

## 1 PURPOSE

The Collection Development Guidelines:

- Guide the management and development of the City of Darwin Libraries collections.
- Inform the community about the management of library collections.

## 2 SCOPE

The Collection Development Guidelines provide framework for the management and development of City of Darwin Libraries collections.

## 3 GUIDELINES

### 3.1 INTRODUCTION

These guidelines are for the management and development of the City of Darwin Libraries collections in line with the goals of the [Libraries for People. Library Strategy 2020-2024](#).

Collection Development Guidelines are essential to ensure the maintenance of a current, visually inviting, and accessible library collection.

#### 3.1.1 Background

City of Darwin Libraries consist of four public library branches in Casuarina, Darwin City, Karama, and Nightcliff. The libraries share a physical collection of over 80,000 items, that is enhanced by a range of online resources including eBooks, eAudiobooks, digital magazines, educational games, and research databases.

Libraries & Archives Northern Territory (LANT) support City of Darwin Libraries' collections by providing:

- Territory-wide library management software and support
- funding for purchase of library items through the Library Resource Allocation (LRA)
- contracts for the supply and delivery of library items purchased with LRA money
- additional eResources including research databases, eBooks, eAudiobooks and eMagazines

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Libraries and Archives NT retain ownership of items purchased with LRA funds; however, City of Darwin Libraries may remove these items from the collection at their discretion.

City of Darwin provides additional funding for library items that allows the libraries to purchase items locally, as well as funding for the supply of newspapers, magazines and additional eResources.

### 3.1.2 Guidelines Framework

City of Darwin Libraries seek to provide free access to vibrant collections which meet the informational, cultural, and entertainment needs of the Darwin community and reflect City of Darwin's strategic goals. City of Darwin Libraries collection development is centralised and coordinated, driven by data and customer input, and managed as a single resource.

City of Darwin values its libraries, which are reflected in its strategic plan [Darwin 2030 – City for People. City of Colour](#). Library services are a key element to help create a Smart and Prosperous City (SD4).

The CODL [Libraries for People Library Strategy 2020-2024](#) highlights the importance of a hard-working collection, competing in the online environment, consistency, and focusing on target audiences.

The [Connected Communities: Vision for Northern Territory Public Libraries 2017-2023](#) report shares a vision for public libraries and provides a framework for the delivery of library services in the Territory.

The Collection Development Guidelines also draw on a wide range of broader policy documents including:

- [ALIA Statement on Free Access to Information](#) 2001, amended 2015
- [Statement on Public Library Services](#)
- [Statement on information literacy for all Australians](#)
- [Guidelines on library and information services for people with disabilities](#)
- [Library and information services and Indigenous peoples](#)
- [ALIA Australian Public Library Alliance \(APLA\) statement on fines for overdue items in Australian public libraries](#)
- [Australian Copyright Act 1968](#).

Current research and the collection policies of other libraries were also considered in the development of these guidelines.

These guidelines will be reviewed annually and formally updated every four years in line with the Library Strategy.

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### 3.1.3 Community Demographics

This information has been drawn from the 2016 Census, and the [Darwin Community Profile](#).

The population of the Darwin municipality represents over one-third of the entire population of the Northern Territory. When considering the surrounding areas, Greater Darwin represents over 59% of the entire Northern Territory population.

- Darwin's Estimated Resident Population is 82,886.
- More than 30% of the Darwin population was born overseas. Country of birth groups that are well represented in Darwin are the Philippines, United Kingdom, India, New Zealand, Greece, and China.
- 27% of the Darwin population speak a language other than English at home, with the most common languages spoken being Filipino/Tagalog (3.7%), Greek (3.5%), and Mandarin (2%).
- Darwin has a relatively young population with a median age of 34, and over 20% of Darwin households consist of families with young children (15 and under).
- Darwin continues to have a transient population. Driven by defense deployment, fly-in fly-out industries, a strong seasonal tourism industry, international students, and a large Aboriginal and Torres Strait Islander population who live outside of Darwin but visit for extended periods.
- Darwin has the highest Aboriginal and Torres Strait Islander population of any Australian capital city at 7.4% of the resident population.
- Homelessness in the Darwin is over 3 times higher (per capita) than the rest of Australia.

