



Greater Dandenong Libraries

Collection Development Plan

2022 - 2026

Living & Learning
Libraries
GREATER DANDENONG

Libraries
Change Lives

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Background

Greater Dandenong Libraries (Libraries) service a diverse community from two major locations – Springvale and Dandenong Libraries.

In addition, the Libraries provide access to digital collections via the website and online catalogue, and through a comprehensive early years' outreach program and home library service.

The Libraries develop and maintain physical collection materials and provide access to digital resources to ensure free and equitable access of information and resources for recreational, life-long learning and to meet the aspirational needs of the Greater Dandenong community.

The Libraries' physical collection caters for all of the community and comprises of fiction and non-fiction books, magazines, and audio-visual resources, including provision of Community Language collections based on demographic analysis.

The digital collection includes information databases and access to recreational materials including multimedia streaming, eBooks, eAudiobooks, eMagazines and eNewspapers.

Being an innovative and community first focused service, the Libraries will endeavour to investigate and continuously improve collection development and access to resources suitable for public library distribution and community use in alignment with the priorities outlined in the *Greater Dandenong Libraries Strategy 2022-2026* (Library Strategy).



Objective

The strategic framework for the Collection Development Plan (the Plan) builds on the priorities outlined in the Library Strategy.

The framework will help guide and shape collection development through to 2026.

Through the Plan, the Libraries will continue to provide relevant collections to support literacy, life-skills, a reading culture, education, employment and health and wellbeing outcomes.

The Libraries' collection development role is to:

- Continue developing the collection in support of Greater Dandenong's diverse community to foster a culture that celebrates reading, learning and literacy.
- Curate and tailor, the collection to be representative and inclusive of the history and diversity of the Greater Dandenong community, including the provision of Indigenous/First Nations authors and stories, Community Languages, and identification of new and emerging community groups.
- Provide access to a variety of physical collections and digital resources that build literacy, support educational and personal growth and complement an innovative and evolving public library service and its programs.
- Investigate and introduce new resource technology and collection formats to support growth and change within the community, meet community needs and allow for flexible collection development.
- Tailor collection development to meet community needs in locations and formats relevant to the community.



Selection criteria, approach and principles

Resources are selected for broad public and community appeal, but particularly to foster a love of reading, support life-long learning, literacy and life-skills including education, employability and health and wellbeing outcomes.

The Plan advocates for free and equitable access to resources in support of community aspiration, creativity and connection.

Selection of library materials and resources will advocate for diversity, equity, and inclusion to ensure the collections are reflective of the community's diversity and responds to community needs and wants by taking a patron driven approach to acquisition.

In selecting materials for the collection, the Libraries will aim to:

- Purchase new and popular adult, young adult and children's fiction and non-fiction materials in physical and digital formats.
- Through a patron driven acquisition model endeavour to procure patron requests, subject to the Libraries selection criteria considerations.
- Provide a collection that is representative of interests of the community, recognising that these needs and interests will need to be revisited and adjusted over time. As the community grows and changes, so will the Libraries' collection.
- Meet the diverse cultural needs of the patrons, through provision where possible of Community Language collections as well as collections that represent the community.

Items are selected using a hybrid of Standing Order, Profile and staff curated selection.

While the Libraries consider a principle of harm minimisation in selection and de-selection of collections, overall, the Plan advocates nation-wide and industry sector practices of free and equitable access to materials and resources.

When giving consideration to the inclusion of items into the collection (including the consideration of materials that may be considered controversial or sensitive), the following criteria and provisions should be considered and met:

- Cost of the item.
- Relevance, currency and accuracy of the content.
- The items are authored, published, produced or illustrated by an authoritative, reputable and credible source.
- The subject matter, materials or resource are suitable for the general community, meet broad appeal, and are not prohibited by law.
- Inclusion of the item in the collection, will still maintain an overall balance of the collection in subject matter.
- The materials are suitable for free public lending and meet relevant legislative guidelines, including Copyright, Digital Rights Management and/or Australian Classification guidelines where required.
- Items are considered appropriate in format, and quality.
- Items are available for purchase through an approved Procurement Australia supplier and there is no perceived issued with continued ongoing supply where required.
- Indigenous/First Nations authors and stories are represented.
- Language Other than English (LOTE) items to follow criteria set out in the *LOTE Collections Code of Practice*.
- Items included in the Children's and Young Adult collection to follow criteria set out in the *Children's and YA Code of Practice*.
- Items included in the nonfiction Language & Skills genre to follow the *Language and Skills Code of Practice*.
- Format of items (including size, binding etc) are considered and reviewed annually, and detailed in the profile selection of the particular collections.

The Libraries do not purchase high level academic material, or specific education texts (with the exception of texts in the VCE English collection).

Library members are encouraged to make requests and suggestions for items to be purchased for inclusion into our collections, assessed using the selection criteria above.

Suggestions for purchase can be made via the Library's website. Items which do not meet the selection criteria, may be accessed via Inter Library Loan following resource sharing guidelines.

