. videocassettes) where the content is unavailable in a preferred format, and to preserve the original format as an artefact.

Responsibility for selection

Primary responsibility for resource selection rests with the Library Coordinator operating within the framework of Noosa Council policies. At an operational level, responsibility is delegated to the Collections Librarian who works with Noosa Libraries staff, who apply sector expertise, professional judgment, and understanding of the local community to ensure resourcing satisfies contemporary expectations of an Australian public library service and its community.

Exceptions to this are the Heritage Collections and the Literacy Collection, which are specialist and as such, selection, management, and deselection are the responsibility of the Heritage and Literacy Coordinators respectively.

E-resources

Potential and historical usage is the main criterion for assessing e-resources, which are generally reviewed and renewed annually. Databases and streaming platforms are assessed on usage against cost, with consideration given to alternative options for access to the same or similar content.

The following assessment criteria are applied to e-platforms in their entirety:

- Functionality and accessibility across devices
- Usage – statistics on loans and active account holders
- Services provided by vendor – support, selection process, marketing collateral
- Value for money

Where an e-platform has single title assets, such as ebook platforms, content is selected using a mix of standing orders and title by title by Library staff and considering any publisher DRM (Digital Rights Management) restrictions. Some titles automatically expire based on the number of loans or an elapsed time period. In these cases, these titles are assessed for possible renewal or repurchase.

Replacements

Any Library items that are flagged as missing, or are deleted due to damage, are assessed for possible replacement by Library team members. Titles missing or withdrawn from the library's collection are not automatically replaced. The decision to replace items is based on the following criteria:

- Availability of other copies or editions in the collection.
- Community interest/ongoing demand. Items with current reservations will be prioritised.
- Whether the title is part of a series.
- Adequacy of coverage in the subject area.
- Publication date, especially for time sensitive or technology subject material.
- Cost and availability e.g. whether the item is still in print and available for purchase.
- Usage of item. Items with consistent and high use will be prioritised.

Items long overdue by more than 3 years are deleted from the Library system, and titles assessed for possible replacement as per listed criteria.

Gifts/Donations

Noosa Libraries welcomes gifts of funds to supplement the collection. Donations of new or used materials for the lending collections are discouraged. The only exception is material donated for the Heritage collections; these items are referred to the Heritage Coordinator.

Monetary gifts (for example from Friends of the Library groups) can be applied to the selection of materials after consultation between the library manager or delegated staff and the donor group as appropriate.

Interlibrary lending

Noosa Libraries participates in interlibrary lending to source materials at the request of library borrowers. Items may not be held in the Noosa Libraries' collection or fall outside the scope of our collections. Noosa Libraries offers reciprocity to other Australian libraries by lending titles that they do not hold. The library makes its current holdings of lending and physical heritage collection resources visible to the wider library sector and the public through the ANBD (Australian National Bibliographic Database) and recognises the value of retaining last copy and limited copy holdings to support this vital service for all Australian public library users.

Collection management and maintenance

Responsibility

Primary responsibility for collection management lies with members of the Collections team, however all Library staff have a role in bringing specific items or issues to the attention of the Collections Librarian.

Exceptions to this are the Heritage Library and the Literacy Collection which are specialist and as such, selection, management, and deselection are the responsibility of the Heritage and Literacy Co-ordinators respectively.

A stock take of the Library Collection will be undertaken every two years, when resources permit.

Criteria for deselection

It is important that Library collections remain attractive and relevant to our community users. To ensure this, regular collection deselection is scheduled each month, to remove outdated, irrelevant, damaged, or irreparable items from the collection.

