



Collection Statement

2023-25



Contents

1. Introduction	4
2. Collection Principles	5
Responsive to community need and interest, relevance and demand	5
Inclusive of a diverse community and its broad range of viewpoints	5
Reflective of contemporary formats	5
Aligned with the strategic priorities of Council, the library and the community	6
Collections are sustainably managed	6
3. Selection and Acquisition	7
Selection Criteria	7
Materials Not Collected	7
Formats	8
Complaints	8
Selection and Procurement	8
<i>Profile Selection</i>	8
<i>Standing orders</i>	8
<i>Customer suggestions</i>	8
<i>Replacements</i>	8
Staff Selection and Curation	8
Acquisition and Procurement	9
Donations	9
Local Authors	9
4. Collection Evaluation and Management	10
Evaluation and Reporting	10
Evaluation and Management	10
Deselection	10
Disposal of Items	10
5. The Collection	11
Fiction	11
Nonfiction Collection	11
Large Print Collection	11
Quick Pick Collections	11
Graphic Novel Collection	11
Beginner Reader Collection	12
Picture Book and Board Book Collection	12
Toy Collection	12
Adult Learning	12
DVD Collection	12
Music Collection	12
Audio Books	13
Magazines	13
Newspapers	13
Book Club Collection	13
First Nations Collections	13
Local History Collection	13
Reference Collection	14
Genealogy	14
Languages other than English (LOTE)	14
eLibrary Collections	14
6. Collection Statement Guiding Documents	15
7. Collection Statement Fit	16



Acknowledgement

We acknowledge the Kabi Kabi, Jinibara and Turrbal Peoples as the Traditional Custodians of the lands and waterways of the Moreton Bay Region, and pay our respects to their Elders, past, present and emerging. We recognise that the Moreton Bay Region has always been a place of cultural, spiritual, social and economic significance to First Nations people.

We are committed to working in partnership with Traditional Custodians and other First Nations communities to shape a shared future that celebrates First Nations history and culture as an irreplaceable foundation of our region's collective identity.

Acknowledgements

Public libraries are a partnership between Local Government and the Queensland Government through State Library of Queensland.

Disclaimer

The Moreton Bay Regional Council and its officers accept no responsibility for any loss whatsoever arising howsoever from any person's act or omission in connection with any information, expressed or implied, contained within this document. Nothing in this document should be taken as legal advice.

1. Introduction

Our region sits across the traditional lands of the Kabi Kabi, Jinibara, and Turrbal peoples who have called these areas home for tens of thousands of years. These custodians continue to have a deep connection to Country, its sea, sky and waterways and we respect their contribution in continuing to shape our communities.

Moreton Bay is Australia's third largest and fastest growing Council area. Our communities span from coastal towns to suburban estates from busy business and urban centres to hinterland and island villages and agricultural areas.

Libraries sit in the Cultural Services Department and support Council's *Vibrant Communities* pillar and its Community Wellbeing Strategy goal *to have vibrant communities that proudly come together to participate in and celebrate different cultures and life experiences, with access to the services and facilities they need.*

Council's Cultural Services Department mission to *Expand Your World* through creative experiences, engaging spaces and brave ideas, together with its vision to empower our community's social, cultural and economic wellbeing is supported through this Collection Development Statement.

Moreton Bay Region Libraries (MBRL) has developed this document to outline library collection principles, strategies and guidelines for the management and development of library collections. This statement is reviewed annually to ensure continuing relevance to community needs, and input from publishers and suppliers.

MBRL collections aims to:

- Be responsive to community needs and interests
- Be discoverable and available through contemporary physical and digital resources
- Connect our communities with each other and the world of information and ideas
- Cultivate creativity and wellbeing
- Support learning and literacy and the joy and benefits of reading

2. Collection Principles

A public library has a role as an unbiased source of information and ideas, providing free and equitable access for the community. The following principles underpin MBRL's collection:

Responsive to community need and interest, relevance and demand

MBRL undertakes collection analysis utilising input and knowledge from vendors, the community, as well as staff expertise. Environmental scanning is undertaken to identify and anticipate trends. Data from item turnover, reservation ratios, community profiles and interlibrary loans are also examined. Purchase suggestions and other feedback from customers are also considered.

Inclusive of a diverse community and its broad range of viewpoints

MBRL selects a wide range of material representing a balanced collection, responsive to a diverse range of customer identities, needs and views. Our collections are guided by relevant legislation including the Australian Classification Board's guidelines <http://classification.gov.au> and the Australian Library and Information Association's policy statements on free access to information www.alia.org.au/policies. Controversial subjects are collected provided they are not prohibited by law.