This information has been drawn from the 2016 Census, and the [Darwin Community Profile](#).

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### 3.1.4 Supporting Principles

The following principles underpin the Libraries' Collection Development Guidelines.

#### **Access for all**

The libraries' collections will be easy to discover and easy to use. The libraries will observe the access requirements specified under the [Information Act 2002](#).

#### **Respond to community demand**

The libraries will provide a collection which meets identified community needs. Item turnover, customer suggestions, and hold levels are monitored closely, prompting the purchase of new items and additional copies of high demand items.

#### **A collection which reflects the spectrum of community views**

The collection will hold a representative range of materials on topics of interest to the Darwin community. This includes items covering controversial topics, providing they are not prohibited by law. The libraries support the [Australian Library and Information Association \(ALIA\) statement on Free Access to Information](#).

#### **Provide resources in multiple formats across a variety of media**

The libraries will provide access to resources in a wide variety of formats, to ensure access for persons of all ages and abilities. The libraries hold items in large print and spoken word formats, and offer access to online resources including eBook, eAudiobook, and eMagazine collections.

#### **Limited duplication of the services and materials offered by other library providers**

Textbooks, legal and medical works, and curriculum related materials are provided only where these materials are useful to the general community. Library members can request additional resources through co-operative agreements with Libraries & Archives NT, academic and other libraries.

#### **Children's use of City of Darwin Libraries collection**

Parents and caregivers are responsible for the reading and viewing activities of their children. While the libraries take care allocating resources to appropriate areas in the library, material selection will not be inhibited by the possibility that an item may be accessed by children.

#### **Respect for Aboriginal culture**

CODL will adhere to the [Aboriginal and Torres Strait Islander Library, Information and Resource Network \(ATSILIRN\) Protocols for Libraries, Archives and Information Services](#) in relation to the treatment of Indigenous collections.

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### 3.1.5 Outcomes

City of Darwin Libraries aim to hold a vibrant collection that meets the information, cultural, and entertainment needs of our diverse community by:

- providing collections and resources which encourage and promote life-long learning and a love of reading for all ages
- providing a balanced range of resources that cater for the Darwin community
- providing material in a variety of formats
- providing continuous access to collections with a growing digital collection.

### 3.1.6 Access

City of Darwin Libraries make the collection accessible by:

- providing knowledgeable, friendly, and helpful staff
- offering well-designed, well-signposted, and accessible buildings
- running conveniently located libraries with generous opening hours
- providing an online catalogue, including access to eBooks, eAudiobooks, and digital magazines
- providing free reservations for library items, both in person and online
- purchasing multiple copies of in-demand items
- providing a home delivery service to those who are unable to visit the library due to illness or incapacity
- not charging overdue fees
- contributing to the inter-library loans system across Australia.

## 3.2 Collection Overview

### 3.2.1 Fiction

Encouraging the love of reading for pleasure, the fiction collection includes popular best sellers, classics, and award-winning novels in all genres to encourage the love of reading for pleasure. There is an emphasis on Australian authors, and some popular titles are duplicated to cater for demand. This collection is housed in three separate locations at each library branch, split into Adult, Youth and Junior collections.

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### 3.2.2 Non-Fiction

Covering a wide range of subjects, literacy levels and intellectual content, the non-fiction collection contains items relevant to children, teenagers and adults.

The non-fiction collection at both Casuarina and the Darwin City branches are divided into 'living room' concepts.

- Health and Wellbeing
- Home and Garden
- Parenting
- Biographies
- General non-fiction.

### 3.2.3 Large Print

The text in large print books is larger than usual and is sharp, bold and easy to read. The large print collection aims to meet the needs of readers with some visual impairment and consists of both fiction and non-fiction items, however all library members may borrow from this collection.

### 3.2.4 Picture Books

The picture book collection includes picture books, board books and books for beginner and emerging readers. These books contain a low proportion of text and use illustration to convey much of the storyline. This collection aims to provide books for younger children, with quality illustrations and appropriate use of text that help children develop life-long reading habits.

### 3.2.5 Graphic Novels

The Casuarina branch holds both adult and youth graphic novels. These are fictional stories published in the form of a comic book. Graphic novels are selected for their visual appeal and reader demand.