Criteria for discarding, deselecting, or 'weeding' an item are:

- Poor physical condition
- Obsolescence - superseded by a new edition, better source, more accurate information, digital item has broken links or no longer current
- Low usage - physical items that have had no loan activity for more than 2 years. A small subset of these items may be moved to the Stack collection if they meet the criteria for this collection.
- Excessive use. Physical items that have had more than 70 loans will usually be withdrawn as they are deemed to have reached their lending lifespan
- Age, especially where the subject matter needs to be up to date
- Subject matter that is no longer of current interest
- Unnecessary duplicate copies
- No longer relevant
- Any items classified by the Australian Classification Board as Restricted Category 1
- Digital collections are regularly assessed and, as many of these are subscribed rather than owned resources, at annual renewal time usage is checked via vendor platforms to ensure they are still being used and providing satisfactory return on investment.

Disposal of deselected items

All withdrawn items are deleted from the Library database and ownership and RFID (Radio Frequency Identity) tags removed.

Withdrawn items still in clean condition and saleable may be either placed on Library book sale trolleys for sale to the public at a small fee, or donated to local service clubs (Rotary, Lions Club) for their book sales.

Withdrawn items in a grubby or unsaleable condition have any plastic covering material removed and the paper and cardboard parts placed into recycling bins.

Collection promotion and access

The Collections team engages in a range of promotional activities with other staff and our users to raise awareness of collections and to support increases in usage.

- Showcase collections
- Book Café
- Author events
- Social media posts
- Curated or “canned” search sets for display on the website to promote events
- Display of new resources
- Competitions/prizes/other promotional activities to increase user engagement

Collection evaluation

Evaluation of the effectiveness and success of the library collections is achieved through analysis of performance data and community and staff feedback. We measure the success of the collection by analyzing the following:

- Circulation data - loans, returns and reservations of individual titles and collections
- Turnover statistics of whole collections (number of loans divided by total number of items held)
- Online/digital usage and availability
- Age of collection
- % of items borrowed within a month of acquisition versus ‘dead on arrival’
- Budget allocations per collection across a time period and the corresponding circulation data

Evaluation reports are regularly generated to provide responsible officers with data useful to maintaining collection currency, condition, relevance and reporting. These reports are produced through the Library Management System and third-party business intelligence applications.

Censorship and intellectual freedom

Noosa Libraries upholds the principles embedded in national and international guidelines from professional library sector organizations for supporting free, unfettered access to recorded knowledge and ideas. The Noosa Libraries meets its obligations under Commonwealth and State legislation in relation to banned and restricted publications, however it does not initiate censorship of any material.

The guiding principle for overall collection content is to provide a balanced, diverse and representative source of information and freedom of expression.

Complaints

Patrons may provide feedback to the library regarding material they think should not be included in the library collection.

If a library patron has a concern regarding a particular item held by the library, or if they consider the title is not suited to the particular collection in which it is located (e.g. Junior Fiction), the matter can be discussed in the first instance with the Branch Manager or the senior staff member on duty. The Collection Development Guidelines will be provided upon request.

If the library patron is not satisfied with the initial response the patron can complete the **Noosa Libraries – Application to review Library item** form, which will be evaluated by the Collections Librarian and the Library Coordinator. The outcome of the evaluation will be communicated to the patron.

It should be noted that Noosa Libraries has a duty to include a representative selection of materials in its collection. These materials will cover topics of interest to the Noosa community and may include a range of opinions and controversial subjects. The library is only obliged to withdraw material that has been recalled by publishers due to legal requirements or material deemed illegal by the Australian Classification Board.

Review and operational aspects

The Collection Management Guidelines are reviewed every 4 years, and on an *ad hoc* basis should the need arise between periodic reviews.

These Guidelines are supported by a range of procedures which provide operational detail for the implementation of the Guidelines.

Supporting documents:

1. Free access to information statement, ALIA, 2018.
<https://read.alia.org.au/alia-free-access-information-statement>
2. Joint Statement from the Australian Library and Information Association (ALIA) and the Australian Public Library Alliance (APLA) in support of free access to information in Australian libraries

https://www.alia.org.au/Web/Web/News/Articles/2023/4-April-/ALIA_APLA_Statement_Access_Information.aspx#:~:text=ALIA%20will%20continue%20to%20work,supported%20in%20their%20professional%20duties
3. The International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom, 1999.

