



Content Guidelines – Public Library Collections

1. Objective

The Public Library Collections support public libraries and Indigenous Knowledge Centres (IKC) across Queensland to deliver efficient and effective library and information services in their communities. The collections are funded through the Public Library Grant, which is provided by the Queensland State Government through the Library Board of Queensland. Items are selected, purchased, and managed by State Library of Queensland and distributed to libraries and IKCs.

1.1 Relevant collections

- Rural Libraries Queensland (RLQ) and IKC Collections
- Statewide Collections

1.2 Intent

These collections support the information, recreation, literacy and cultural needs of the communities they serve. The collections (fiction and non-fiction) aim to provide a balanced, appealing, high quality range of resources, including popular, bestselling and enduring works.

1.3 Selection criteria

1.3.1 Content

The following factors contribute to the assessment of content in the Public Library Collections:

- Quality of information
- Currency of information
- Research value
- Recreational value
- Cultural significance
- Supports all forms of literacy,

When selecting for the Public Library Collections, content is highly important

1.3.2 Usage

The following factors contribute to the assessment of benefit to public library clients:

- Level of current usage
- Level of anticipated usage
- Ability to meet the needs of public library communities

Usage is a key consideration for making selection decisions regarding Public Library Collections.

1.3.3 Viability

In making selection decisions, consideration is given to factors that may impact accessibility. For Public Library Collections they include:

- Physical condition and presentation
- Access restrictions that limit access, use and engagement opportunities
- Cost of acquisition and maintenance.

When selecting for Public Library Collections viability is highly important.

2. Rural Libraries Queensland (RLQ) and Indigenous Knowledge Centres (IKC) Collections

Overview

Collections for RLQ are developed for libraries in Local Government areas with populations under 15,000. Collections for IKCs are developed for Indigenous Shire Councils who own and operate IKCs in their communities. These collections are rotated between the libraries following agreed guidelines, providing libraries with refreshed collections on a regular basis.

2.1 Target audiences

Collections support the information, recreation, literacy and cultural needs of the communities they serve they and cater for all ages, interests from babies to the seniors.

2.2 Collecting intentions

RLQ and IKC Collections represent a wide coverage of subjects, formats and genres to cater for and reflect the diverse needs of the communities they serve, primarily with an Australian/Queensland focus.

They will also respond to emerging trends and needs, and support literacy and lifelong learning. Selection of content is based on feedback from library staff and in response to suggestions for purchase from customers.

English is the principal language for this collection. Content in Indigenous languages is collected for RLQ libraries and IKCs. Languages other than English (LOTE) are part of the Statewide Collections, which are available to all Queensland public libraries and IKCs.

Collections comprise print, audio, DVDs and digital resources. Print is the preferred format, in response to customer demand. Digital resources are acquired in response to trends, demand and usage.

Multiple copies are acquired for popular resources, and items with limited usage may be withdrawn. Client requests and requests from libraries and IKCs are considered within the scope of the Collection Guidelines.

Specific categories and formats are collected, including:

Aboriginal and Torres Strait Islander resources:

Resources and information of interest and relevance to Aboriginal and Torres Strait Islanders are held in all collections. Resources with specific Aboriginal and Torres Strait Islander content, including resources in Aboriginal and Torres Strait Islander languages are uniquely identified to facilitate access.

Adult fiction:

Provides readers with access to a current selection of popular and contemporary fiction by Australian and international authors. Classics are also represented.

Adult non-fiction:

Provides material across a range of subjects and interest levels, and focuses on current Australian information at a general interest level. Reference works are selectively acquired.

Audio-visual:

This material provides listening material as an alternate option to the print collection. A range of formats is included and new emerging formats may be considered upon an assessment of their suitability.

DVDs:

Adult and Junior DVD collections reflect a range of interests with a high priority on Australian content. The majority of content is new release movies and popular television series.

Eresources:

Online platforms are used to provide ebooks, emagazines, eaudiobooks and streaming services for library members of all ages, and include content that enables access using assistive technologies. Adult and junior and young adult content is selected.

Picture books:

Stories told with pictures and text, suitable for children. Board books are acquired and also included are wordless picture books and big books. Consideration is given to texts that encourage interaction and promote family literacy. Bulk purchases are occasionally acquired to support programs such as National Simultaneous Story time.

Junior fiction:

Provide stories suitable for children beginning reading up to twelve years of age. Content covers a wide range of popular fiction.

Junior non-fiction:

Provide titles on leisure and lifestyle interests specific to an Australian/Queensland context. Content is current and captures contemporary themes. Consideration of content to support the educational curriculum is given, it is not the primary intent of this collection.

Large print:

Large print material has a typeface larger than standard print.

The collection is predominantly fiction, with a small proportion of non-fiction items of Australiana and biographies.

