

Collection Management Policy

KINGSTON INFORMATION & LIBRARY SERVICE



City of
KINGSTON

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GLOSSARY OF TERMS

Accessible environment	An environment that is culturally, physically and electronically accessible by all library customers
Accessing information	Skills employed by library staff and members in finding and locating information within the library and in the broader information community.
Australian Library and Information Association	Australia's peak library industry body
Branches	Main library branches, providing comprehensive services and collections
Collections	All resources collected, organised and circulated by the library service
Community information provider	The role the library plays in hosting and disseminating community and Council information
Community languages	Languages other than English
Community branches	Small branches with targeted collection to cater for a specific clientele
Community space	The Library's role of providing a space within the community that is freely accessible to everyone
Comprehensively collect	To collect all material that meets the library's quality standards that can be identified on a subject or by an author.
Cross-cultural:	The recognition of cultural diversity
Ethnic Community	Group of people usually from similar origins or birthplace, who identify with the same culture, traditions and values
First language	A Language Other Than English, spoken as a birthplace language by people or groups within the local community
Generally collect	To collect part of the material that meets the library's quality standards that can be identified on a subject or by an author.
Genres	A specific type, used in this document to refer to a specific type of literature, e.g. Mystery books
Home Library Service	The Library program which coordinates the delivery of library materials to customers who are unable to travel to the library independently.
Library service point	A building out of which library services are provided
LOTE	Languages Other Than English
Multi-media	A range of media formats, most particularly electronic media formats.
Multiculturalism:	The cultural and ethnic diversity of contemporary Australia

Popular recreational media centre	The Library's role as a source of recreational multimedia resources, including electronic, audio, CD, DVD and PC based formats.
Print handicapped	People who are unable, because of limited sight, to read a standard type face
Programs	All activities or events staged or hosted by the library service, to showcase library collections or services
Selectively collect	To collect the most significant material that meets the library's quality standards that can be identified on a subject or by an author.
Services	All functions undertaken by library staff to increase library customer's access to the library's collections
Standing order list	A list of popular authors placed with a supplier who supplies copies of new titles automatically
Stat Codes	A code allocated to all library items that identifies the collection and subcategories within this collection, to which they belong.
Weeding	Removal of unwanted stock based on defined criteria

COLLECTION DEVELOPMENT

The Collection Development Policy is a planning document produced by the Library that identifies and communicates the long and short-term collection goals and policies of Kingston Libraries. It aims to provide a general framework for the development of all collections, and is devised and maintained in consultation with library staff and customers.

In order to manage this collection the library must define both a policy and a procedure for collection management. Collection management is a composite of three major areas:

1. Selection
2. Collection management
3. Withdrawal.

Each of these areas needs an understanding of:

- New materials in print or in production
- Current collection profiles
- Identification and review of other information resources.

Collection management for the Kingston Libraries should be considered with extensive reference to:

- The current customer groups
- Demographic analysis of target community, i.e. the City of Kingston.
- The knowledge and experience of library staff
- Current theory and practice in library collection development

COLLECTION MANAGEMENT GOALS

The Library aims to provide an effective and properly managed information resource for the Kingston Community, and seeks to achieve this using the following techniques:

- collect and organise materials and facilitate access to them
- employ state-of-the-art methods in information delivery
- play an active and innovative role as a community information provider
- educate customers to become skilled in accessing information
- develop professionally competent and highly motivated staff
- provide a popular recreational media centre
- provide a community space that supports community access to these resources

Specific goals relating to collection development are:

- To provide current, high demand, high interest materials in a number of media formats, including books, DVDs, audio books, music CDs, digital formats including on-line subscriptions such as eBooks and eAudio books, as they become relevant.
- To provide broad, current and relevant information tools, in a variety of information formats, as above, to support the libraries stated role as an information gateway.
- The Kingston Libraries recognises that as well as providing recreational and informational resources to the community, the library also fills a role as a public space where people can access all forms of media in a safe and accessible environment.

The Kingston Libraries acknowledges this role and has outlined the following initiatives as for the library service as part of the annual Library Review:

- ◆ To improve the quality of the Library Service
- ◆ To clearly define the role of each library service point
- ◆ To foster cooperative links between the library and the community.
- ◆ To improve community access to information technology through the library service
- ◆ To improve access to library resources through institutional partnering
- ◆ To maximise cost effective management of the library service
- ◆ To continually develop an improved funding base for library services

RESPONSIBILITY

The Kingston Libraries operates through joint funding from both State and Local Government funding. The Victorian State Government Public Libraries Funding Program provides annual funding to councils, regional library corporations, and Vision Australia for the provision of public library services. This funding contributes to the purchase of collection items (physical and electronic), information technology, library and outreach programs, and other services provided by Victorian public libraries.

Local Government funding is allocated as part of the council's financial plan. Information detailing the City of Kingston financial plan is available from <https://www.kingston.vic.gov.au/About-Us/Plans-Policies-and-Publications/Council-Plan-and-Budget> and Kingston's Customer Service Centres.

The Collection Development Policy has been aligned with the strategic directions of City of Kingston's Council Plan 2017-2021 and developed in conjunction with ALIA and IFLA policies relating to literacy and equitable access to information.