<https://repository.ifla.org/handle/123456789/1424>
4. State Library of Queensland (SLQ) Standards and guidelines: Standard for Collections.

<https://plconnect.slq.qld.gov.au/queensland-public-library-standards-and-guidelines?chapter=4525#4536>
5. State Library of Queensland (SLQ) Queensland Public Library Statistical Bulletin 2021-22
<https://content.plconnect.slq.qld.gov.au/sites/default/files/SLQ-statistical-bulletin-2021-2022-Final-Report.pdf>
6. APLA-ALIA Standards and Guidelines for Australian Public Libraries, May 2021

<https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>

Appendix 1: The collections

Adult collections

These collections have been developed to meet the specific cultural, information and recreational needs of the adult and young adult community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Adult non-fiction	To provide access to current and accurate information resources. The Adult Non-fiction collection is complemented by the library's online resources.	<ol style="list-style-type: none"> 1. Current, popular materials and standard works in broad subject categories 2. Material covering subjects of high interest or emerging issues 3. Materials with the emphasis on the general, non-professional reader 4. Materials that originate from, or refer to, Australia 5. Generally, single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates. 	<ol style="list-style-type: none"> 1. Material is out of date, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source 2. There are already suitable alternative titles in the collection on the subject 3. The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area 4. The item is of a highly technical or specialised nature which is unlikely to be widely used 5. Material is a multi-volume set unsuitable for a lending collection 6. Second-hand materials will not generally be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan

Adult fiction	To provide access to current adult fiction and selected classic works to accommodate a broad variety of reading interests. The Adult Fiction collection is complemented by the library's online resources.	<ol style="list-style-type: none"> 1. Current fiction and selected classics 2. Popular and best seller fiction purchased in multiple copies 3. Material with the emphasis on the general, non-professional reader 4. Popular genres e.g. detective and mystery stories, thrillers, historical fiction, suspense fiction, family sagas, love stories, science fiction, fantasy, etc. 5. Popular series titles 6. Comprehensive selection of titles by major Australian authors 7. National and international award-winning novels. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source 2. Second-hand materials will not generally be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
Large Print	To meet the needs of members of the community unable to read normal size print.	<ol style="list-style-type: none"> 1. Current material and selected classics 2. Popular fiction and high demand non-fiction subject categories 3. Material with the emphasis on the general, non-professional reader 4. The collection may complement the Adult Non-fiction and Adult Fiction collections by supplementing titles in these collections thus creating greater availability of popular works 5. A selection of titles by major Australian authors 6. Generally, single copies only are purchased. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia 2. Second-hand materials will not be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan

Graphic Novels and Comics	To provide reading material in this popular and alternative format to add to the diversity of the collection.	<ol style="list-style-type: none"> 1. Monographs, stand-alone titles and collected editions 2. High quality format 3. Award winners (Australian and worldwide) 4. Popular genres and series 7. Popular series titles. 	<ol style="list-style-type: none"> 1. A comic which is published as a serial 2. Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia 3. Second-hand materials will generally not be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
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Junior collections

These collections have been developed to meet the specific cultural, information and recreational needs of young people in the community, under the age of 13.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Junior Non-Fiction	To provide the community with access to current and accurate information resources. It is complemented by the library's online resources. The age group served by this collection spans the years from infancy to approximately 12 years.	<ol style="list-style-type: none"> 1. Current, popular material and standard works in broad subject categories 2. Material covering subjects of high interest or emerging issues with particular emphasis on school curriculum support 3. Materials that originate from, or refer to Australia 4. Multiple copies will be purchased for this collection. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia 2. There are already suitable alternative titles in the collection on the subject 3. The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area 4. Secondhand material will not generally be purchased for this collection. 5. The item contains information that is out of date or has been superseded. 	<ol style="list-style-type: none"> 1. For loan

