

Library Collection Development Policy

Objectives

This policy outlines the key principles guiding the development and management of the Bassendean Memorial Library collection, with the aim of ensuring that the Library:

- Provides a collection that meets the current and ongoing needs of its customers and the Town of Bassendean community, is inclusive without censorship or bias, and represents the diversity of our community to create a sense of belonging and connection
- Upholds the rights of its users to free, uncensored and equitable access to information with everyone having the same opportunity to seek, receive and impart information (within the law)
- Is transparent and accountable regarding selection, deselection and management of stock
- Adheres to professional values and practices in recognition of national guidelines, standards, policies and statements
- Is aligned with the Council’s strategic goals and planned outcomes

Detailed management practices, criteria and procedures can be found in the Library’s Collection Management Guidelines document.

Scope

This policy applies to the physical and digital Library collections and programs managed by the Bassendean Memorial Library service. The policy excludes the local history collection due to the unique nature and purpose of this collection which requires a separate policy.

Definitions

Collections	Physical and digital resources that are organized and owned by, or under licence to, the Library (including books, media, objects, digital copies such as eBooks and other items).
Deselection	The process of removing items from the library collection
Digital resources	Resources provided and stored in an electronic format including the internet, electronic databases, digital audio, images and film, eBooks, eAudio and eMagazines.

Format	The ways in which a resource may be presented including print, digital, paperback, audiobook.
Profile	A dynamic document that identifies core collection requirements provided to library suppliers to assist in selection.

Policy Statement

The Bassendean Memorial Library strives to develop and maintain a balanced collection that meets the informational, recreational, cultural and social needs of its community as well as responding to emerging trends in order to facilitate lifelong learning, social connection and a sense of local identity.

The Bassendean Library supports the right to access information within the law regardless of age, gender, race, religion, disability, cultural identity, sexuality, language, socioeconomic status, political allegiance or viewpoint.

The Bassendean Library is committed to the principles of equitable access, freedom of expression, freedom from censorship and privacy.

1. Collections

The Library's general collection aims to promote literacy and lifelong learning, while considering the needs and preferences of different demographic groups. The collection encompasses a wide range of materials and formats for people of all ages, backgrounds and literacy levels.

2. Procurement

The procurement of library materials complies with the Council's Purchasing Policy and is undertaken in accordance with the Council's Values and Code of Conduct.

3. Responsibility

Collection development is the responsibility of designated Library staff, adhering to established Library Collection Development Guidelines, approved and overseen by the Coordinator Library Services.

4. Acquisition

4.1 Selection methods

Items are ordered from select authorised library suppliers, using:

- Book lists and industry publications and review sites
- Requests and recommendations

- Professional knowledge and judgement of designated library staff
- Demographic profiling of the community (e.g. ABS, SEIFA, AECD)

4.2 Selection Criteria

Resources are selected according to criteria outlined in the Library Collection Development Guidelines, reviewed and approved by the Coordinator Library Services and Manager Community Services.

5. Intellectual Freedom

The State and Local Government Agreement for the Provision of Public Library Services in Western Australia states: “Access to information and ideas, free of censorship and the influence of sectional interests, will be unrestricted, within legal and regulatory obligations” (p.5).

The Bassendean Memorial Library upholds the principle of intellectual freedom and supports the Australian Library and Information Association’s [Free Access To Information Statement](#), and the [State Library of Western Australia Intellectual Freedom Policy](#).

In practice, this includes the following:

- Material shall not be excluded from the collection because it is controversial
- The library shall not restrict access to material on moral or ideological grounds except where restriction is required by law (noting that filtering on the Library’s public computers may restrict access to certain sites deemed inappropriate for use in a public space)
- It is the responsibility of parents and caregivers to monitor the reading and viewing choices of their children
- Objections to the inclusion, or exclusion, of items in the collection are to be submitted via completion of the Library’s Request for Reconsideration of Library Resource form. Requests will be responded to in accordance with this Policy, and with relevant state and federal legislation

6. Access

The Library’s collections are freely available to all users regardless of age, gender identity, physical or intellectual ability, or financial circumstance.

Library users without a fixed address may still access and borrow both physical and digital materials.

The Library endeavours to provide materials in a range of formats to support different modes of access, including Large Print, audio, digital and multilingual.

The Library provides a Books on Wheels service to residents and carers living within the Town of Bassendean who are not able to physically visit the Library due to age or disability (temporary or permanent).

7. Donations

The library welcomes donations of library resources from the public. Donations are accepted on the following conditions:

- Any donation becomes the property of the Town of Bassendean;
- Donations may be discarded, sold, returned to the owner or given away by the Library if it is decided that they are not suitable for inclusion into the collection
- Where donations are added to the book sale, items will be priced according to the Library's Fees & Charges as adopted by Council. All monies from such sales are the sole property of the Town of Bassendean
- The Library Service will not be bound in any way whatsoever to account to donors for the manner of the disposal of donated materials.

In some instances, donations may be turned away due to volume, condition, nature of the materials or lack of capacity.

8. Disposal

Regular deselection and disposal of materials from the collection is critical to preserve the collection's currency, value and condition. Library materials are removed from the shelves according to the criteria and procedures outlined in the Library Collection Development Guidelines, reviewed and approved by the Coordinator Library Services and Manager Community Services.

Deselected items may be donated, sold in the Library book sale or otherwise disposed of according to the Guidelines.

A report of all deselected items is provided at the end of each financial year to the Manager Finance Services for review.

9. Stocktake

A stocktake of the general collection is undertaken biennially during closure periods (or other optimal times at the discretion of the Coordinator Library Services) to ensure that the Library system accurately reflects the library's holdings. A report confirming completion is then provided by the Coordinator Library Services to the Manager Community Services.

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Legislation	<i>Library Board of Western Australia Act 1951</i> <i>State and Local Government Agreement for the Provision of Public Library Services in Western Australia September 2020.</i>		