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HUME Libraries

Collection Development Guidelines

Hume City Council recognises the rich Aboriginal heritage within the municipality and acknowledges the Wurundjeri Woi Wurrung, as the Traditional Custodians of this land. Council embraces Aboriginal and Torres Strait Islander peoples' living cultures as a vital part of Australia's identity and recognises, celebrates and pays respect to the Wurundjeri Woi Wurrung Elders past and present.

Introduction

The Collection Development Guidelines underpin the management and development of the collections of Hume Libraries, a diverse and broad collection of print and electronic resources tailored to meet the needs and interests of the community. The strategy provides a framework for developing collections at Hume Libraries which meets community demand in a financially accountable, sustainable way. It is reviewed annually so that it maintains relevance to our community.

In an evolving information landscape, library services must adapt to shifting user requirements, obsolescence or revival of formats, and the emergence of new ones. Ensuring ongoing access to knowledge and a broad array of information resources is imperative. The management of a traditional print-based collection will coexist with the incorporation of digital resources and other formats.

Principles of collection development

1. The library will provide fair and equitable access to our collection

Hume Libraries makes its collection accessible to all by offering free access to physical and digital resources. We do not charge overdue fines and provide free reservations for owned collection items. We also provide an Inter-Library Loan service, which may in some cases incur a fee.

We provide accessible library buildings with generous opening hours, and access to collections through self-service library kiosks located at community centres throughout the municipality. Our staff are knowledgeable and are trained in library customer service and reader development. Digital library services are accessible to all members of the Hume community through 24-hour access to the online catalogue and the library app. We provide a home library delivery service for residents unable to visit our branches.

We maintain an up-to-date and accurate online catalogue and contribute bibliographic records to Libraries Victoria, Libraries Australia and Trove.

2. The library will purchase items that our community wants to access and support their curiosity and desire to discover new stories and ideas.

Hume Libraries responds to community demand by focusing our purchasing on new and popular physical and digital material. We will aim to provide access to information and materials that is of interest to all members of the community, including some limited materials relating to interests that do not have a broad appeal. We will purchase items requested by the community if they are reasonably priced and fit within the selection guidelines of this document. Library members

are encouraged to make purchase suggestions for items not already in the collection.

3.The library will provide a collection which reflects the spectrum of community views

Hume Libraries provides free access to a broad collection, with information available in multiple formats, that reflects the diverse information needs of the community. In accordance with [ALIA's Free Access To Information Statement](#), Hume Libraries' recognises that powers of censorship are legally vested in the state and federal governments, and the service does not censor information due to personal, political or religious views of community members.

Library members who wish to raise a concern regarding material in the collection are welcome to submit written feedback to the Coordinator, Library Collections & Technology.

4.The library supports early literacy and the development of a love of reading

Hume Libraries will ensure children and young people have access to an age-appropriate range of materials. The choice of materials aims to reflect and broaden their vision and interests, support recreational reading, encourage the development of literacy, supplement their educational needs and stimulate their love of literature and reading.

While Hume Libraries takes every care in allocating resources to appropriate areas of the library, the reading and viewing activities of children and young people under 18 years of age are the responsibility of their parents and/or caregivers.

5.The library will represent and celebrate the culture of Aboriginal and Torres Strait Islanders

Hume Libraries recognises the ongoing impact of colonisation on Aboriginal and Torres Strait Islander people and the necessity of respecting and amplifying their voices through our collection. Hume Libraries will purchase and regularly display works by First Nations authors and other works that promote truth telling about Australia's history.

Hume Libraries recognises that appropriate consultation with Aboriginal and Torres Strait Islander communities is essential to creating cultural safety for First Nations people and the library commits to working together with our community towards this aim.

6.The library will collect materials to support the diversity of access needs and wants of the community.

Hume Libraries supports information literacy and lifelong learning and is committed to providing excellent and relevant services to all people. Hume Libraries' has a responsibility to assert the equal and equitable rights of individuals to information regardless of age, citizenship, political belief, physical or mental ability, gender identity, heritage, education, income, immigration and asylum-seeking status, marital status, origin, race, language, religion or sexual orientation. This includes providing access to works in a variety of formats where available, materials of varying complexity and materials that support varying accessibility needs.

7.The library will continually evaluate the performance of the collection.

Hume Libraries evaluates its collections through analysis of data, staff experience and expertise, and community feedback to ensure relevance and suitability for community needs. Requests and reservations are monitored closely, triggering purchase of new items and additional copies of high demand items. The collection is evaluated against the collection objectives outlined in this document.