Goals relating to library collections in the Council Plan include:

Goal 3. Our connected, inclusive, healthy and learning community

3.1 Respond to our community's social needs

3.2 Provide equitable access to services and facilities for all community members, irrespective of background and ability.

3.4 Promote an active, healthy and involved community life

3.5 Support learning and development

Goal 5. Our well governed and responsive organisation

5.2.3 Manage the procurement of goods and services to provide transparency and best value for money

The Manager, Libraries and Social Development is responsible for the supervision and management of the Library and is assisted by the Extended Management Team. The work of collection development and management is delegated to the Team Leader Library Customer Service and the Team Leader Library Collections & I.T., Collections Coordinator as well as specialist librarians who manage particular collections.

FUTURE STRATEGIC DIRECTIONS

This document aims to provide an overall direction for the development of the library's collections.

- A Collection Management program that responds to the expressed needs of the community, as well as the library's established strategic directions as outlined in other planning documents.
- A Collection Management program that offers the broadest possible access to the community, including physical access and electronic access.
- A Collection Management program that proactively identifies new information tools or media and seeks to make these available to the community.
- A Collection Management program that recognises special interest groups within the community and seeks to respond to their recreation and information needs, both from within Kingston Libraries' resources and by providing access to wider programs and resources.
- A Collection Maintenance program that ensures that the library meets minimum industry standards, supported by an articulated program of stock selection, maintenance and withdrawal.

As a part of the Collection management program the library will take into account the collections and resources of other library and information resources centres within the community. The library seeks to complement the resources of other information centres within the community, and/or establish strategic partnerships with these centres.

COOPERATIVE RELATIONSHIPS WITH OTHER LIBRARIES AND RESOURCES CENTRES

Other libraries' collections may impact on collection building decisions, especially where materials are located in close geographical proximity or are accessible through networking or formal Cooperative arrangements. Kingston Libraries will attempt to anticipate the impact of other library and resource centres on users and their needs, and will not duplicate materials where they are reasonably available elsewhere.

GENERAL ACCESS STATEMENT

The Library's collections, programs, services and library sites are designed to provide the broadest and most equitable access to the library's resources for all City of Kingston residents.

The Library's staff provide services to help customers access these resources. These services range from helping students to research information, providing access to Internet and email, online databases, electronic resources, navigating information on our customers devices and teaching how to use these devices, genealogy and local history resources, to recommending or locating recreational reading for customers.

The Library also provides and hosts a range of programs that showcase or inform customer about the library's services and collections.

Kingston Libraries members have unrestricted access to all library resources, subject to the limitations detailed in all library policies and guidelines. The Library offers the opportunity for parents or guardians to allow or not allow their children to have Internet access. When enrolling children, parents can indicate this on their child's membership. We allow teenagers over the age of 16 who are living independently from an adult to use the internet without having to obtain permission from parents in order to support them in their study.

Access and Equity

The ability to read, to use 'printed and written information to function in society' writes Dr Alan Bundy (University Librarian of the University of South Australia, Director of the Bob Hawke Prime Ministerial Library and convener of the Australian Library and Information Association Information Literacy Special interest group) allows people to 'function in society, to achieve one's goals and to develop one's knowledge and potential.'

If the library user's first language is other than English, this may reduce their potential access to library resources. To overcome this problem, library has developed specifically focused LOTE collections for language groups of a significant population size, within the Kingston community.

The library service will endeavour to purchase resources relating to Aboriginal and Torres Strait Islanders, to ensure our customer have access to Aboriginal authors and information.

The library Service aims to assist those ESL/ Adult Literacy customers by purchasing a range of resources including digital resources. We also purchase Dylexia friendly resources which are interfiled into relevant collections and identified with a sticker.

The library runs an Auslan storytime which is lived streamed and endeavours to purchase Auslan picture books where available which are interfiled into our picture book collection.

'The ability to access and use technology is fundamental to meaningful engagement in Australian society.' [Guidelines, Standards and Outcome Measures for Australian Public Libraries, July 2016.](#) Kingston Libraries aims to address this by running digital literacy classes and lending of iPads and to gain digital literacy skills and providing equitable access to library eResources such as eBooks, eMagazines and movie streaming.

CENSORSHIP

The following paragraphs are an excerpt from a policy statement issued by ALIA. Kingston Libraries is an institutional member of the ALIA and supports this statement.

A.L.I.A.'s Statement on Freedom to Read.

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

“STATEMENT ON FREEDOM TO READ

The Library Association of Australia, believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following principles as basic and distinctive of the obligations and responsibilities of a librarian:

1. A primary purpose of a library service is to provide information through books and other media on all matters which are appropriate to the library concerned.
2. A librarian must protect the essential confidential relationship which exists between a library user and the library.
3. The functions of the librarian include: to promote the use of materials in the librarian's care; to ensure that the resources of the library are adequate to its purpose; to obtain additional information from outside sources to meet the needs of readers; to cater for interest in all relevant facets of knowledge, literature and contemporary issues, including those of a controversial nature; but neither to promote or suppress particular ideas and beliefs.
4. A librarian, while recognising that powers of censorship exist and are legally vested in state and federal governments, should resist attempts by individuals or organised groups within the community to determine what library materials are to be, or are not to be, available to the users of the library.
5. A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity, effectiveness of expression or accuracy of information which are required by the library concerned. Material should not be rejected on the grounds that its content is controversial or likely to offend some sections of the library's community.
6. A librarian should uphold the right of all Australians to have access to library services and materials and should not discriminate against users on the grounds of age, sex, race, religion, national origin, disability, economic condition, individual lifestyle or political or social views.
7. A librarian must obey the laws relating to books and libraries, but if the laws or their administration conflict with the principles put forward in this statement, the librarian should be free to move for the amendment of these laws.