Junior Fiction	<p>To provide access to current junior fiction and selected classical works to accommodate a broad variety of reading interests.</p> <p>The age group served by this collection spans the years from infancy to approximately 12 years.</p>	<ol style="list-style-type: none"> 1. Story books containing illustrations that enhance the text 2. Award winners (Australian and worldwide) 3. Popular and best-seller titles 4. Popular series titles 5. Children's classics 6. Multiple copies will be purchased of popular titles. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. 2. Secondhand materials will not generally be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
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Picture Books	<p>To provide access to quality picture books that encourage and promote the enjoyment of reading.</p>	<ol style="list-style-type: none"> 1. Story books where illustrations are the primary focus 2. Award winners (Australian and worldwide) 3. Popular and best seller titles 4. Fiction and Non-fiction 5. Children's classics 6. Board books 7. Multiple copies will be purchased of popular titles. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. 2. Secondhand material will not generally be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
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Beginner Readers	To provide access to graduated readers for use in the development of literacy skills.	<ol style="list-style-type: none"> 1. Focus on children learning to read with a variety of learning needs, e.g. phonics, dyslexic font 2. Titles that form a part of a graduated reading scheme 3. Multiple copies will be purchased of popular series. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. 2. Second-hand materials will generally not be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
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Young adult collections

These collections have been developed to meet the specific cultural, recreation and information needs of young people in the community within the 13–18-year age group.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Young Adult Non-Fiction	To provide a modest selection of teenage specific non-fiction information resources and leisure material.	<ol style="list-style-type: none"> 1. Popular non-fiction aimed directly at young adults. 2. Multiple copies will be purchased in areas of high demand. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. 2. There are already suitable alternative titles in the Library collection. 3. Second-hand materials will generally not be purchased for this collection. 4. The item contains information that is out of date or has been superseded. 	<ol style="list-style-type: none"> 1. For loan

Young Adult Fiction	To provide access to current young adult fiction and selected classical works to accommodate a broad variety of reading interests.	<ol style="list-style-type: none"> 1. Current fiction and selected classics 2. Popular and best-seller titles 3. Popular series titles 4. Popular genres 5. Award winners (Australian and worldwide) 6. Multiple copies will be purchased of popular titles. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia 2. Second-hand materials will generally not be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
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World languages

The Noosa Local Government Area (LGA) has a small multicultural presence speaking a wide variety of languages. 88.5% of the population speak only English at home.

As a result, the demand for community Languages material has always been low. It is recognised however, that a small demand for leisure reading in languages other than English does exist. SLQ (State Library of Queensland) provides a bulk lending service for selected languages which are exchanged on a regular basis.

Magazines & newspapers

These collections have been developed to meet the specific cultural, recreation and information needs of the community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Magazines	To provide a current, topical resource that complements and supports the monograph collection.	<ol style="list-style-type: none"> 1. General, popular and specialist magazines are purchased to reflect customer needs and preferences at each individual Branch 2. Material for children is included as part of this collection 3. An emphasis is placed on providing the Australian edition where possible 4. Multiple copies may be purchased to satisfy demand 5. Magazines relevant to the area, newsletters and journals of local groups are collected for the Local Studies collection. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia 2. The item is of a highly technical or specialised nature which is unlikely to be widely used 3. Generally, requests for purchase are not accepted for this collection due to the standing order arrangements 4. Second-hand materials will generally not be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
Newspapers	To provide Australian, international and local current and topical information.	<ol style="list-style-type: none"> 1. Major Australian daily and weekly newspapers. 		<ol style="list-style-type: none"> 1. Not for loan

Stack collection

This collection has been developed to keep within the Library a small number of print materials deemed worthy of retention due to their lasting appeal. Items identified for Stack still contribute to the general quality of the collection, but their level of usage and/or age and condition does not justify them being retained on the open shelves.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Stack Collection	This collection supplements the main Library collections by making available low-use items which are difficult to purchase or out of print.	<ol style="list-style-type: none">1. Classic works of non-fiction2. Classic works of literature.3. Australian and First Nations titles worthy of retention4. Titles that are part of a series and worthy of retention	<ol style="list-style-type: none">1. Item has been assessed as suitable for discarding.2. Item is available as an e-resource with no restriction on lending	<ol style="list-style-type: none">1. Available for loan on request.

