

# Collection Management Policy

Our collection management policy guides staff involved in the management of library materials and resources using the guiding principles of the South Australian Public Library Network which provides State-wide standards for managing stock in individual libraries to provide consistency in collection policies and practices.

The South Australian Public Library Network administers the One Card Network which allows libraries across South Australia to share the same database. This gives library customers access to the collections of more than 130 public libraries across the State.

### Basic Criteria for Selection

Library materials are purchased as budget permits and in accordance with the Library's annual collection development priorities, using the following criteria:

- Appropriateness to the needs and interests of the community.
- Reputation and significance of author, publisher or illustrator.
- Reliability of content.
- Currency of information.
- Importance of the subject to the balance of the collection.
- Australian content.
- Suitability of subject, style and reading level for the intended audience.
- Cost of the item and the associated processing costs.
- Sustainability of the format.
- Availability of materials at other libraries.
- Age of the item.
- Physical condition of the item.

The importance and application of each of the criteria will vary from one collection to another.

### Recommendations

Customers are encouraged to recommend items they would like to see added to the collection using the **Purchase Suggestion** form. These recommendations are considered subject to the selection criteria outlined above.

### Donations

Due to the Gawler Civic Centre project, the Library is currently unable to accept donations. You can contact charity shops, other libraries or the Northern Adelaide Waste Management Authority (NAWMA) to ask if they will accept your donated items.

### Collection Maintenance

Collection management includes the removal of material that is no longer relevant to the collection, is seldom used, or is worn out. Removing items is an ongoing process which aims to ensure that the collection is current, accessible, in good physical condition and relevant to the community.

The following criteria are considered when withdrawing a title from the collection:

- Physical condition - dirty, worn or damaged items are removed. Popular titles are replaced where possible.
- Circulation history - titles which have not been used or borrowed in the previous three years are considered for removal.
- Currency of information - date of publication is used as an indicator for subjects where currency is important, e.g. travel guides, computer books and health materials.
- Obsolescence – books about topics and people that are no longer relevant or accurate.
- Superseded content or editions. Availability of information in other formats that may better serve the same purpose.
- Amount of similar material available in the collection.
- Incomplete - discs or parts missing.

### Complaints and Feedback

Materials purchased for library collections are available through bookshops and other suppliers. The South Australian Public Library Network and Gawler Public Library acquires materials following the guidelines set down by the Office of Film and Literature Classification and support the Australian Library and Information Association's **Statement on the Free Access to Information**.

We welcome feedback from library customers regarding items in the collection. Where possible all requests for review of an item within the collection will be submitted in writing using the **Request for review of library materials** form.

While we respect customers' opinions on the suitability of materials in the collection, we also recognise the broad spectrum of public opinion, and seek to provide a collection which informs the community about a range of topics, and represents the diverse views of our community. If the original decision to purchase the item still meets the selection criteria, the item in question will remain on the shelves. If the criticism has merit, the item will be reassigned to another collection or location, or removed. All written complaints will be answered in writing. Decisions regarding items in the collection rest with Team Leader Library Services.