Australian Library and Information Association's Statement on Freedom to Read

- Adopted: 1971 Amended: 1979 1985.

The library follows the censorship ratings of the Office of Film and Literature Classification.

<http://www.classification.gov.au/Public/Pages/Home.aspx>

The powers of censorship are vested in both federal and state governments. Material prohibited by law or requiring closed access will not be included in the collection. Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the selection criteria.

It does not select console games with a rating higher than 'MA 15+'. The library may select controversial titles when the literary or cultural value of the work merits its inclusion. This may include "R 18+" DVD's" and "R18+ Blurays" that are deemed of literary merit such as classic films, award-winning and critically acclaimed films. The Library reserves the right to refuse suggestions that it deems are not in line with our Collection Development policy. The library does not collect any material on State or Federal proscribed lists. For all disc media, the rating legend of OFLC is displayed near the location of the relevant collection.

The Library subscribes to an online movie streaming service available to use at home via a link on the library website. The main content site contains only Australian rated content with may include "R 18+ Rated" titles of literary merit or high popular interest. This service provides a separate Kids only content platform link which can be selected by parents within the main content site.

Parents or Guardians are responsible for determining the suitability of resources used by their children. Selection of material will not be inhibited by the possibility that inappropriate items may inadvertently come into the possession of children.

LOTE ACCESS

The Advisory Council on Multicultural Affairs (2016) outlined the principles for a multicultural Australia. These principles underpin the framework for library services. In it they state, that 'The Australian Government is acting through the Multicultural Access and Equity Policy to ensure that its programmes and services meet the needs of all Australians, whatever their cultural and linguistic backgrounds' [The Multicultural Access and Equity Policy Guide \(2016\)](#).

Collections

The Kingston Libraries will provide LOTE library materials in the following formats:

- Newspapers and magazines in languages other than English, both Australian titles and titles published elsewhere, to reflect the needs and linguistic background of local communities.
- Recreational and informational materials in languages with significant identified populations within the local community.
- Materials in a range of formats, including books, DVDs, Music CDs and e-products to increase the accessibility of the collection.
- Materials (in English) which reflect and describe accurately the cultural and religious diversity of local communities.

THE LIBRARY RESOURCES ACCESS

Kingston Libraries currently has nine library service points; Chelsea, Cheltenham, Clarinda, Dingley, Highett, Moorabbin, Parkdale, Patterson Lakes and Westall. The Home Library Service Program also operates out of Parkdale.

There are three main branches with full service provision with a wide range of resources and facilities. These branches are Parkdale, Cheltenham and Chelsea. The size and roles of the smaller or community branches vary within the organisation, as do their collections and borrower profiles. Community branch libraries, unable to accommodate a wide ranging fiction and non-fiction collection, and unable to support specialist staff such as Youth Services will attract a different user group from a larger service point with a broader collection and a circulation turnover that justifies specialist staff.

A smaller community branch library may be able to offer a more personalised service to customers with a stronger need or inclination for help in using the library's resources - this customer group may find the quicker pace of a larger branch less comfortable. This group could include elderly, LOTE customers, or customers with very young children.

This definition of the library's community must include both the needs of current library users and also the perceived needs of community members who do not currently use the library. The library will seek to identify both current and potential customer needs through the use of public surveys and polls.

The Library also provides alternative methods of access to our collections through cooperative ventures such as Libraries Australia and Library Link. These databases can be accessed internationally, and material can be requested nationally using the interlibrary loans scheme.

The library's Home Library Service Program offers access to the collection for frail or housebound customers. Application to this program is assessed on a needs criteria. In addition the council runs a Community Bus which visits our main library branches fortnightly to those in the community unable to get to library branches independently. Further information can be obtained at <https://www.kingston.vic.gov.au/library/Library-Services/Home-Library-Service>

Kingston Library's website (<http://www.kingston.vic.gov.au/library/Home>) gives access to the library catalogue, borrower records, customer services such as reservations, renewal and information about the library facilities and programmes.

CITY OF KINGSTON DEMOGRAPHICS

The City of Kingston has a population of 2016 population of 151, 389 people. It covers 91.1 square kilometres.

Within the City of Kingston there are a number of identifiable population characteristics that can be used to tailor the collections at each of the library service points. This will increase the relevance of each collection to the local community, while also recognising the overall role of this service point within the citywide organisation.

The demographic indicators that have been identified as relevant, within this report are:

- Population by Age: This will be useful in the allocation of specific collection such as Picture books or large print materials.
- Language spoken at home: This information will allow the identification of the languages that are spoken within the community and the allocation of this material to specific branches.
- Hours worked and Level of Employment: This data will be useful in the allocation of opening hours - a principally domicile suburb may require different opening hours from one where the dominant population group is aged.
- Car ownership and Methods of travel: This information will indicate how important it is to maintain proximity to public access for all library service points.
- Computer Ownership: This information will indicate the level of community awareness and interest in the uses of information technology as an information tool.