Parents, guardians or caregivers of children under the age of 18 should provide guidance in the selection of appropriate materials and are responsible for their reading and viewing activities.

Reflective of contemporary formats

Library resources are provided in a wide variety of formats to meet community needs and ensure access for all. The growing diversity of online and downloadable resources enables access for people of all ages and abilities 24 hours a day, 7 days a week. As new technologies and formats emerge, they will be considered for inclusion in MBRL collections.

Aligned with the strategic priorities of Council, the library and the community

MBRL align with Council's *Vibrant Communities* pillar and its Community Wellbeing Strategy *goal to have vibrant communities that proudly come together to participate in and celebrate different cultures and life experiences, with access to the services and facilities they need.*

MBRL's utilises the outcomes in the [apla-alia-standards-and-guidelines-australian-public-libraries-december-2020](#) outlined below, which guide the strategic and community context for our work as well as inform our collection development:

- literacy and lifelong learning
- informed and connected citizens
- digital inclusion
- personal development and wellbeing
- stronger and more creative communities
- economic and workforce development

Collections are sustainably managed

MBRL manages collections sustainably, ensuring that best value is obtained from available funding and collections are supported appropriately through annual and quarterly, assessment and planning processes. All collections are procured according to Council and Government legislative requirements.

3. Selection and Acquisition

MBRL is committed to providing free, impartial and equitable access to library resources and aims to improve collection agility to meet customer demand. MBRL promotes the intellectual freedom and freedom of expression of an inclusive society, and shares library resources with other libraries and institutions.

The following criteria are used to select resources for MBRL's collections:

Selection Criteria

- Community relevance, demand or significance
- Authority or reputation of publisher, author, producer or illustrator
- Construction, quality of presentation, ease of use and vendor support
- Date of publication and/or currency of information
- Suitability of format
- Price, including recurring and maintenance costs and ensuring best value from the collection budget
- Relevance to the community, region, or regional significance
- Integrity of series

Materials Not Collected

- Expensive or rare items inappropriate for a public library service
- Ephemeral material of little value
- Items of inappropriate physical dimensions, extremely small, large or heavy
- Old, out of date or fragile items - unless acquired for the Local History collection
- Material in languages not represented in the community
- Items not of high quality (e.g. poor formatting, sentence construction, spelling)
- Items unable to withstand public library use
- Textbooks for study purposes - unless they are of general interest and of value to the community
- Self-published items unless they support programming, are in high demand, fill a subject gap or are by Moreton Bay Regional Council residents (local authors)
- Items prohibited by law or licencing
- Items unavailable through standard or specialist suppliers

Formats

The MBRL collection includes a wide range of formats providing multiple access points to materials reflecting community preference. This may mean providing both physical and digital formats to meet customers' needs and expectations, where possible. As the nature of technology and formats of library materials evolve, MBRL will monitor demand and use and be responsive to needs as new and alternative formats arise.

Complaints

Customer complaints or requests for review of an item should be submitted in writing to the Library Service - libraries@moretonbay.qld.gov.au. Materials queried will be re-evaluated using the selection criteria outlined in the Collection Development Statement. The customer will be informed of the decision to retain, withdraw or re-allocate the item to another collection.

Selection and Procurement

MBRL contracts professional Library Suppliers to compliment inhouse staff skills in the selection and acquisition of library materials. Library staff and library suppliers utilise the selection mechanisms below.

Profile Selection

Specialist library suppliers are provided with a detailed selection documents for each collection. These documents describe what should be selected based on anticipated demand and customer knowledge; and ordered prepublication for each collection including priority areas and quantities. Selection is monitored by library staff to ensure specifications are being interpreted correctly.

Standing orders

Standing orders are items which are automatically ordered prepublication as specified by the library service. The standing orders may relate to specific authors or series and will specify format and quantities to be purchased. These are reviewed annually by library staff and are modified according to customer demand and feedback received throughout the year.

Customer suggestions

Customers may request titles not available in the collection for purchase or via interlibrary loan. All requests are considered for purchase in the first instance and are assessed in consideration of current specifications and profiles. The library does not guarantee purchase of requested items and customers will be notified if a request has been unsuccessful.

Replacements

Titles missing or withdrawn from the library's collection are not automatically replaced. The following criteria are considered when assessing items for replacement:

- ongoing demand
- currency or relevancy of information
- adequacy of coverage in the subject area
- cost and availability
- series integrity

Staff Selection and Curation

Library staff undertake selection for materials to further develop collections and to create curated collections. These items may be selected to meet a specific community need, support library programming or develop parts of the collection where demand is emerging.

