



## 53. LIBRARY COLLECTION DEVELOPMENT POLICY

### ABSTRACT

This document is intended to provide an overview of the aims and organisational purposes of the Berrigan Shire Library Service as a whole and to serve as a policy guiding the development of its collections. The policy is written primarily as a document to assist library staff and its administrators. The staff will find the document useful in guiding selection of new materials and in explaining decisions and policies to members of the public.

Interested members of the public are welcome to read and peruse the document.

The policy is not viewed as a static document. The Librarian-in-Charge is responsible for regular updating and modification of this document.

### 1. INTRODUCTION

The Berrigan Shire Library Service operates under the Berrigan Shire Council Corporate Plan within the Community Services program.

Berrigan Shire Council's Mission Statement is:

To provide leadership and excellent service to the community to enable an enhanced quality of life to be achieved for all clients.

#### 1.1 Berrigan Shire Council Corporate Plan - Library

The objectives of the library in accordance with the corporate plan is:

To set clear, achievable goals designed to create a service that is contemporary, flexible and an integral part of the community.

These goals provide a dynamic and responsive library service working to develop and continually expand the collection and services to cater to the information, recreational and cultural needs of the Berrigan Shire Community.

#### 1.2 Berrigan Shire Library Service Statement of Philosophy

The Berrigan Shire Library Service believes that:

- \* Every person has the right to access the library and its information services free of charge.
- \* The client comes first and every effort to satisfy their needs should be undertaken.



- \* We liaise and cooperate with other organisations and community groups.
- \* We acknowledge that some groups have special needs and will work towards fulfilling these.
- \* All employees should work together as a team, be treated with consideration and be part of the decision making process whenever possible.

### 1.3. Background

Berrigan Shire is situated in the central southern part of the Riverina region and is predominantly irrigated rural land in nature, with its main pursuits being devoted to agriculture across its flat, to slightly undulating terrain.

The Murray River is the southern boundary. This area encompasses the urban centres of Barooga and Tocumwal which flourish on the Murray River with Berrigan and Finley townships to the north. A large rural area is predominantly situated between these townships which have developed in each corner of the Shire giving the appearance of a square shape when looking at a map.

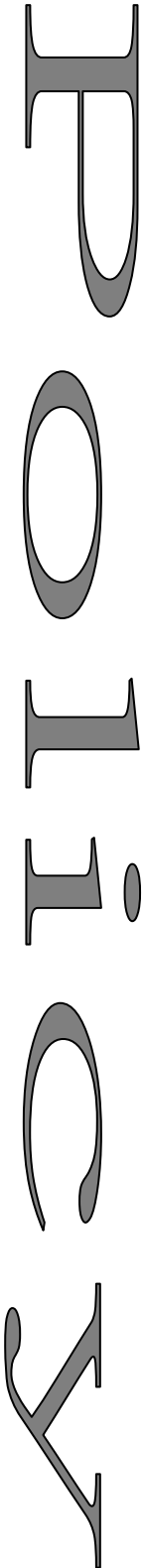
The Berrigan Shire covers an area of 2090km bordered by the Murray River 300 kilometers north of Melbourne. These urban clusters serve principally as rural commercial service centres with increasing requirements being placed on Barooga and Tocumwal to meet rapidly expanding tourist numbers that are now drawn on a daily basis by the attraction of the Murray River and its associated extensive active and passive recreation and entertainment amenities.

The presence of public participation to assist in defining needs and becoming involved in self help projects is encouraged by the Council as a means of satisfying accelerated community needs. The Council is also aiming to encourage presentation of public views and involve citizens in its own communities.

The welfare needs of the Berrigan Shire Community in employment, health, housing, youth needs and wants, information, services, public transport, public works are all of a concern to the Council. At this point in time some of these areas remain largely the prime responsibility of State and Federal Government instrumentalities and in these cases the Council is the community's advocate.

The Council continually seeks to establish and maintain the optimum in road network requirements, public amenities, environmental and aesthetic standards by good management in the efficient use of the limited resources at its disposal.