The City of Kingston Annual Report and current demographics found at:

<https://www.kingston.vic.gov.au/About-Us/Plans-Policies-and-Publications/Annual-Report>

<http://www.kingston.vic.gov.au/About-Us/City-of-Kingston/City-Population-and-History/Demographics>

LIBRARY BORROWERS AND CUSTOMERS

The potential library client group is unlimited. Anyone with current official identification can become a member of the Kingston Libraries. In this document the client group will be defined as the members of the City of Kingston community: people who live, work, or study within the City of Kingston.

Loans limits have been established for all formats to increase access to library materials by as broad a range of the community as possible.

GIFTS AND DONATIONS

The Library will accept gifts of materials provided that they fall within its collection criteria, and will also be pleased to receive donations of money.

Only donations less than 1 year old will be considered, and then on the understanding that the Library has control over what will be added to the collection and where they will be located. Collection managers should only accept items that will enhance the collection. Donations that are not suitable will be offered to Op Shops, Council run family services or a charity organization, or discarded.

As a general rule the following items are not accepted as donations:

- Periodicals
- Textbooks
- Encyclopaedias
- DVDs for regions outside Australia
- Outdated formats, such as Cassettes and Videos

COLLECTION PRIORITIES

In meeting the goals previously outlined in this document, the Library recognises a number of priorities in building its collections:

Information and Educational Resources

- To comprehensively collect general information works in all media formats, including standard works in each of the major subject areas. As part of this goal, the Library provides access to material in electronic format. In order to facilitate this, the library provides and supports public use internet terminals at all branches and public access wifi. This process occasionally fails, and while the library takes every reasonable action to ensure that Internet access is available to all patrons with legitimate bookings, the Library Service also reserves the right to cancel a booking should it become necessary to do so.
- The library accepts no responsibility for the integrity of data transferred using library hardware or software. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet. Internet resources may contain material of a controversial nature. The Library cannot censor access to materials nor protect users from offensive information. It remains the responsibility of the user (or parent, guardian or care giver) to determine what is appropriate.
- The library reserves the right to implement software and hardware control mechanisms to block information the library has determined inconsistent with its mission. The library assumes no responsibility for any damages, direct or indirect, arising from use of its database server or from its connection to other Internet services, or from use of borrowed software.

Recreational Resources

- To comprehensively collect popular literature to meet the demands of library users.
- To comprehensively collect large print and audio book material to reflect the demand created by an aging population within Kingston.
- To generally collect picture books, junior and young adult fiction in all media formats to promote the use of the library by children and teenagers
- To collect general magazines and newspapers to reflect the interests of the community
- To selectively collect LOTE (languages other than English) materials in the top four languages that occur within Kingston's community. These include Greek, Italian, Arabic, Chinese and Vietnamese.

Anticipated Future Demand

Finally, material which does not fit current user requirement but which the library anticipates will be useful for future collections may be purchased if it is considered appropriate for the general interest of users and the scope of the Library's collections.

COLLECTION MANAGEMENT PROCEDURES

The following is an outline of the process through which the library manages its collections. In outlining this process the library has developed a coordinated and methodical approach to the acquisition, rotation and withdrawal of library materials.

Stock Selection

Although selection has been listed as the first part of the three sections of collection management, it must be set and evaluated with a clear understanding of the whole library collection. The collection profiles for each of the Kingston Libraries' branches, and the demographic profiles of communities within the City of Kingston's provide a context in which to examine the library's collections.

Material will be acquired for the collection through purchase and gift. They will be acquired in the most appropriate form for the library customer, restrictions being economy, general customer needs, durability, ease of use, frequency of use and relevance to subject. It is the aim of the City of Kingston to develop and maintain a relevant and responsive community library collection, appropriate to the recreational reading needs, information needs or interests and educational support. Kingston Libraries are not concerned with acquiring curriculum materials for educational courses, i.e. textbooks.

Duplication

Kingston Libraries will only duplicate materials where:

- a) Sufficient public demand exists
- b) The material is of sufficient importance or public interest to warrant multiple copies being specifically available at library service points.

Final decisions for the purchase of all library materials rest with the Library Manager.

The Team Leader of Library Collections and I.T, the Collections Coordinator and Specialist Librarians carry out selection.

Members of the community also recommend library materials for purchase. These are submitted to the appropriate librarians or through the library customer service staff, and assessed for purchase by the Team Leader of Library Collections and I.T.

Journal selection is undertaken by the Branch Coordinators, in consultation with the Team Leader Library Customer Service and the Team Leader of Library Collections and I.T.

The Team Leader of Library Collections and I.T. must approve requests for networked electronic resources. The council's IT department will check hardware and software requirements and determine the appropriate level of access for each database.