Non-print collections

These collections have been developed to meet the specific cultural, information and recreational needs of the community. New formats will be considered as they become available.

<p>Audio Books</p>	<p>To meet the needs of those who have sight impairment, are physically unable to hold a book, have difficulty reading, or need literacy support.</p> <p>This collection is available for use by all Library members.</p>	<ol style="list-style-type: none"> 1. Current material and selected classics 2. Popular fiction and high demand non-fiction subject categories 3. Material with the emphasis on the general, non- professional reader 4. Unabridged material 5. Items with professional production standards and no loan restrictions 6. Material for children and young adults is included as part of the collection 7. The collection is supplemented by bulk inter- library loan from the State Library of NSW 8. Generally single copies only are purchased. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia 2. Generally, requests for purchase are not accepted for this collection due to the standing order arrangements 3. Second-hand materials will not be purchased for this collection. 	<ol style="list-style-type: none"> 1. For loan
<p>Video on DVD</p>	<p>To provide access to current material and selected classical works on DVD to accommodate a broad variety of viewing interests</p>	<ol style="list-style-type: none"> 1. Current film and television material and selected classics 2. Recreational, selected documentaries and DIY material 3. Material for children is included as part of the collection 4. Generally single copies only are purchased. Additional copies to be purchased at the discretion of the Library where demand is high. 	<ol style="list-style-type: none"> 1. Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia 2. Generally, requests for purchase are not accepted for this collection due to the standing order arrangements 3. The item is of a highly technical or specialised nature which is unlikely to be widely used 4. Second-hand materials will not generally be purchased for this collection. 5. DVDs that are not Region 4 	<ol style="list-style-type: none"> 1. For loan

Online collections

These collections have been developed to meet to complement the physical collections through access to online databases, eBooks, eAudiobooks, eMagazines, and local historical collections online, to meet the cultural, information and recreational needs of the community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Online Databases	To complement the Reference and non-fiction collections through online databases, and meet the cultural, information and recreational needs of the Noosa community.	<ol style="list-style-type: none"> 1. Authoritative source 2. Materials which cover subjects of high interest or emerging issues 3. Well designed for easy access and browser compatibility 4. Appropriate authentication available for user access 5. Some materials may be appropriate for in-Library use only. 	<ol style="list-style-type: none"> 1. Is already accessible to the Noosa Community via the SLQ (State Library of Queensland) portals 2. Too expensive 3. Terms and Conditions of access are unacceptable to the Library 4. Requires special equipment 5. Poorly designed interface 6. Can only be installed on a single workstation 7. Access is restricted to in-Library use only, unless deemed appropriate 8. The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ol style="list-style-type: none"> 1. Via the Library computers or via the Library website for remote access by Library members as appropriate