Berrigan Shire Community Profile (2001 census)





Category	Barooga %	Berrigan %	Finley%	Tocumwal %	Rural Area	%
Total Pop.	<b>1024</b>	<b>953</b>	<b>1888</b>	<b>1514</b>	<b>2312</b>	
0-14yrs	163 <b>22.7%</b>	178 <b>18.6%</b>	400 <b>21.3%</b>	206 <b>13.6%</b>	545 <b>23.</b>	<b>5%</b>
15-19yrs	57 <b>5.6%</b>	45 <b>4.7%</b>	122 <b>6.5%</b>	80 <b>5.3 %</b>	133 <b>5.</b>	<b>8%</b>
20-29yrs	109 <b>10.6%</b>	115 <b>12.1%</b>	171 <b>9.1%</b>	128 <b>8.5%</b>	190 <b>5.</b>	<b>8%</b>
30-54yrs	348 <b>34.0%</b>	290 <b>30.4%</b>	604 <b>32%</b>	425 <b>28.1%</b>	843 <b>36.</b>	<b>5%</b>
55-64yrs	95 <b>9.3%</b>	112 <b>11.8%</b>	187 <b>9.9%</b>	243 <b>16.1%</b>	353 <b>15.</b>	<b>3%</b>
65+	179 <b>17.5%</b>	213 <b>22.4%</b>	401 <b>21.2%</b>	423 <b>27.9%</b>	241 <b>10.</b>	<b>4%</b>

31.8% Shire population are over 55years  
 27% Shire population have a disability (1996 census)  
 2.3% Non English Speaking Background  
 1% Australian Torres Strait Island  
 0.86% Indigenous

#### Berrigan Shire Library Service Age Group Membership

Category	Barooga	Berrigan	Finley	Tocumwal	Non-resident	Total
0-12yrs	98	74	66	37	14	289
13-19yrs	24	26	32	27	17	126
20yrs +	245	224	40	521	69	1462
<b>Total</b>						<b>1877</b>

**[current as at 1 dec.2005 with active members only recorded]**

The Berrigan Shire Library Service has operated independently since 1993. After splitting from Central Murray Regional Library Service based at Deniliquin, the Council began to upgrade facilities, update and increase all stock formats and promote the Library Service. Since this time major work has been achieved: Tocumwal Library was built on previous site: opened August 8<sup>th</sup> 1998. Barooga Library and playground built on adjacent land opened March 11<sup>th</sup> 2005.

Automation of the collection with GEAC began in 1997 and was fully operational in 1998. Libero Insight installed June 2004.

Library promotion is continuous. The local media, Southern Riverina News and the Cobram Courier, assist with advertising, while photos in-house encourage children to attend Story time sessions and primary school Holiday Activities, and TechnoTeen workshops, Displays, book promotions, brochures and bookmarks, as well as media photo sessions all contribute to publicity.

Beginning in 2004, with State Library grant funding, the *@your Library* campaign has become a major publicity focus with posters, bookmarks, tattoos, bags and diaries being distributed across the state [facilitated by Central West Libraries] to each library. Our policy is for clients to purchase the items that we need to buy but all other free material is distributed freely to clients [ie bookmarks & tattoos]

#### Funding



Berrigan Shire Library Service is entirely funded by Berrigan Shire Council with NSW State Library Grant funding of approximately \$23,000 per annum, Local Special Projects Funding from State Library has increased in recent years to \$9,900. All funding is subject to financial reporting by June end each year. Requests for LSP and Capital funding must be put in writing by December and February respectfully.

Donations from Friends of the Library groups contribute approximately \$2,000, per annum of which they nominate their preferred media of purchase, such as Large Print, Young Adult, Video, etc. Current Groups are Barooga, Finley and Tocumwal.

## 1.5 Access

### 1.5.1 Hours of Opening

Berrigan Shire Library Service has a return chute available in each Branch and with limited opening hours available per week.