Criteria for selection

Depending on the type of material being considered and the particular subject area criteria may include:

- Relevance to the actual or potential needs of the users of the Kingston Libraries
- Potential use made of item by an average borrower
- Scope and content
- Depth of the existing collection in the subject
- Quality
- Currency
- Date of publication
- Suitability of Format
- Timeliness
- Price
- Suitability for different age levels and audience
- Language and country of origin
- Literary Merit
- In the case of printed materials, availability in other Victorian Libraries on the Web

Criteria for electronic resources also include:

- Relevance to the actual or potential needs of the users of the Kingston Libraries
- Level of access (stand-alone or networked, availability to access from home, Library Server, via the Internet)
- Relationship to the print version
- Availability of familiar search software
- Number of simultaneous users
- Document delivery facilities
- Price
- Country of origin

Acquisitions Policy and Procedures

The Team Leader of Library Collections and I.T. has identified a number of preferred suppliers, using the criteria of price, delivery and the range of materials available. These suppliers are reviewed on an annual basis. Kingston Libraries are also a member of Procurement Australia, who facilitate public tenders and established contracts for members.

The library acquisitions are largely supplied by standing order for fiction, dvds, cds, and some non fiction. This list is reviewed annually to ensure it is comprehensive and relevant.

Collections are also customer driven by receiving and considering suggestions from the Kingston community online and in person. Items are considered and purchased as long as they fit within collection guidelines and dependant on availability from our wide range of suppliers.

Lastly specialist staff keep up with upcoming publications, anticipate demand for new topics and popular releases by monitoring media, receiving feedback from the community and staff, and by utilising and building relationships with specialist library suppliers who keep us informed.

Classification and Organisation

The library uses the Dewey Decimal System to classify non-fiction materials. Fiction collections are classified by author surname and some titles are subdivided by genre, which are shelved in separate sequence.

Stock Circulation

All Library stock except for magazines, reference, Local History, Genealogy and some electronic formats are floating which means that it remains at the branch where it was returned unless there is already a copy on the shelf, then it is moved on to another branch. Library stock is regularly transferred between library branches. This process is undertaken to refresh collections at each library branch. It is designed to provide all library customers with regular access to new or previously unseen items and it ensures that library stock is used in the most efficient way possible, to meet the needs of library users, allowing all customer access to as many titles in the library's collection as possible.

The process involves the transfer of stock between each library branches, in an organised sequence. Material is selected from the specified collections. All items will be high interest materials in good condition.

Weeding

A program of stock revision ensures that the collections are relevant to users' needs and that best use is made of the available space.

Weeding improves the library's collections by removing books that are obsolete or unattractive which improves the appearance of the collection by increasing the proportion of new books to old on the library shelves. By regularly weeding the collection, the library's reputation for current authoritative material is increased, as customers are more likely to find only current material on the shelves.

Material that has no potential future use is withdrawn. Senior library staff checks all items selected for withdrawal and final responsibility for decisions on particular items rest with the Library Branch Manager.

Withdrawn material will be disposed of by donation to charity organisations.

UPDATING OF THE COLLECTION DEVELOPMENT POLICY

This document will be reviewed annually and revised as required.

COLLECTION BY CLASSIFICATION

Adult Fiction

To provide a broad collection of fiction material that will meet reading tastes of the community. Selection will be influenced by public demand, as expressed through requests, reviews and usage statistics. Collection management is demand driven by the philosophy of 'just in time' not 'just in case'.

A popular fiction collection including new, contemporary and popular authors

A literary fiction collection identified by Australian and International awards including:

- Age Book of the Year
- Aurealis Awards
- Black Dagger
- Booker Award
- Hugo Award
- Miles Franklin Award
- Ned Kelly Awards
- Victorian Premier's Award

Large Print

The large print collection provides material in larger print for print handicapped customer.

This collection is available to all library customers.

It is intended primarily for customer with sight impairment. A variety of formats are purchased, including soft cover items which are lighter to hold, or hardcover items that are easier for frail or arthritic customer to hold and read.

Non-Fiction

To meet the information needs of library customer

To fulfil the library's educational role in the community, including our commitment to life-long learning

To support the recreational interests of the library's customer

The collection is customer driven and as comprehensive as possible. Australian content is preferred.

Selective coverage is driven by public demand. The library will provide general works in major knowledge areas.

Several areas of continuing popular interest include:

- Art especially Australian Art
- Biographies
- Computers
- Cookery
- Craft
- Gardening
- Health
- Pet care
- Popular philosophy and psychology
- Self help
- Small business management
- Travel guides

Parenting Collection

The Parenting Collection is designed to provide information about pregnancy, pre-natal, post-natal and general child development. It also includes picture books that explore special topics i.e. death, divorce, moving, abuse, new siblings etc.

The material in this collection is available for use by a general adult audience, but the collection is designed for use by current and future parents.

The library collects broadly for this collection. Material is selected when seen. Suggestions are also encouraged and welcomed. Australian content is preferred. Also from suggestions from the Maternal Child Health nurses in Kingston.

Areas covered in the collection include:

- Pregnancy
- Birth options, e.g. Home births
- Post-natal health and complications, e.g. Post-natal depression
- Infant care, health and development, e.g. breast feeding
- Toddler care, health and development, e.g. sleep training
- Pre-schooler care, health and development, e.g. introduction to reading
- Problems both medical and emotional, which children have to deal with at home and at school.
- Serious subjects such as the Holocaust, which are printed in picture book format and intended for parents to supervise children's access.

Talking books on CD

The library's Talking Book collection is separated into the Junior Talking Books, the Young Adult Talking Books and the Adult Talking Books collections.

The library collects in multiple media formats in order to remain culturally and technically relevant to the interests and experiences of all library customers. Non-book media formats also allow customer who are unable or reluctant to use traditional media formats to find information or recreational resources within the library's collection.