Acquisition and Procurement

Collection procurement is undertaken in accordance with the Moreton Bay Regional Council Procurement Policies and related legislation. The *Library Materials* preferred supplier arrangement is used for most purchases, with *Local Buy* contracts and other procurement processes used where materials are not available through the arrangement.

Donations

MBRL accepts donations of print materials published in the last 12 months and in *as new* condition, however the library reserves the right to decline or redistribute donations that do not meet the selection criteria. Donated items become the property of the library and items unsuitable for the collection are disposed of by any means considered appropriate by the library. Donations of audio-visual materials and magazines are not accepted. The Library Service will not accept donations where the donor places conditions on the use of the item(s).

Older materials of local significance to the Moreton Bay Region may be considered for the Local History collection.

Local Authors

Local authors, residents in the Moreton Bay Regional Council area, are encouraged to submit a copy of their new or forthcoming title to MBRL for assessment. Titles are assessed against selection guidelines for consideration of inclusion in the collection. Independently published material or from a small press must be consistent with collection specifications, profiles and standards. Titles added to the collection may be moved from their original branch location, assessed as part of our Collection Management process and removed from the collection depending on condition and usage.

4. Collection Evaluation and Management

Evaluation and Reporting

Collections are evaluated using the Queensland Public Library Standards and Guidelines (July 2020) and the APLA-ALIA Standards and Guidelines for Australian Public Libraries (May 2021). Collection size, composition and usage data is reported annually to the State Library of Queensland as part of MBRL's Service Level Agreement with the Library Board of Queensland.

Evaluation and Management

To maintain a relevant, attractive and well-balanced collection that meets the changing needs of our community, collections are regularly evaluated. Continuous evaluation is undertaken by:

- Review of subject coverage in relation to customer demand
- Review of customer input, including requests and comments
- Staff input - local knowledge
- Circulation and collection statistics of both physical and digital items, including use, holdings, age, turnover rate, acquisition

Using information gathered through evaluation, and the use of sophisticated library management software tools, collection items are identified and reviewed for deselection, replacement, repair and relocation. Budget and acquisition planning is also informed through these collection evaluation processes.

Deselection

Deselection is an essential part of collection management and is undertaken on an ongoing basis, and the following criteria are used to deselect library materials:

- poor physical condition
- low usage
- out of date or misleading content
- relevance to the needs of the community
- superseded by a new edition or a better source
- number of copies in the collection
- format obsolescence
- Local History materials are generally not deselected

Disposal of Items

The disposal of deselected and donated items is undertaken as sustainably as possible. Disposal practices are revised regularly to ensure they meet MBRL's needs and policies.

5. The Collection

The aim of the collection is to support literacy and lifelong learning, and materials are selected and deselected using the methods and criteria previously outlined. The balance of physical vs digital will vary, depending on budget, demand, availability, community trends and technological developments.

Fiction

MBRL aims to provide access to a broad range of titles to satisfy customer's literacy and lifelong learning needs and promote a love of reading. Materials in these collections are available in both print and digital formats and include popular, high demand, high interest, bestselling and award-winning materials, classics and enduring works, works by new and local authors, Australian fiction and translated works of major non-English authors.

Nonfiction Collection

Materials in these collections support lifelong learning, personal development, wellbeing and creativity, and reflect the diversity of the community. Materials in this collection are available in both print and digital formats, with a preference for Australian content, and current and historical material that reflect a wide range of views.

Non-fiction materials for junior readers reflect interests of the day, encouraging discovery and a love of reading. Some materials aiding homework support may be included.

Large Print Collection

This collection provides reading materials in a larger font for customers who need or prefer this format. Fiction and non-fiction titles are included in this collection they are available in both hardback and paperback formats.

Quick Pick Collections

The Quick Pick collections are responsive to demand and provide access to additional copies of popular and in demand books and DVDs for adult and junior age groups. Items in this collection are allocated to a specific library and have restrictions on loans and reservations.

Graphic Novel Collection

The Graphic Novel collection provides recreational and informational reading for Junior, Young Adult and Adult audiences. The graphic novel collection comprises popular series, characters and non-fiction in graphic novel and Manga format. Titles aimed at a younger audience are included in the Junior Graphic Novel collection, with titles aimed for audiences 13 years and higher included in the Graphic Novel collection.