#### Opening Hours

Library Hours:	Barooga	Berrigan	Finley	Tocumwal
Monday	2.30-6pm	Closed	Closed	Closed
Tuesday	Closed	2.00-5.30	Closed	9.30-5.30
Wednesday	9.30-6pm	Closed	9.30-5.30	Closed
Thursday	Closed	10-1pm	Closed	9.30-5.30
Friday	2.30-6pm	Closed	9.30-5.30	9.30-12.30
Saturday	9.30-12noon	9.30-12noon	9.30-12noon	9.30-12noon

Barooga, Tocumwal and Finley Libraries to close for lunch from 12.30-1pm

### 1.5.2 Lending Policy

All items have a borrowing period of 14 days

There are no limits on the number of items borrowed with the exception of Videos and DVD's.

Two videos and two DVD's may be borrowed

Borrowing period is 14 days with a grace period of 3 days

Fines are 10cents per day per item.

Borrowers remain members for 3 years. After this time, their membership expires.

Library Officers suggest patrons borrow up to 4 books each but this is subject to customer reading habits and availability of library opening hours per Branch.

### 1.5.3 Access for the Disabled

Berrigan Shire Library Service has suitable access for disabled persons at all Branches.



## 2. SPECIAL SERVICES

### 2.1 Children's Services

Berrigan Shire Library Service offers a number of services for children, aimed at encouraging children's literacy skills and in promoting reading and libraries to young people.

Each Branch library conducts Story time sessions once per month for pre school age children and a Holiday Program during Easter, June/July and October school holidays. The children's work is often displayed to encourage future participation and to promote the activities.

On an annual basis, Berrigan Shire Library Service participates in Library Week, Children's Week and Youth Week. BSLS are members of Children's Book Council of Australia.

Berrigan Shire Library Service offers services to school classes and other organised groups as requested. The BSLS try to accommodate all requests such as allowing group's access to the Library outside opening hours if staffing is available.

#### **Techno Teens**

A series of organised events targeting teenage participants in co-operation with Finley High School teachers as well as community support, using workshops and special guest speakers. The aim is to encourage library patronage while meeting the needs and wants of the teenagers in our community.

### 2.2 Community Information

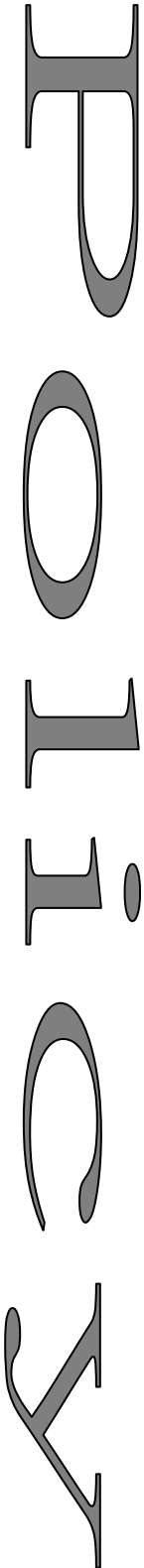
Community information is freely available to the public within the opening hours of the libraries.

Information is freely available on all aspects of Berrigan Shire as a whole. Council agendas/ Council Management Plans/ Reports etc. are currently available via Council homepage and can be accessed from library computers.

## 3. CENSORSHIP

Berrigan Shire Library Service subscribes to the Australian Library and Information Association (ALIA) *Freedom to Read* statement which asserts that:

"Freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other basic sources of information".





Therefore, Berrigan Shire Library Service has a responsibility to provide a balanced collection of monographs and other material for its clientele.

#### **4. SCOPE OF THE COLLECTION**

Berrigan Shire Library Service enjoys a constant level of patronage from the community and aims at providing a balanced collection of material to cater for the general needs of the community. Needs being not only what is currently in demand but being proactive and assessing future needs.

The Service subscribes to a Standing Authors list of best selling authors and a Large Print genre section, as such the latest copies by these authors is sent to us upon publication.

While Berrigan Shire Library Service purchases material on a broad range of subjects, it does not attempt to provide information for all areas of the curriculum. Multiple copies of set texts or material exclusively appropriate to other libraries are not purchased. Staff respond to customer requests and needs within reason and budget constraints.