Collection development is driven by public demand, expressed through requests, reviews and statistics. It is interesting to note that Adult talking books are used increasingly by long distance travellers who often have CD players in their cars.

Popular Adult, Young Adult and Junior Fiction and Non-Fiction collections.

The fiction collections includes new, contemporary and popular authors

The non-fiction collections principally include autobiography, biography, humour and travel.

A general collection of popular authors, including classic authors when there is a strong demand

Some Adult, Young Adult and Junior talking books are given a genre category to aid customer in selecting material of personal interest. These genres are identified in Appendix 10: Audio Book Genres.

DVD & Blu-Ray DVD

The library's DVDs are separated into the Junior DVD and the Adult DVD collections. These collections form part of the library's recreational material. The library collects in multimedia formats in order to remain culturally and technically relevant to the interests and experiences of all library customers. DVDs enable the selection of languages other than English and also enable viewing with subtitles in English and other languages thus providing greater access and equity for all library customers. Non-book media formats also allow customer who are unable or reluctant to use traditional resources within the library's collection.

Coverage is selective, driven by commercial availability and public demand for particular titles.

The library buys extensively in adult and children's fiction DVDs, including:

- Animated feature films
- Children's cartoons
- Feature films
- Popular children's performers
- Television Series including documentaries

Music CDs

This collection forms part of the library's recreational material. The library's CDs are separated into the Junior Music CD and the Adult Music CD collections.

The library collects in multimedia formats in order to remain culturally and technically relevant to the interests and experiences of all library customers. Non-book media formats also allow customer who are unable or reluctant to use traditional media formats, to find information or recreational resources within the library's collection.

The Library collects broadly in both popular and alternative categories. These include;

- Alternative
- Children's
- Classical
- Country music
- Easy Listening
- Folk / Blues
- Jazz
- Movie soundtracks
- Popular
- Rock
- Spoken word
- World music

The Library adheres to the Australian Censors Classification System for all audio visual material and does not purchase Music CDs with offensive language warnings on the labels because of the difficulty of managing restricted titles in a public environment.

CD ROMs

The CD ROM collection forms part of the library's recreational and informational material. This is a very small collection interfiled as part of specialist collections. This is reflected in the restricted titles available to purchase, and low interest from the public.

Major areas of interest include:

- Genealogy
- ESL and Adult Literacy

Console Games

The Console Games collection forms part of the library's recreational material. The collection is comprised of popular material, including fiction and non-fiction titles. They are classified by the games console required for use. E.g. Nintendo Wii, Sony Playstation and Microsoft Xbox.

The library collects in multimedia formats in order to remain culturally and technically relevant to the interests and experiences of all library customers.

Coverage is selective, driven by the commercial availability. Within this limitation, the Library collects broadly in the following major areas of interest:

- Action
- Adventure
- Educational
- Fantasy
- Feature films and television links
- Fitness
- Lifestyle
- Music
- Puzzle
- Role Playing
- Science
- Sport

Electronic Devices

The electronic devices collection forms part of the library's recreational and educational services. The collection is comprised of devices such as iPad tablets, Playaway Launchpads, CD Players and Device chargers.

The library provides this service in order to remain culturally and technically relevant to the interests and experiences of all library customers and to provide digital literacy and equality to all of our patrons. To proactively help our patrons become more comfortable with new technology, such as ebooks, ebook readers, PDF annotation software, and mobile interfaces.

Electronic devices provide a positive recreational/educational environment. To take advantage of this the library provides devices suitable for adult and junior format.

Magazines

The library maintains both Adult and Junior Magazine collections. These provide customer with current, topical and popular culture information. The information available in this format is often ephemeral and therefore held for a limited time period. The collection is designed with a limited life span and all items are expected to have high use figures.

The collection is selective, and includes titles covering;

- Arts and craft
- Car maintenance

- Computers
- Cookery
- DIY
- Fashion
- Gardening
- Gossip
- Health
- Hobbies
- Interior decoration
- Lifestyle
- LOTE titles
- Parenting
- Personal development
- Pet care
- Popular culture
- Popular philosophy and psychology
- Science
- Self help
- Small business management
- Sport
- Travel and travel guides

Newspapers

To provide a range of local and national newspapers to enable library users to access current affairs and to provide current information for study purposes

The newspaper collection will include local, state and national newspapers, as well as some of special interest.

Local History Collection

Kingston's Local History Collection is intended to include any item, regardless of format, that relates or contributes to a better knowledge of the history and development of the Local Area. The Local Area is defined geographically and includes a number of regions, which decrease in priority as they become more remote from the Primary Local Area.

- Primary Local Area
Any location within the current boundaries of the City of Kingston, established 1994. Also

areas contiguous to the current City of Kingston boundaries, particularly those that were previously part of the five councils that were incorporated into the City of Kingston.

- Secondary Area of interest
 - The Melbourne suburban district
 - Tertiary Areas of interest
 - Other areas within Australia
 - Publications produced by the City of Kingston, and works produced by other organisations that relate specifically to the City of Kingston or adjacent municipalities may be duplicated in the Kingston Collection.

A major rationale for the development of the Local History Collection is to ensure that the library holds a broad collection of documents and ephemeral material that provide insight into the development of the local area over time. As some of this material is rare or unique, part of the collection is held as a closed collection in the library archives. Where items are on restricted access, this will be indicated on the stock item record.