Beginner Reader Collection

The Beginner reader collection bridges the gap between picture books and junior fiction. These resources encourage children to become capable readers through increasing levels of difficulty and assisting parents and carers to select appropriate items for the young reader.

Picture Book and Board Book Collection

The picture books and board book collections introduce reading and books to babies and toddlers as well as books for beginner/emerging readers. This collection leads to the development of language and literacy skills and the enjoyment of reading. Materials in this collection are highly illustrative with pictures supporting storylines.

Toy Collection

The toy collection is available for those aged 2 years and upwards. This collection supports the principles of play and contains toys, games and puzzles that develop and enhance skills such as: fine and gross motor; social; sensory; cognitive and imagination, and literacy and numeracy.

Adult Learning

This collection supports community members with English as a second language and/or literacy skills needs, providing materials for individual self-directed learning, as well as supporting teachers and tutors. The collection contains materials ranging from basic first readers' resources to advanced grammar texts, multi-media kits and online resources. Adult literacy collections are held at branches where there is demand.

DVD Collection

The DVD collections supports the educational, cultural and recreational needs of the community. Due to reducing demand, only titles originally transmitted or released within the last 5 years will be purchased. Where possible titles have Closed Captioning suitable for community members with hearing impairments and subtitles in English as well as other languages. MBRL use the Australian Classification Board's guidelines for DVDs.

R18+ DVDs *must* meet one of the following criteria to be purchased for the collection:

- Award winning e.g. Academy Award, AFI, BAFTA Golden Globe, Emmy, Palm D'or Award, Venice Film Festival etc.
- Based on a work of literature
- Received critical acclaim
- Considered a definitive work by a renowned director and/or actor/s

Music Collection

New additions to the collection may be purchased in response to community requests. MBRL subscribes to a music streaming service which provides music for all tastes and ages, including new and recent releases available to stream or download.

Audio Books

The audiobook collection includes resources in CD and MP3 formats, as well as digital audiobooks for download or streaming. This collection includes unabridged fiction and non-fiction titles that appeal to a wide-ranging audience.

Magazines

Magazines are curated to community needs/specific to library branches and are reviewed annually. Physical and digital magazines provide access to a wide range of popular interests including house and gardens, news, business, entertainment and hobbies, as well as Junior and Young Adult titles.

Newspapers

Print newspapers are provided at all libraries, except the Mobile Library. Newspapers provide current and topical information supporting the lending and reference collections. Newspapers provided at library branches vary depending on community demands.

Book Club Collection

The Book Club collection provides sets of 10 copies which may include a large print format. Both fiction and non-fiction titles aim to provide a variety of genres including popular and bestselling, award winning and thought-provoking titles. Titles considered include suggestions from the community and titles with high profile and high interest. Where possible alternative formats of book club titles are provided.

First Nations Collections

MBRL adheres to [ATSILIRN - Aboriginal and Torres Strait Islander Library and Information Resource Network \(aiatsis.gov.au\)](http://aiatsis.gov.au) protocols which guide good practice for libraries for interaction with Aboriginal and Torres Strait Islander people in the communities in which we work, and in handling materials with Aboriginal and Torres Strait Islander content. MBRL is committed to ensuring cultural safety and creating an environment that is safe for Aboriginal and Torres Strait Islander people and library services adhere to Council's Reconciliation Action Plan.

Welcoming Place collections are held at Caboolture, Bribie Island, Deception Bay and Redcliffe libraries and provide access to materials written by and for First Nations peoples, sharing their knowledge and perspectives, including fiction, non-fiction and newspapers. MBRL recognises the moral rights of First Nations people as owners of their knowledge and value their authorship and perspectives.

Local History Collection

Local history materials provide access to historic and contemporary records and information pertaining to the social and cultural history of the Moreton Bay Regional Council area including First Nations history and the history of exploration and settlement. The collection includes photographs, ephemera such as personal papers, posters and newsletters, local business and organisation records, regional newspapers, Council publications, maps and multi-media resources, such as oral history recordings and digital databases. Digitisation has been a priority for these collections, enabling community access to digital resources through the *Our Story* website <https://ourstory.moretonbay.qld.gov.au>.

Reference Collection

Reference materials are provided in both physical and digital formats across a broad range of subject areas supporting general enquiries, to starting points for in-depth research. Dictionaries, animal and plant identification guides, atlases, encyclopaedia, statistical information, and information about science and the arts may be found in this collection.

Genealogy

The genealogy collection supports the research and study of family history and includes diverse materials.