### 3.2.6 World Languages

A World Language collection at Casuarina Library contains items written in languages other than English. This physical collection relies on donations from the community and consists of both fiction and non-fiction books, children's books and bi-lingual picture books.

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Items in languages other than English are more readily available in an electronic format. The libraries offer reading material in 24 different languages – with thousands of magazines available to borrow at any time via the Libby app. The app currently has eBooks available in Chinese, German, Greek, Arabic, Spanish, French and Italian, and more can be added by customer request.

A wide variety of current foreign language DVDs are added to the DVD collections at all library branches on an annual basis.

### 3.2.7 Audio-visual Collections

#### DVDs

The libraries offer a balanced collection of DVDs including movies, TV shows, music, world languages, and non-fiction titles. Despite the growing popularity and availability of streaming services, DVDs remain one of the libraries' most heavily used collections.

#### Music CDs

The Darwin City Library branch holds a collection of music CDs including popular music, blues and jazz, country, easy listening, soundtracks, and classical music. Libraries are no longer purchasing new items for this collection as demand for music CDs has dropped significantly in recent years.

#### Spoken Word

The spoken word collection contains a mix of CD and MP3 format audiobooks, including both fiction and non-fiction titles. This collection is not restricted for loan to the sight impaired. The spoken word collection aims to meet the needs of people who are sight impaired as well as those who prefer items in this format.

Interest in the physical spoken word collection has decreased due to the popularity of the eAudio format for spoken word material. However, the libraries will continue to add to this collection to ensure spoken word titles remain accessible to those who do not have the means to make use of the eAudio format.

### 3.2.8 Magazines

The magazine collection contains a wide range of titles which are reviewed annually to recognise changing cultural needs and to meet subject gaps. The libraries trial new magazine titles on an ongoing basis to determine customer interest and demand and customer feedback is encouraged.

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### 3.2.9 Newspapers

Each library branch has local newspapers available daily, while interstate papers are offered depending on availability. Newspapers are not available to loan; they are accessible to view in the library spaces.

### 3.2.10 Online Resources

Library members may access a range of online resources through the library website and relevant apps.

City of Darwin Libraries provide access to:

- Overdrive (via the Libby app) - eBooks, eAudiobooks and eMagazines including best-selling novels, well-known classics, self-improvement guides, foreign language titles, and a variety of non-fiction.
- Road to IELTS (International English Language Testing System) - an IELTS preparation program including interactive activities, videos, and practice tests.
- Educational games – activities that suit different ability levels are set up on tablets in the children's area at the Casuarina, City and Karama library branches.

In addition, Libraries & Archives NT provide centralised eResources including:

- BorrowBox - eBooks, eAudiobooks and eMagazines. The BorrowBox app provides a font for dyslexic users, support for the visually impaired, and adjustable player speeds.
- Research databases - including EBSCOhost, Explora and Australian Dictionary of Biography. These databases provide magazine, newspaper and journal articles on many subject areas.

### 3.2.11 Hardware

Library members can borrow laptops to use within the library, subject to [Conditions of use](#).

Other hardware available to borrow for in library use includes headphones, USB sticks, phone chargers, memory card readers, and DVD drives.

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### 3.2.12 STEAM Collection

The STEAM (Science, Technology, Engineering, Art, and Maths) collection holds a variety of educational resources for all ages across the range of STEAM topics.

STEAM items available for loan:

- Makey Makeys & Edison Robots
- Glue gun
- Marble run
- Brain teaser puzzles & science experiments
- Themed boxes such as fossils and bones, stargazing and weather.

STEAM items for use within the libraries:

- Osmo kits
- Sewing machine
- 3D printer
- Various robots including Bee-Bot, Blue-Bot, Sphero BOLT, Dot & Dash.

Other STEAM items such as VR headsets and coding lessons and resources are reserved for library events – such as Tech Zone and Coding and Robotics Club.

### 3.2.13 Toys and Games

Visually attractive and educational indoor toys and games are available for use in the libraries. They are not available for loan.

### 3.2.14 Special Collections

#### Most Wanted Collection

Both Darwin City and Casuarina library branches have a Most Wanted collection. This collection consists of multiple copies of best-selling titles that can be borrowed for 2 weeks only, no renewals, no requests. The Most Wanted collection encourages members to visit the library more often by ensuring that high demand titles are always available.