#### **5. COLLECTION PROFILE**

Berrigan Shire Library Service currently has a stock total of 32,471 items. The intent is to develop a broad subject range of stock to meet the needs of the local clientele ranging from picture books to reference texts, with a collection of multimedia including CD-Roms , DVD's, Video's and Audio books.

##### **5.1 Reference**

The reference collection includes materials such as monographs, directories and annuals to satisfy business inquiries, local government information needs, homework and study purposes.

Maintenance of the Reference Collection is considered important to the provision of a quality reference and information service. This collection also provides support to the main collection.

Encyclopedias are being purchased on CD as a shelf saver and are a cheaper alternative to the print version although this requires our technology to be efficient and up to date.

##### **5.2 Kinetica / NSW.net / Ilanet**

Berrigan Shire Library Service is a member of Libraries Australia and NSW.net. These services are online access to information.



Libraries Australia (formally known as ABN and Kinetica) membership by BSLS is the CORE membership and offers basic access to the National Bibliographic Database. Within this membership we are able to list our holdings and upload records.

BSLS have catalogued all non-fiction stock with this database, as this is a requirement of membership and a great cataloguing tool for staff.

RuralLink allowed Berrigan, Finley and Tocumwal Branches to connect via microwave links with a relay antenna on each water tower in those townships, to the Server housed at the Administration building in Berrigan and then data was sent via satellite to NSW.net as our ISP provider.

Currently the Libero system PC's on each desktop operate via the microwave links while ADSL has been installed at Barooga, Finley and Tocumwal for the client PC's.

### **5.3 Adult Material**

#### **5.3.1 Adult Fiction**

A wide range of recent popular genre, and classic novels are held within the Library Branches.

Adult fiction is acquired by prepublication notices and reviews, by standing orders, and librarian's choice as well as customer requests. Replacement copies of popular fiction will be purchased if deemed necessary.

Paperbacks supplement the fiction collection in the very popular, high turnover material. Trade Paperbacks are becoming a very popular marketing tool for new releases and are a cheaper alternative to hardbacks. We classify these as PBFIC.

The majority of Formula Romances are acquired through donations, although 4 are purchased monthly, (RPB)

#### **5.3.2 Adult Non-Fiction**

Current non-fiction titles and topics, business and study topics, recent biographies, travel guides, and 'do-it-yourself', sports coverage and other non-fiction works are purchased as required. This excludes textbooks unless they are the best authority available on a given topic.

Material published in Australia or with an emphasis on Australian content is preferred.

### **5.4 Junior Collection**

#### **5.4.1 Junior/Youth Fiction**

Emphasis is on the selection of a range of quality material which creatively uses language and images to stimulate and satisfy children of all ages and abilities, contributing to their personal and educational development.



Junior fiction is divided into four levels:

- **Junior Picture Book (PIC)**

Infancy to six years

Includes picture books, board books and easy readers.

- **Junior Easy (JE)**

Ages eight to ten years

Includes easy readers for the beginner and slow learners.

- **Junior Fiction (JFIC)  
Aged from eight to twelve years**

Includes easy to read books through to higher fluency and short stories.

- **Young Adult (YA)**

Aged from thirteen to seventeen.

Includes a range to suit the different levels of maturity in this age group.

- **Junior Non-Fiction**

Junior non-fiction contains material suitable for all age groups from pre-school through to youth. The major aim of this collection is to assist the educational and recreational development of children and young people.

## 5.5 Paperbacks

BSLS has a paperback collection of adult and junior popular fiction. These collections consist of popular title, genre and some classics.

This collection is integrated into the general adult, young adult and junior fiction and is intended to augment the collection.

## 5.6 Periodicals

The periodical collection aims to provide a broad range of subjects, enhance the non-fiction collection and cater for the needs of Berrigan Shire Library Service clientele.

Titles are retained retrospectively for at least twelve months and transferred to a Branch. Popular periodicals such as Choice, Bulletin with Newsweek, and Craft are kept for longer periods but this is dependent on the availability of space.