Access to the closed collection is available via the catalogue and items may be viewed on request.

The Library seeks to comprehensively collect all published and unpublished works about the City of Kingston. The library will also collect maps, photographs, and other ephemeral material that relates to the history of the Primary Local Area

There is also a Closed Collection at Parkdale library that houses items of significance to the Kingston area. Items are held in this collection to preserve their existence in the Kingston Libraries collection. They are available for viewing in the library. For enquiries about this collection please consult library staff.

The Library has access to a range of online historical resources which can be found at <https://www.kingston.vic.gov.au/library/Library-Services/Local-History> including a link to the Kingston Historical website which includes the Leader Photographic collection.

As digitisation projects are completed it is anticipated more information will become available for access online.

Genealogy

The Genealogical records held at the Kingston Libraries include catalogues of the Birth, Death and Marriage records from Australian, Asian, Europe and the British Isles and America.

These catalogues are available to customer to identify people from previous generations, often in order to develop an accurate family tree. They list registry numbers to allow the researcher to request a Birth, Death or Marriage certificate from the registry at which it is held. For example, access to the Victorian birth, death or marriage certificates is via the Registry of Births / Deaths & Marriages in Melbourne. This collection is held in both physical and electronic formats. They are available via the library website: <https://www.kingston.vic.gov.au/library/Library-Services/Family-History-Resources>

Genealogical catalogues are collected broadly for most Australian states.

Availability, cost and public demand, in the form of statistics and suggestions, are the strongest factors in managing this collection.

LOTE (Languages Other Than English) Fiction

Policy Statement / Rationale

To provide access to fiction materials in languages other than English. Selection will be influenced by public demand, as expressed through requests, reviews and statistics.

The Library collects in Languages other than English, where the population size of a group who speak a language other than English at home¹ is greater than three percent of the total Kingston population.

The library currently buys fiction books in Chinese (Mandarin), Greek, Italian and Vietnamese languages, and to a lesser extent, Arabic, and Turkish.

Bilingual Picture books are also purchased with a broader range of language.

Selection is influenced by publicly demonstrated demand via loan statistics and borrower requests.

LOTE books are purchased from a small number of specialist suppliers, and all selection is subject to commercial availability.

LOTE (Languages Other Than English) Non-Fiction

To provide access to non-fiction materials in languages other than English. This collection is intended to provide materials that reflect and strengthen the diversity of linguistic and cultural backgrounds.

Selection will be influenced by public demand, as expressed through requests, reviews and statistics.

The Library collects in Languages other than English, where the population size of a group who speak a language other than English at home² is greater than three percent of the total Kingston population.

The library currently buys non-fiction books in Chinese (Mandarin), Greek, Italian and Vietnamese languages.

Selection is influenced by publicly demonstrated demand via loan statistics and borrower requests.

LOTE books are purchased from a small number of specialist suppliers, and all selection is subject to commercial availability.

¹ Australian Bureau of Statistics figures 2011

² Australian Bureau of Statistics figures 2011

LOTE (Languages Other Than English) Magazines

The library maintains a magazine collection to provide customer with current, topical and popular cultural information. The LOTE magazine collections are indented to supplement the more static fiction collection, in which limited material is available.

The information available in this format is often ephemeral and is held for a limited time period. The collection is designed with a limited life span and all items are expected to have high use figures.

The collection is selective, and includes titles covering;

- Arts and craft
- Cookery
- DIY
- Fashion
- Gardening
- Health
- Hobbies
- Personal development
- Popular culture

LOTE Audio Visual (Music CDs and DVDs)

To provide access to materials in languages other than English. Selection will be influenced by public demand, as expressed through requests, reviews and statistics.

The Library collects in Languages other than English, where the population size of a group who speak a language other than English at home³ is greater than three percent of the total Kingston population.

Music CDs

The Library collects mainly works by popular, indigenous musical performers.

The Library adheres to the Australian censors classification system for all audio visual material and does not collect materials with a higher than M rating, because of the difficulty of managing restricted titles in a public environment.

DVDs

The Library collects broadly in creative works, with an emphasis on local or indigenous performers, production and content.

The Library adheres to the Australian censors classification system for DVDs and does not collect materials with a higher than MA15+ rating, because of the difficulty of managing restricted titles in a public environment.

³ Australian Bureau of Statistics figures 2011

Picture Books

The Library collects picture books to encourage children of all ages to understand simple concepts, and to aid in their development of word and image recognition.

Picture books are designed, with bright illustrations and simple text, to promote and nurture a lifelong love of reading.

This collection is designed for pre-literate children. It provides a range of material for parents to read to children. The collection includes;

- board books
- stories without words
- books with simple text and illustrations, e.g. Bruna
- books with more complex text and illustrations
- bilingual books in a range of LOTE languages

Picture books are purchased by selection at the library from material left by suppliers or by visits to specialised booksellers.

Selection is informed by loan statistics and borrower requests. All selection is subject to commercial availability.

Early Readers

Early Readers are bridging books, designed for children who are just beginning to read independently.

These books are designed as a transitional format that provides a 'bridge' for a child moving from picture books to junior fiction books. They are also called chapter books as these are often the first books a child reads with chapters.