The libraries are committed to keeping this collection fresh, current, and exciting by regularly reviewing the collection and adding new titles.

#### NT Collection

The NT Collection contains non-fiction material relevant to the Northern Territory. This collection provides resources on the cultural, historical, recreational, and physical nature of the Northern Territory. Highly specialised items are not purchased, as this collection is not intended to duplicate the Northern Territory Library's Northern Australia Collection.

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### Cultural Connection Collection

A Cultural Connections collection is housed at the City and Casuarina libraries. This collection focuses on acquiring material by and about Aboriginal and Torres Strait Islander people, including bilingual material. Material is collected at both adult and junior levels and is suited for general public use.

The libraries acknowledge the [Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services](#) (ATSILIRN Protocols) as a guide for good practice when acquiring and handling Aboriginal and Torres Strait Islander-related material. The library does not aim to collect material of a highly specialised nature which may be sought by students undertaking Aboriginal studies at a tertiary level.

### Children's Resource Collection

A children's resource collection is held in a staff-only area at Darwin City Library, that contains resources which assist library staff in the organisation and implementation of children's programs.

As well as Items used in storytelling sessions (including picture books, big books, board books, novelty books, novels, puppets, and other aids), the Children's resource collection consists of books with ideas for children's art and crafts, information on storytelling techniques and books about literature supporting children's development.

Students doing an acknowledged children's literature module as part of their study may request Items from this collection for study purposes.

Most titles in the Children's Resources collection will have additional copies housed the general collection for public use.

### Young Territory Authors Awards Collection

All entries from the Young Territory Author Awards are considered for inclusion in the Young Territory Author Awards collection housed at Casuarina Library. Showcasing the literary work of young Territorians, entries from the most recent year are available for loan, with older titles archived and available upon request.

### Lord Mayor's Collection

Donations to the Lord Mayor from visiting interstate and overseas dignitaries, and local community groups and individuals have a plaque placed on the inside of the cover to signify its inclusion in the Lord Mayor's collection. Items in this collection must generally meet the selection criteria as outlined in these guidelines and are shelved within the general collection.

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### 3.3 Collection Management guidelines

#### 3.3.1 Responsibility

The responsibility for developing and managing the collections sits with the Collection Development Librarian, under the guidance of the Coordinator of Business Systems and Collection Management.

#### 3.3.2 Selection Approach

New library resources are selected using the following methods.

- Standing orders – titles that are automatically ordered pre-publication. Standing order lists for adult, junior and youth fiction, and non-fiction authors are reviewed annually
- Various resources including publisher alerts, book reviews, and best-seller listings
- Suggestions for purchase submitted by library members
- Identifying specific titles or areas of the collection that need attention
- Targeted purchasing of specific subject areas with a focus on increasing the diversity of the collection. This includes titles with protagonists or stories about Aboriginal or Torres Strait Islander people, people from Culturally and Linguistically Diverse backgrounds, LGBTQIA+ people, and differently abled people.

#### 3.3.3 Selection Criteria

The following criteria are used when selecting library items:

- Items published in the last two years. Exceptions to this may include the replacement of damaged or lost items, classic titles or core items as required
- Within limits of budget for materials
- Relevant content with current demand
- Appropriate format for library use
- Material that strengthens or complements the range of the current collection
- Relative importance in comparison with other materials available on the subject
- Extent to which the material may be elsewhere available in the community

Additional selection criteria for digital resources are:

- Vendor support and technical considerations (in particular, authentication)
- Frequency of updates
- Ease of use

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The following will not be purchased:

- Self-published works, unless of local relevance
- Textbooks or curriculum-based items 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
- Unpublished material, such as flyers, posters and photographs

### 3.3.4 Format Cost Limits

Collection/Format	Cost Limit
Audiobooks	\$150.00
Adult Fiction	\$50.00
Adult Non-Fiction	\$80.00
Picture Book	\$40.00
DVDs	\$25.00

### 3.3.5 Suggestions for purchase

The libraries will purchase items suggested by library members that meet the selection criteria. These items are sourced as soon as possible according to the collection guidelines and are placed on hold for the library member when they arrive.

