

# **Council Policy**

## Library Collection Development



Legislation/local law requirements	Library Board of Western Australia Act 1951 Library Board (Registered Public Libraries) Regulations 1985
Relevant Delegation	
Related policy procedures and documents	<a href="#">State and Local Government Agreement for the Provision of Public Library Services in Western Australia September 2020</a> <a href="#">Intellectual Freedom Policy (State Library of Western Australia)</a> <a href="#">Free access to Information statement (Australian Library and Information Association)</a> <a href="#">Statement on Public Library Services (Australian Library and Information Association)</a> Collection Development Guidelines (City of Kwinana)

## Introduction

The Kwinana Library service plays a vital role in shaping vibrant, connected, informed communities. The Collection development policy provides a framework for the acquisition and management of resources which respond to the diverse needs and interests of the Kwinana community and which reflect the City's history, cultural identity and sense of place.

## Purpose

The Kwinana Library is committed to providing collections of resources, eResources and information which support the educational, recreational and cultural needs and interests of the Kwinana community.

## Objective

To ensure the acquisition and management of library collections which meet the intellectual, educational, economic, social and recreational needs of the Kwinana community. To ensure the library collections align with the city's Community Plan, with the principles and goals shared by public libraries and the State Library of Western Australia and with the requirements of relevant legislation.

## Scope

This policy applies to the management of the City's library collections and resources including local history collections, corporate records of the City held in the library and eResources available via the library's website.

# Policy Provisions

## Definitions

**Library resources** – any physical items held in the Kwinana Library's collections including books, CDs, DVDs, MP3s, audio books, magazines, newspapers, heritage items and artefacts, photographs and electronic resources.

**Electronic Resources** – any resources stored and accessed in a digital form, including online resources, ebooks, eAudio books, digital files, films or music, electronic magazines and software.

## Policy

The Library Collection Development Policy is designed to serve the specific and diverse needs of the Kwinana community, both now and in the future.

The City of Kwinana endorses the Free Access to Information statement (Adopted 2001, reviewed 2018) issued by the Australian Library and Information Association and the Intellectual Freedom Policy (Approved 2023) of the State Library of Western Australia.

The Collection Development Librarian(s), and Local History Officer are responsible for the selection of library materials based on the following criteria:

- Relevance and current community demand
- Popular interest
- Currency and accuracy of content
- Publication date
- Promotes 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)
- 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

The following items will generally not be collected:

- 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 material unless of local historical significance.

Kwinana Library staff do not conduct any form of censorship other than to conform to Commonwealth and State Legislation. The library collections aim to provide free and open access to ideas and information on all subjects.

Where all other selection criteria are equal, material published or produced in Australia will be purchased. The collection is regularly reviewed to ensure that the content is updated to meet the needs of the community. Surplus items will be removed from the collection based on the following criteria:

- Out-of-date content
- Content that is no longer relevant or of limited interest
- Title is superseded by a newer edition
- Format is superseded by a newer format
- Poor physical condition beyond reasonable repair.

Kwinana Library may accept donations on the understanding that they will become the property of the Kwinana Library and may not necessarily be added to the collection. Donations are assessed according to the library stock selection criteria as above.

Parents and guardians are legally and morally responsible for items borrowed and accessed by children in their care. They have the right to guide the reading, viewing, listening and playing of their children but must give the same right to other parents/guardians.

#### **OFFICER USE ONLY**

Officers may amend this section without council approval.

Responsible Team	Community Facilities - Library	
Initial Council adoption	Date: 28/04/2010	Ref#: 105
Reviewed/amended	Date: June 2025	Ref#: 654
Next Review Date	Date: June 2029	
Policy Document Number	D13/64436[v4]	