The Early Reader collection is developed for children who are beginning to read independently. They are often in grades one to three at school and broadly include children in the age range of between five to eight. Books in this collection cover topics of interest to children in these age groups and importantly, the vocabulary and concepts must also be appropriate for this stage in the child's development.

Story time Collection

The library provides regular Story times, at all Branch libraries and some Community libraries, in order to encourage children to understand, appreciate and enjoy reading and the written word. To support this program, the library maintains a closed collection, called the Story time collection. Access to this collection is restricted to library staff. The collection is designed to provide the staff delivering the story time program with a wide range of picture books, including classics, new titles or books in alternative formats, such as pop-up books, which provide variety and interaction as part of the activity.

Books included in the Story time collection should have a simple story with high impact illustrations.

Books that create a highly interactive exchange between the storyteller and the children attending the session, such as pop up books, books with recurring sounds or visual images that the children can repeat or identify with, and books with rhyming or onomatopoeic text desirable in this collection.

Picture books that tell well-known fairy tales and nursery rhymes will also be included in this collection.

Story time books are selected as part of the general picture books selection process, and are purchased by library staff from material brought to the library, by suppliers

Selection is informed by loan statistics and borrower requests. All selection is subject to commercial availability.

Junior Fiction

To promote an enjoyment of reading by providing a wide range of interesting and appealing books for children up to the age of twelve.

Selection will be influenced by public demand, as expressed through requests, reviews, award winning titles and statistics. Collection management is demand driven by the philosophy of 'just in time' not 'just in case'.

- A popular fiction collection including new, contemporary and popular authors and series
- A literary fiction collection identified by Australian and International awards including:
 - Children's Book Council Awards
 - Newberry medal awards
- A general collection of reprints by popular authors, including classic authors when there is a strong demand, for example when a junior fiction item appears on a school reading lists
- Fiction in identified genres such as humour, mystery, Dyslexia Friendly with Genre sticker keys displayed though the library collection

Young Adult Fiction

The Young Adult collection provides customer between the age of twelve and eighteen with an identifiable 'place' and collection within that library. This collection should reflect their interests and ideas and by offering them this resource, the library seeks to retain these customers during their teenage years, encouraging them to become adult library users.

Selection will be influenced by public demand, as expressed through requests, reviews, award winning titles and statistics.

- 1 A popular fiction collection including new, contemporary and popular authors and series
- 2 A literary fiction collection identified by Australian and International awards including the Inky awards from Inside a Dog <https://insideadog.com.au/page/inky-awards>
- 3 A general collection of reprints by popular authors, including classic authors when there is a strong demand.

Reference Collection

The collection is designed to ensure the availability of accurate, up-to-date reference resources to support library user's information and recreational needs.

It provides relevant resources for library staff to give readers advice and to find answers for most customers' information needs.

A major rationale for the development of a Reference collection is to ensure that the library holds basic information on a wide range of subjects that will always be available to customer while the library is open. For this reason, Reference items are not available for loan and should always be available for borrower use.

Reference information is also available in online collections including the library website. The ratio of print reference materials will be monitored according to use and demand and may be reduced overtime. The publishing of hard copy reference books is declining and it is recommended customers and staff search for information online first to ensure they obtain the most current version.

This collection is composed of broad, authoritative works on a wide range of subjects. A large number of the items in this collection are encyclopaedias, dictionaries and other generalist works. The material in the collection can be any format, but the bulk of the collection would be designed to be consulted for information rather than to be read consecutively.

English as a Second Language / Literacy

To provide fiction and non-fiction material in a range of different formats to assist members of the community who are learning to read English, as well as adults learning to read and write for the first time.

- Fiction books (some abridged) specifically designed & published for ESL/Literacy students at different learning levels.

- Non-fiction books on topics relating to language learning i.e.: grammar, spelling, punctuation etc.
- Audio kits comprising a fiction book with the story on an accompanying audio tape
- Non-fiction instructional DVDs
- CD-ROMs
- Electronic web based resources

Kingston Collection

This collection includes any publication produced by the City of Kingston, and may include works produced by other organisations that relate specifically to the City of Kingston or adjacent municipalities. Some documents that provide insight into the formation of the City of Kingston or amalgamation of former councils may be included.

A major rationale for the development of a Kingston Collection is to ensure that the library holds a comprehensive collection of all documents published by the City of Kingston since it was established in 1994. For this reason the Kingston Collection is a closed collection.

Access to the collection is available via the catalogue and items may be viewed on request.

This collection seeks to include all documents published by the City of Kingston since it was established in 1994, as well as works produced by other organisations that relate specifically to the City of Kingston or adjacent municipalities.

Some material may be considered sensitive, and will not be available for public access. These items will not be listed on the public catalogue.

Electronic Resources

To provide comprehensive and timely information on topical issues, particularly where this information is unavailable in print format. The library anticipates that over time, this format will become an increasingly dominant format for information where currency is a critical factor as many reference publications in particular no longer print a hard copy version.

This collection contains databases, eBooks, eAudiobooks, eMagazines, eNewspapers, Language resources, and eMovies.

This collection includes current and sometimes ephemeral information that will often not be reproduced in print.

View the ELibrary collection for further details of resources subscribed to

<https://www.kingston.vic.gov.au/library/eLibrary>