Our collection

The collection is developed and maintained to reflect the needs and requirements of the community. Hume Libraries' collection includes physical items and a range of electronic resources for recreational reading and listening, life-long learning and informational needs. These include books and eBooks, audiobooks and eAudiobooks, magazines, newspapers, audio-visual resources, and non-media items.

Physical and digital materials are provided for all age groups. Where demand is high, multiple copies of a title will be purchased, as necessary and within reason. Efforts will be made to fill any obvious or reported gaps in the collection's coverage.

Hume Libraries supports the principle of free access to information as set out in the [Australian Library and Information Association \(ALIA\) Statement on Free Access to Information](#). It is guided by relevant legislation including the [Australian Classification Board's guidelines](#). Hume Libraries will provide access to information unless there is legal prohibition. The collection contains material of interest to all our members, and to the wider community, however it is possible that there might be some material that may cause offence to some people.

Fiction

Hume Libraries provides a wide range of fiction in print and digital formats, across many genres, in support of recreational reading. The collection is constantly being

refreshed with new releases. Classic and enduring contemporary titles are refreshed with new editions, where there is continuing demand.

Nonfiction

Hume Libraries provides current nonfiction collections for enjoyment, leisure and recreational reading, life-long learning, information provision and educational support. The nonfiction collections are organised in book shop-style subject areas, while also retaining their Dewey Decimal categorisation.

Generally, public libraries do not purchase school and university textbooks unless these have some value to the wider community. Hume Libraries aims to support rather than duplicate material held in school libraries.

Junior collection

The junior collection consists of board books, picture books, fiction, graphic novels, literacy resources and nonfiction. By providing popular, entertaining, up-to-date, and attractive physical and digital collections for all stages of childhood, the library encourages children to read for recreation, develop reading habits and a lifelong interest in reading.

Teenage collection

The teenage and young adult collection consists of fiction, graphic novels and a small number of nonfiction titles. Classic and enduring contemporary titles are regularly refreshed with new editions. Where demand for particular titles is high, such as in the area of VCE set texts, extra copies will be purchased. Some teenage titles explore controversial themes and may contain content that might be unsuitable for some younger readers. Parental supervision is encouraged, particularly as pre-teens move into exploring this collection.

Large print

The Large Print collection provides material for library members who have difficulty reading standard print, although the collection is accessible to everyone. It mirrors the fiction and nonfiction collections as far as possible but is limited due to the small number of titles published in this format and their relatively high cost. This collection is comprised predominantly of popular adult fiction of all genres, supplemented by a small amount of popular nonfiction and biography.

Magazines

Hume Libraries subscribes to a selected range of print magazines that will vary at each branch. The collections comprise general interest magazines covering popular culture, entertainment and news, including specialist titles that cover specific subject areas. Previous issues of physical magazines are kept for a limited time. Magazine titles are reviewed regularly; new titles can be added and old titles may be discontinued, as community interests change.

Newspapers

Hume Libraries subscribes to print editions of major Australian newspapers available in Melbourne. The papers are available for use in the library only. Titles available at each branch may vary and are subject to change. Previous issues of physical newspapers are retained for one week only.

DVDs

The DVD collection includes films and television shows, including popular, classic, award-winning and critically acclaimed, and Australian-made. The collection includes world titles in many languages, mostly with English subtitles. With the increasing popularity and availability of streaming, there will be less emphasis on holding titles that are available on free streaming services, such as those connected to free-to-air TV channels, or those available through Hume Libraries' streaming platform/s. Hume Libraries uses the Australian Classification Board's guidelines for films and computer games and therefore does not hold any unclassified titles in the DVD collection.

eBooks

Hume Libraries provides a comprehensive collection of eBooks, in multiple languages. The eBook collection aims to provide a similar selection of materials available in our physical collection. Due to the reduced cost of eBooks, and the possibility to acquire some on a pay-per-use basis, we may rely on eBooks to source material that is requested by patrons but not of broader interest to the community.

Audiobooks and eAudiobooks

Hume Libraries provides a small collection of fiction and nonfiction books as MP3 encoded audio discs, but the collection is slowly being reduced in favour of eAudiobooks which offer many advantages for most users, due to their ease of use in cars and a wide variety of devices.

Streaming

Hume Libraries has a subscription with various streaming services, to offer free streaming access to films and documentaries to library members. These are subject to a monthly usage cap.