## 5.7 Newspapers

The Australian newspaper is delivered to and available to the public every day within opening hours at the Tocumwal Library. The Cobram Courier is delivered to Barooga





Library, with the Southern Riverina News being delivered to Finley Library every Wednesday.

Use of the Internet to access current affairs is encouraged.

## **5.8 Audio Visual Material**

### **5.8.1 Audio Cassettes and Compact Discs**

CD's are used as a reference source in the Library. Music CD's and tapes have been donated and added to the collection.

### **5.8.2 Talking Books**

Talking Books are very popular with the frail aged and sight impaired clients but are gaining recognition with other younger customers as entertainment when travelling in cars and for farmers harvesting.

The aim of this collection is to cater for a diverse range of needs. The DeBeLe Collection is TB's on tape and has been very popular. The DeBeLe Collection is a Grant Funded cooperative between Deniliquin, Berrigan and Leeton which will continue as each Library Service has promised to include 6 new TB's on CD to the collection each year that we are able to access and share between sites.

### **5.8.3 Digital Video Disc**

The Local Special Projects funding 2004/5 was requested to introduce DVD's to the Collection. This funding allowed a wide selection and distribution of DVD's for all ages to be available to clients at each Branch. They have proved very popular.

### **5.8.4 Language Learning Kits**

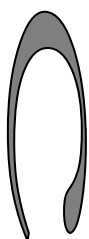
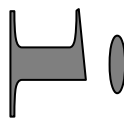
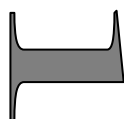
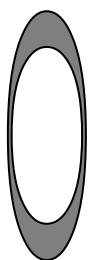
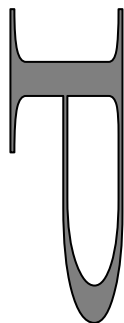
Language learning kits are available for a number of European and Asian languages such as French, Spanish, Japanese and Indonesian.

### **5.8.5 Videos**

The intention of the video collection is to meet a demand not catered for by commercial outlets. The objectives are to assist people in self education and to increase awareness, knowledge and understanding of culture.

In the selection of videos for children, high quality productions with special emphasis on Australian content are given priority.

### **5.8.6 Computers**





BSLB provides its clients with access to Internet computers at each Branch which also offer Microsoft Word for Windows, Excel for Windows and other programs, plus incorporates a CD ROM drive. Booking for this facility is advisable.

### **5.9 Languages Other Than English**

BSLS has access to books (LOTE) only through Inter Library Loan and State Library of NSW. It is available to those clients that request this service.

### **5.10 Toys and Games**

BSLS at this time has decided not to include toys and games in the collection for loan. Games such as chess and draughts are available to be played in Barooga, Finley and Tocumwal Branches.

Many boxes of jigsaw puzzles were donated to the library and these are encouraged at each branch. Some have been lent to valued clients on an honesty basis.

### **5.11 Vertical File**

A small Vertical File is maintained by each Branch of the BSLS and includes material pertinent to the Berrigan Shire area and other reference sources. These have been sourced from the Internet, magazines and copies of reference material.

## **6. SPECIAL COLLECTIONS**

### **6.1 Local History**

Each Library Branch holds a small Local History collection pertinent to the particular township. Borrowing periods are limited for these items. All local history donations gratefully accepted.

### **6.2 Telephone Directories**

Telephone directories are not purchased due to the limited opening hours per branch and the accessibility of Post offices in the townships.

## **SELECTION CRITERIA**

### **7.1 Responsibility for Selection**

The Librarian is responsible for selection of all materials. All staff are encouraged to submit requests and to highlight any unsatisfactory client needs. Client feedback on the scope and content of the collection is also encouraged. Specific client requests are met by either reservation, purchase (if appropriate to the collection) or by Inter Library Loan (ILL). All requests are responded to.