Languages other than English (LOTE)

MBRL provides access to collections of print materials, DVDs and online resources for adults and children in languages other than English. Languages held at each branch vary, reflecting the diversity across the region. The assessment and review of languages other than English collection items is informed through the ABS Census data identifying native speaking language groups in the region, annual review of LOTE usage statistics, and local interest.

eLibrary Collections

Digital and online resources include a range of downloadable collections and online resources that support learning and leisure for all ages. Digital lending collections include e-Books, e-Audiobooks, e-Magazines, streaming film and music. Online learning and reference resources include encyclopaedias; genealogy databases; literacy and educational games; language learning; and manuals and guides.

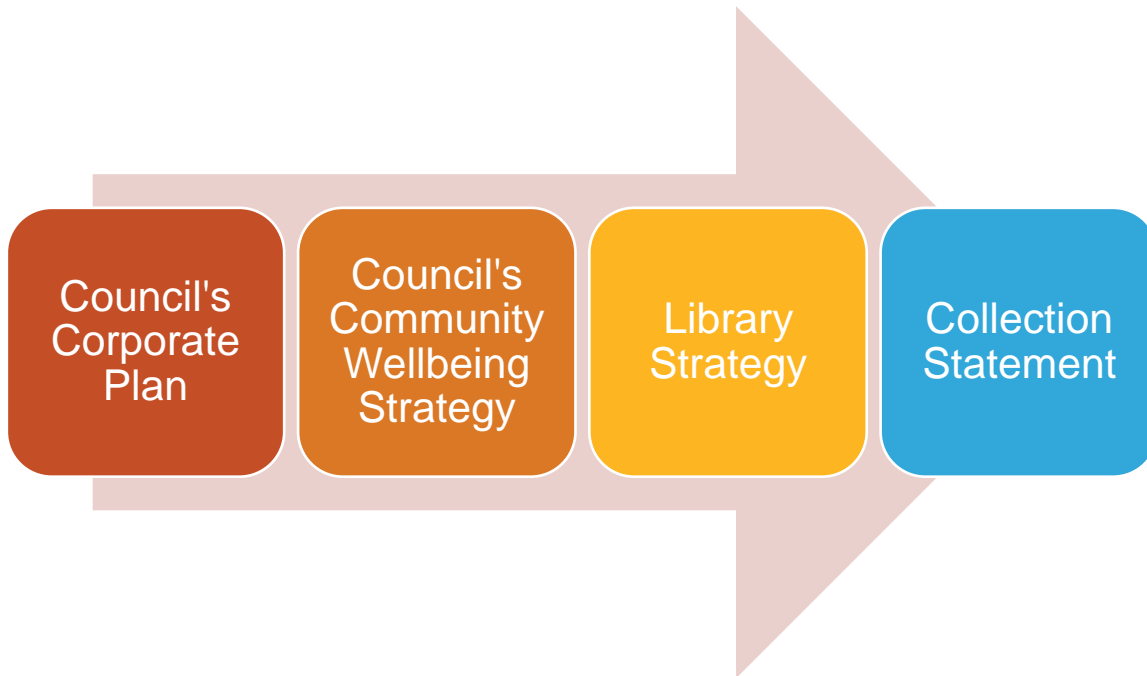
6. Collection Statement

Guiding Documents

The Collection Development Statement draws on a range of guiding documents including:

- Moreton Bay Regional Council's Corporate Plan 2022-2027
<https://www.moretonbay.qld.gov.au/Services/Reports-Policies/Corporate-Plan>
- (ALIA) Free Access to Information Statement, <https://read.alia.org.au/alia-free-access-information-statement>
- UNESCO Public Library Manifesto 2022, <https://repository.ifla.org/handle/123456789/2006>
- Queensland Public Library Standards and Guidelines, 1 July 2020,
<https://plconnect.slq.qld.gov.au/queensland-public-library-standards-and-guidelines>
- Service Level Agreement for Public Library Services between the Library Board of Queensland and Moreton Bay Regional Council
- Guidelines Standards and Outcome Measures for Australian Public Libraries, May 2021,
<https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>
- MBRL Library Strategy 2021-2024
- <http://www.classification.gov.au>
- Aboriginal and Torres Strait Islander Library, Information and Resource Network Protocols
[ATSI LIRN - Aboriginal and Torres Strait Islander Library and Information Resource Network \(aiatsis.gov.au\)](https://aiatsis.gov.au)

7. Collection Statement Fit





For more information on our new Corporate Plan and Pillars
scan the QR code or visit moretonbay.qld.gov.au