Digital magazines and newspapers

Our digital magazine and newspaper collection includes a greater number of titles than can be physically subscribed to, encompassing numerous overseas titles and publications in languages other than English.

Community languages

Hume Libraries provides fiction, nonfiction books, DVDs and magazines in both physical and digital formats in a range of community languages. The size and maintenance of each language collection will be subject to change due to demand and local demographics. New community languages may be considered, and lightly used collections may be discontinued. Current languages held are:

- Arabic
- Chinese
- Greek
- Italian
- Hindi
- Punjabi
- Sinhala
- Tamil
- Turkish
- Urdu
- Vietnamese

English as an Additional Language (EAL)

The EAL collection, also known as English as a Second Language (ESL), caters for students of English language as an additional language, as well as offering general adult literacy material. The collection includes a wide range of print and digital material including EAL course books, covering the major courses in Australia, English readers and instructional books on topics such as reading, listening, speaking, pronunciation and vocabulary.

Library of things

Hume Libraries offers a diverse and growing selection of items beneficial to our community. These resources aim to facilitate lifelong learning, professional growth, leisure activities, entertainment, education, and sustainability. We prioritise items that are utilised infrequently, providing library members with a practical borrowing option instead of purchasing.

Vinyl record audio collection

This collection is housed at Sunbury Library, and honours Sunbury's place in the history of Australian music. The collection contains new and re-released vinyl. It contains classic albums from international artists, but has a strong focus on Australian music, both old and new.

Neurodiversity resources

The collection includes resources to support our members with neurodiverse needs, including dyslexic font editions, material that focuses on visual learning, large print editions for all ages and high interest-low vocabulary books for children.

Collection selection

Hume Libraries aims to provide a great collection for all members of our community. To do so, Hume Libraries monitors changing demographics of the local community and trends in the broader library and global environments. Demographic information, the profile of library members as indicated by the library management system, loans statistics, stock turnover rates, survey results and current trends and priorities assist in collection planning.

The Coordinator, Library Collections & Technology and the Team Leader, Collections have responsibility for the management and procurement of library collections. They are assisted by all other library staff, especially by the Collections Librarians, cross-branch teams, and those that have specialist knowledge of discrete collection areas.

Selection methods

Suppliers

Selection profiles are developed by library staff to assist suppliers in selecting content in line with Hume Libraries collections specifications within each profile. Each profile is subject to a budget limit. Titles are ordered before publication, with the aim that they will be processed and available in our libraries as close to possible to their publication date. Anticipated demand determines the number of copies of each title to be acquired in the initial order. The selections are made by our suppliers' specialist profilers and may be reviewed before purchase by library staff, if needed.

Requests from library members

Hume Libraries encourages requests for items not already in the collection. Items will be purchased where appropriate and subject to availability, in line with selection criteria (see below) and budget considerations. Requests from members will be considered where staff assess that the item will generate additional loans from other borrowers, in addition to the requestor.

Staff requests for branch and program support

Branch and programming staff may request purchases to support programs, or other branch activities.

Report driven acquisitions

The collections team generate reports to identify specific titles or areas of the collection that need attention. Regular reports identify items with very high turnover, indicating poor condition, and therefore need to be replaced. If still available, these items are purchased again.

Popular items, additional purchases

Hume Libraries purchases multiple copies of popular items based on anticipated demand. The ratio of copies to reservations is regularly monitored and new copies will be purchased as demand increases. In general, no more than 12 copies of any item will be purchased, unless the title has been identified as a future book club inclusion.

Book Groups

Hume Libraries supports free local book groups that can register with the service. This enables access to one kit each month. The kit consists of 12 copies of a chosen title. The copies in the kits will be taken from the general collection if surplus copies are available. Additional copies will be purchased as needed to make up the twelve.

Selection criteria

The following selection criteria are used to determine whether items are purchased. Their importance and application will vary from one collection to another.

- Relevance and current community demand.
- Currency and accuracy of content
- Authority and reputation of author, publisher, producer or illustrator
- Suitability of format
- Quality of presentation
- Literary merit
- Suitability for different age levels and audience
- Local interest
- Positive publicity and promotion
- Series already in the collection
- Date of publication
- Cost

Additional selection criteria apply when establishing Community Language collections.

- Availability of funding and library space.
- Availability of materials to build a viable collection.
- Literacy needs and demand of a particular cultural group.
- Literacy culture of a particular cultural group.