Local studies

Content that reflects the local history of a region is collected in available formats and may be retained long term by libraries or IKCs.

Technology resources:

New and emerging formats are acquired for bulk loan to libraries to explore support digital literacy, new technology in their community or to supplement existing programs. Technology kits may include any portable and disposable devices such as robotics, maker kits and mobile equipment and information on apps. Consideration is given to potential adaptability to extend uses/activities of this technology via add-ons and accessories. Warranty and after sales support are considerations for purchase.

Young adult fiction:

A diverse range of titles and formats including picture books and graphic novels suitable for young people aged 13 to 25.

2.3 Material not collected

- Print magazines/serials/newspapers
- Superseded formats
- Content targeted for an academic audience
- Textbooks
- Items more than five (5) years old in all formats and subject areas

2.4 De-selection

Items in poor physical condition or not circulated in the past 3 years will be de-selected from the RLQ collections.

Criteria for de-selection are:

- Items in poor physical condition
- Items with low or no circulation.
- Items with inaccurate or superseded information
- Obsolete technologies and formats

Last copy and out of print Queenslandia and works by Australian authors may be considered for inclusion in the Reserve collections. (See Statewide Collections)

3. Statewide Collections

Overview

Statewide collections are acquired for all Queensland public libraries and Indigenous Knowledge Centres (IKCs) providing access to specialised content. This content is selected, acquired, managed and distributed centrally by State Library to deliver a cost effective and efficient statewide service and meet the specific needs of communities.

Statewide Collections comprise:

- electronic resources (eresources),
- Languages other than English (LOTE),
- storytelling resources,
- book club sets,
- audio books and
- fiction series in a box.

3.1 Target audiences

Statewide Collections are developed to meet the diverse collection needs of all Queensland public libraries and IKCs, and to support the information, recreation, literacy and cultural needs of the communities they serve.

3.2 Collecting intentions

English is the principal language for the Statewide Collections., Languages other than English (LOTE) and content in Indigenous languages is also collected where available.

Client requests and requests from libraries and IKCs are considered within the scope of the Collection Guidelines. The LOTE Collection is responsive to demographic changes.

Specific categories and formats are collected, including:

Eresources:

Eresources are used to provide online content for library members of all ages, and includes content that enables use of assistive technologies. Eresources may be acquired using consortia arrangements, including the National and State Libraries of Australia (NSLA) consortia.

Languages other than English (LOTE):

The LOTE collection currently has over 70,000 items in more than 50 languages. Each collection includes fiction and non-fiction for adults and young people. Formats such as large print books, audio books, DVDs and music CDs are purchased in some languages depending on publishers' ability to supply. Availability of suitable content varies across languages, and suppliers can experience difficulties sourcing items from overseas. In general, 2 copies per title is sufficient to meet demand in Queensland's small dispersed culturally and linguistically diverse (CALD) communities. However, more copies of individual titles may be purchased to meet demand.

Learning and Literacy collections:

This collection comprises resources for improving literacy and learning English as a second language. The resources are suitable for adult students and literacy tutors.

Audio-visual material for people with a disability:

This collection provides listening material for people with a visual disability or to suit community needs, and offers an alternate option to print collections. A wide range of formats is included and new/ emerging formats may be considered upon an assessment of their suitability.

Book club sets:

Each book club set consists of ten (10) copies of the same title. Titles chosen reflect a diverse range of reading tastes and contemporary reading trends, and are considered to be most likely to appeal to book clubs and community groups, including Aboriginal and Torres Strait Islander communities. The collection includes fiction and non-fiction content, and contains over 250 sets. Many titles are shortlisted for literature awards such as the Miles Franklin Literary Award.

Reserve collection:

Lending collections of out-of-print and last copy books from the RLQ and IKC adult fiction, adult non-fiction, large type and junior collections. Books are not purchased specifically for this collection but are added to the Reserve collection as they are discarded from the RLQ and IKC Collections (if replacement copies are not purchased for RLQ and IKC collections). Titles that are reprinted and purchased for the RLQ and IKC Collections will be removed from the Reserve Collection.

Series in a box:

Complete sets of popular adult and junior fiction series in boxed sets.

Storytelling resources:

This collection includes oversize picture books, kits of books on a theme, and activity-based props such as puppets, soft toys, felt boards and pieces and percussion instruments.

Technology resources:

New and emerging formats are acquired for bulk loan to libraries to explore new technology in their community or to supplement existing programs. Technology kits may include any portable and disposable devices such as robotics, maker kits and mobile equipment.

3.3 Material not collected

Items more than five (5) years old in all formats and subject areas are not generally collected.

3.4 De-selection

Criteria for de-selection are:

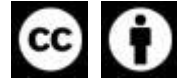
- Items in poor physical condition
- Items with low or no circulation.

- Items with inaccurate or superseded information
- Obsolete technologies and formats

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