eBooks	To complement the Fiction and Non-fiction collections, and meet the cultural, information and recreational needs of the Noosa community.	<ol style="list-style-type: none"> 1. Current material and selected classics 2. Popular fiction and high demand non-fiction subject categories 3. Material with the emphasis on the general, non- professional reader 4. Items with professional production standards and no loan restrictions are preferred 5. Material for children and young adults is included as part of the collection. 	<ol style="list-style-type: none"> 1. Too expensive 2. Terms and Conditions of access are unacceptable to the Library 3. Requires special equipment 4. Poorly designed interface 5. Access is restricted to in-Library use only 6. The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ol style="list-style-type: none"> 1. For loan 2. Loan limits apply
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Collection	Aim	Content/Scope	Reason for non-inclusion	Access
eAudio books	To complement the Fiction and Non-fiction collections, and meet the cultural, information and recreational needs of the Noosa community.	<ol style="list-style-type: none"> 1. Current material and selected classics 2. Popular fiction and high demand non-fiction subject categories 3. Material with the emphasis on the general, non- professional reader 4. Items with professional production standards and no loan restrictions are preferred for purchase 5. Material for children and young adults is included as part of the collection. 	<ol style="list-style-type: none"> 1. Too expensive 2. Terms and Conditions of access are unacceptable to the Library 3. Requires special equipment 4. Poorly designed interface 5. Access is restricted to in-Library use only 6. The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ol style="list-style-type: none"> 1. For loan 2. Loan limits apply

eMagazines	To complement the print magazines collection in providing a current and topical resource, and meet the cultural, information and recreational needs of the Noosa community.	<ol style="list-style-type: none"> 1. General, popular and specialist eMagazines are purchased to reflect customer needs and preferences 2. Material for children and young adults is included as part of this collection 3. An emphasis is placed on providing Australian editions where possible. 	<ol style="list-style-type: none"> 1. Too expensive 2. Terms and Conditions of access are unacceptable to the Library 3. Requires special equipment 4. Poorly designed interface 5. Access is restricted to in-Library use only 6. The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ol style="list-style-type: none"> 1. For loan with option to read online or download for offline reading
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Appendix 2: Glossary of Terms

Access	Finding, identifying, retrieving, viewing, obtaining, or using a collection item.
Accessibility	Used in a broad or inclusive sense to refer to works free of socio-economic, cultural, physical, geographical, or technological barriers.
Accession	To formally record or register a work in the catalogue as part of the collection.
Acquisition	The process of acquiring a work for the collection.
Content	Selection criteria in which the intellectual substance or subject matter of a work is evaluated for historical and cultural significance, research value, authority, and quality.
Deselection	The process of identifying works to be removed or withdrawn and deaccessioned from the library collection; a standard and important collection management activity undertaken to ensure that the collection is responsive to change and remains current and relevant.
Donation	The voluntary, non-remunerated transfer of a work.
Format	A work's physical or electronic form.
Intellectual Freedom	A longstanding principle of librarianship derived from the United Nations Universal Declaration of Human Rights, Article 19. <i>Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.</i>
Inter-Library Lending	A collaborative service which allows works in physical formats to be borrowed by another library for use by a library customer; inter-library loans are made available for use in the receiving library.
Item	Any work regardless of format.
LGBTIQ+	Lesbian, gay, bisexual, transgender, intersex, queer, asexual and other sexually or gender diverse.
Library Customer	Anybody who visits or uses the Library's collection, whether in person or online. Some services require registration of Library Customers.
Materials	Overarching term to identify works typically held by libraries - books, magazines, newspapers, journals, pamphlets, maps, plans, charts and tables, printed music, records, cassettes, films, video and audio tapes, CDs, DVDs.
Selection	The process of deciding which works should be acquired for the Library's collection.
Significance	The meaning and values of an item or collection, or what makes it important. Significance is the historic, aesthetic, scientific and social values that an item or collection has for past, present, and future generations.

Special Collections	Collections comprised of unique, rare, or irreplaceable and valuable works. These are typically older print-based works but may include works in digital or other formats.
Use	Selection criteria reflecting the utility or usefulness of a work, for example, reflecting current and expected use in both the short and long-term.
Works	Literary, dramatic, musical, or artistic works which may be published or unpublished. <i>Published works</i> are those that involve reproduction and supply to the public, examples include books, magazines and newspapers, most maps, CDs, and DVDs. <i>Unpublished works</i> , by contrast, are not reproduced or supplied to the public, examples include archival material such as diaries, letters and records of businesses and organisations, art works, hand drawn maps, original musical scores, oral history recordings and photographs.