## 7.2 Criteria for Selection

BSLS is required to select material within the broad outlines of the State Library Service Selection Policy for Public Libraries. In accordance with this, BSLS may use its funds for monthly orders and librarian's choice as follows;

### 7.2.1 Standing Orders

The Standing Order procedure enables libraries to select within budgetary restraints, particular authors or particular genre of a book to be supplied by a particular book seller when the material is published. Currently Large Print books only are on Standing Order.

### 7.2.2 Librarian's Choice

BSLS uses one or more of the following criteria in evaluating suitability of material for inclusion into the collection;

- Importance of the item to the balance of the collection
- Actual or potential demand for the item
- Quality of writing and /or production
- Reputation and significance of the author and/or publisher
- Appropriateness for the Library Service
- Format
- Appropriateness for age level and content
- Origin of Bias
- Cost
- Currency and accuracy of item

## 7.3 Selection Tools

A range of general selection tools and titles in all disciplines are scanned for selection. As direct perusal of items is often difficult, the preferred option in that case is selection by review. In the interests of getting material to our clients promptly, a certain amount of material from established authors and publishers is ordered from prepublication advice or selected online.

## 7.4 Duplication

Broad coverage rather than multiple copies is preferred, however, having four branch libraries, often two of the more popular books are purchased at publication.

## 7.5 Replacement of Material

All materials weeded, lost or damaged are assessed in keeping with the selection criteria above, before replacements are purchased. New editions of reference works, with the exception of standing orders, are also assessed individually.



## 7.6 Donations

BSLS welcomes donations and will add them to the collection if they fit the selection criteria. Donations that do not fit this criteria or where we have multiple copies, are placed on the 'Books for Sale' stands. Friends of the Library often sell these books on street stall to increase funds.

## 8. MAINTENANCE OF THE COLLECTION

Physical maintenance of the collection is given a high priority in order to protect the collection and to make it more attractive to the clientele. Minor repairs (spine labels, covering, gluing etc) are undertaken by all Branches. Major repairs (rebinding, stitching etc) has not been a priority because of the general nature of our collection and therefore not undertaken. Most repairs can be accomplished by staff.

### 8.1 Weeding

BSLS is expected to keep its collection current and usable by weeding regularly. Within the fiction collections, the items weeded are those that have not been borrowed for a minimum of two years or are beyond repair.

Non-fiction material is weeded if it has not been borrowed for a minimum of three years, or has been superseded by a new edition, is out of date, beyond repair or there is an abundance of material in that area. Some older, materials that are borderline but the same information is not available elsewhere within the Library Service, are left until replacement material is able to be purchased.

The selection criteria outlined is also used in this process.

Materials which have low usage but are still of value to the Library Service are stored in the Stack Room of Berrigan Library.

### 8.2 Exchanges

The collection is constantly being transferred from Branch to Branch, whether this is to meet requests from borrowers as in a reservation, or to swap a large selection of Westerns/Large Print/ Romance etc, to replenish demands.

### 8.3 Monitoring Use and Coverage

The use and coverage of items within the library are monitored by statistics provided from the Libero automated library system and by sampling areas of the collection.

Surveys of customers and non customers had been conducted on a two year basis although Council currently conducts phone surveys every five years and the need for library to survey has been made obsolete.



## 9. VOLUNTEERS

Volunteers offer their time and services to the Library Branches when their time permits. Some volunteers cover books and type spine labels while others deliver Large Print and Talking books to the age care centres at regular intervals.

The BSLS currently participates in a Work-for-the-Dole scheme and accepts workers as well as the VET program. The Vocational Education and Workplacement Program allows students from Years 10 and 11 to gain workplace experience at the Branch of their choice. This program is facilitated by the Southern Riverina Plains Workplace Committee Inc.

There are at present three F.O.L. groups, one at Barooga, Finley and Tocumwal. These people support their Library Branch through monetary donations and book covering. They raise funds by offering raffles, conducting street stalls and coffee mornings featuring guest speakers and making requests to Service Clubs in their area. All the funds raised are donated to the Branch concerned and the group often requests where they would like these funds to be spent. Tocumwal and Barooga FOL often use their funds to purchase books as they deem necessary.

Adopted by Council 15/3/2006