Additional selection criteria are considered when selecting digital resources.

- Vendor support
- Technical considerations (in particular, authentication)
- Ease of use and availability of usage statistics
- Content availability and coverage (Australian sources)

- Platform user experience
- Contract provisions (limitations of subscriptions).

Selection decisions made by Hume Libraries with respect to the above criteria are informed by a range of sources, these include:

- Analysis of data generated by library use
- Expertise and experience of library staff
- Knowledge and trend information provided by third party vendors
- Community feedback and suggestions
- Reviews and media coverage
- Strategic plans and priorities of Hume Library and Hume City Council.

Donations

Hume Libraries typically does not accept donations, except for materials relevant to Local History. However, exceptions may be made for new donations from local authors and publishers of their own material. All donations must align with the library's selection criteria. It's important to note that donated items may not necessarily be added to the collection, and the library service reserves the right to dispose of donations as deemed appropriate.

Controversial resources

Hume Libraries aims to provide a representative collection on all subjects of interest to the community unless items are prohibited by law. Material is allocated to the most appropriate collection. The service will not consider removing items based on their content, unless compelled to do so by State or Federal law.

Hume Libraries upholds the [Statement on free access to information](#) produced by the Australian Library and Information Association (ALIA).

Inter-library loans

If items are not available in the collection and are deemed not suitable for permanent inclusion, Hume Libraries can obtain these for library members from other libraries in Australia via the Interlibrary loan network. There may be costs associated with the use of this service.

Collection deselection

The Coordinator, Library Collections & Technology and the Team Leader, Collections have responsibility for the overall management of library collections, including the procedures for deselection. Branch staff members are responsible for maintaining the collection in the branches, including deselection of items.

Deselection (Weeding) criteria

"Weeding" refers to the systematic removal of items from the collection. This process enhances the collection's currency, relevance, attractiveness, and accessibility. The weeding process takes into account the following criteria:

- **Physical condition of the item** i.e. the item is worn, soiled, damaged or in poor physical condition.
- **Circulation of the item** i.e. the item is little used and is unlikely to have future use. Before deselection though, attempts may be made to increase usage, such as moving to another collection, or another library branch, or promoted on a display.
- **The availability of other copies** in the collection.
- **Online availability** i.e. the item has been replaced by a digital resource available for access from within the branch library and/or remotely from home.
- **Capacity of library spaces.** It is important that the shelves look attractive and not over-crowded, as this has been shown to reduce collection use.
- **Relevance** to the needs and demands of the community.
- The **availability** of a new edition.
- **Out-of-date** or inaccurate information.

These criteria may not be equally relevant for all collections, Local History collections are exempt from standard weeding decisions. Physical items will also be withdrawn from the collection due to theft, damage, lost by library members or otherwise missing. Hume Libraries is unable to notify library members when library materials are being withdrawn from the collection.

Disposal of deselected items

All library materials identified for disposal from the collection are reviewed and approved for disposal by experienced library staff. Where possible, Hume Libraries will donate items to charities and other not-for-profit organisations. Any items that cannot be donated will be recycled if possible.

Library materials withdrawn from the collection are disposed of in the following ways.

Donation

Hume Libraries may opt to donate withdrawn collection items to a state, local government or other government entity or a charitable organisation (that is, a non-profit entity or one that otherwise exists for a public purpose). Hume Libraries will consider providing items to any suitable organization that is happy to accept them. Preference will be given to local organisations in Hume, and to organisations that can pick up weeded items themselves.

Current recipients of donated material from Hume Libraries include:

- Local kindergartens and schools
- Seniors organisations
- A prison library
- A charity providing books to schools in Papua New Guinea

Recycling

Some library materials weeded from the collection are not suitable for donation due to heavy wear and tear, damage, or missing parts. They will be recycled, if possible.

General waste

There is a small component of weeded material that cannot be donated or recycled.

References

The Collection Development Guidelines are informed by a range of broader documents including:

- Hume Council Libraries and Learning Service Plan 2021-2026
- [APLA-ALIA standards and guidelines for Australian public libraries](#)
- [ALIA statement on public library services](#)
- [ALIA statement on free access to information](#)
- [ALIA statement on information literacy for all Australians](#)
- [ALIA statement on online content regulation](#)
- [Australian classification guidelines](#)
- [IFLA/UNESCO public library manifesto](#)

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

These guidelines will be reviewed and updated on an annual basis.