The libraries do not actively seek to pursue customer suggestions for DVDs or music CDs and do not purchase these formats on demand.

### 3.3.6 Overdue and Lost/Damaged Items

The libraries will issue an invoice to the borrower for items that are seven days overdue, and for items that are returned in poor physical condition. The member will not be permitted to borrow again until the items are either returned or paid for.

Instead of paying the invoice, the borrower may choose to donate items (in brand new condition) as replacements for items which they have lost or damaged. The replacement item must be identical if the item was recently published or part of a series; other replacements are at the discretion of the Collection Development Librarian.



The library will not automatically re-order items that have been lost, stolen or damaged. Consideration is given to:

- Usage of the previous copy
- The number of copies that already exist in the collection
- Current collection coverage for the subject and the availability of newer/more current material on the same subject

### 3.3.7 Donations

Donations are accepted if they meet the criteria below:

- Published in the last 12 months and are in as-new condition
- In demand and in the appropriate format for public library use

The libraries reserve the right to dispose of such materials if they are not required, at any time and by any means, including the right to offer them to any other body deemed appropriate, or to recycle them.

### 3.3.8 Controversial Resources

City of Darwin Libraries aim to provide a representative collection on all subjects of interest to the community, excluding items prohibited by law. Materials will be selected for all ages and not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

### 3.3.9 Cataloguing

All library items, including both physical and digital items, have their data added to the library catalogue to ensure they are searchable for library users.

The libraries use Worldcat, a cooperative database with detailed library records added by libraries all over the world – and add new records to this database when required.

### 3.3.10 Processing

All new items are processed to ensure they are:

- identified as belonging to City of Darwin Libraries or Libraries & Archives NT
- preserved in good physical condition
- easy to find and shelve via clear spine labels
- RFID tagged for security and identification purposes
- DVDs and CDs are placed in lockable security cases

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### 3.3.11 Retention of Magazines and Newspapers

Retention of magazines:

- Monthly magazines are kept for one year
- Weekly magazines are kept for six months
- Bi-monthly and/or quarterly magazines are kept for 2 years

All newspapers held by the libraries are kept for one month.

The libraries may need to remove damaged magazines or newspapers from the collection within this retention period. These items would not be replaced.

### 3.3.12 Maintenance

Library items are repaired when appropriate. Decisions to repair, or cover material are based on the cost of doing so, compared to the cost of replacing the item and/or its predicted shelf life.

### 3.3.13 Deselection Criteria

Removal of items from the collection is an essential part of effective collection maintenance. The libraries continually assess the collections and items are removed as appropriate to maintain a high quality, current and appealing collection which is easy to use.

An item may be removed for several reasons, including, but not limited to:

- insufficient usage
- item is damaged
- item contains information that is out of date or misleading
- new editions have been published

Items are not removed from the collection for the purpose of selling them.

### 3.3.14 Disposal of Deselected Items

Items that have been removed from the collection are disposed of in a variety of ways. These include, but are not limited to the following:

- offered to the community free of charge
- offered to local schools or day care facilities
- offered to local correctional facilities



### 3.3.15 Stocktaking

The libraries undertake stocktaking regularly to ensure that the database and collections are as closely matched as possible. Stocktakes are a means of identifying areas of the collection where loss is a problem. Each library branch will undergo a stocktake on a two-year cycle.

### 3.3.16 Evaluation

The libraries evaluate the collection by a variety of means including statistical analysis, feedback from library users, and staff assessment.

Collection statistics are benchmarked against the ALIA Guidelines, [Standards and Outcome Measures for Australian Public Libraries](#); including:

- turnover statistics
- circulation (loans)
- stock held
- age of collection
- percentage of items borrowed within the first year
- acquisition and discard rates
- library materials expenditure per capita per annum
- collection items per capita
- age of collection

## 4 DEFINITIONS

Nil

## 5 LEGISLATIVE REFERENCES

Nil

## 6 PROCEDURES / RELATED DOCUMENTS

Public Library Service Policy – 0044.100.E.R

## 7 RESPONSIBILITY / APPLICATION

The General Manager Community and Regulatory Services is responsible for these guidelines.

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