Donations are also accepted in accordance with the *Libraries' Donating Materials Guidelines*.

The Libraries will ensure that collections are discoverable and accessible by patrons by providing:

- Ability for patrons to place reservations and arrange for items to be transferred to a convenient collection point.
 - An outreach service delivery model including early years outreach program and home library service.
 - Promotion of collections via community engagement, traditional and online marketing, social media and programmed events.
 - Qualified, professional library staff who are able to assist with Readers Advisory enquiries.
- A 24/7 online catalogue and access to digital resources, utilising up to date technology and platforms.
 - Collections in a variety of formats.
 - Collections in locations which support community access, including library branches and satellite locations.



Evaluation, engagement and continuous improvement

In order to ensure the relevancy, currency and accuracy of the Collection, the Libraries have developed and implemented Collection Management guidelines, practices and principles.

Collection Maintenance metrics are used to evaluate the effectiveness of the library collections through analysis of performance data and item review including the following:

- Item turnover/circulation data
- Evidence based analysis tools and reports
- Capacity of library spaces
- Age of collection
- Review of items on condition and use

Items may be withdrawn from the collection where the following criteria are no longer met:

- Age of collection
- Currency (out of date or inaccurate information)
- Relevance (to the needs and demands of the community)
- Attractiveness (consideration of the items' condition, including assessment for damage)
- Accessibility (in format and location)



Physical items withdrawn from the collection are sustainably repurposed or recycled as appropriate.

Some collections are exempt from the standard Collection Management guidelines, given the difficult nature in procuring or replacing of items.

These include the Local History, Indigenous and Community Language collections. Community Language collections are assessed in line with the *LOTE Code of Practice*.

Collections are evaluated via annual assessment of usage.

This also provides an opportunity to engage with and explore community needs and expectations.

In addition to the above evidence-based statistics, observational and incidental collection engagement and community feedback regarding the effectiveness and success of the library collection will be analysed.

Libraries recognise that in order to optimise engagement, collections need to be available at times and in locations and formats convenient and accessible for the community.

Community feedback specific to the collections is sought via community engagement including the Annual Library Satisfaction Survey.

Greater Dandenong Libraries Strategy 2022-2026

With over 150,000 physical and digital items in our collection the libraries strive to ensure collections and content are accessible to all community members.

Our collection development aligns with the library's strategic service direction through materials and resources that support and represent diversity, and meet the community's informational, recreational, lifelong learning and wellbeing needs.

The following priority actions will direct the focus of library collection development through to 2026 as outlined in the Library Strategy.

Priority	Projects and Initiatives	Year One 2022- 2023	Year Two 2023- 2024	Year Three 2024- 2025	Year Four 2025- 2026
1. Improving health and wellbeing outcomes through literacy, learning and social connection	Continue to develop relevant collections to support literacy, life-skills, a reading culture, education, employment and health and wellbeing outcomes.	✓	✓	✓	✓



Priority	Projects and Initiatives	Year One 2022- 2023	Year Two 2023- 2024	Year Three 2024- 2025	Year Four 2025- 2026
2. Ensuring we are an accessible inclusive service that is responsive and reflective of our community	Ensure our collection curation meets the evolving, inclusive and accessible needs of our community. This will include community engagement in line with the Libraries' 4-year Collection Development Plan.		✓	✓	✓

Priority	Projects and Initiatives	Year One 2022- 2023	Year Two 2023- 2024	Year Three 2024- 2025	Year Four 2025- 2026
3. Growing our service and reach through our physical, digital and outreach streams	Implement our 4-year Collection Development Plan in line with the strategic direction of our service, coupled with a reflective annual review of impact achieved each year.	✓	✓	✓	✓
	Continue to embed and cross-promote collections through library programming and in physical and virtual spaces.	✓	✓	✓	✓

Priority	Projects and Initiatives	Year One 2022- 2023	Year Two 2023- 2024	Year Three 2024- 2025	Year Four 2025- 2026
4. Developing strong and collaborative partnerships to help scale our impact for community	Develop more partnerships with community-based organisation to provide access to our collections in satellite locations. This could continue to include the sustainable collection repurposing activity with local schools, community groups and not-for-profit organisations.	✓	✓	✓	✓
	Develop viable internal opportunities to cross promote Council's resources and spaces with use of library collections.	✓	✓	✓	✓

Collection Plan Review and Renewal

The Plan is to be reviewed annually in line with the Library strategy, and renewed and updated in 2026.

References & Related documents

[Greater Dandenong Libraries Strategy 2022-2026](#)

[ALIA Statement on Free Access to Information](#)

[ALIA Statement on Information Literacy for All](#)

[ALIA Statement on Online Content Regulation](#)

[IFLA/UNESCO Public Library Manifesto 1994](#)

[Australian Classification Board Guidelines](#)

Many other library collection policies, frameworks and plans were reviewed in the development of Greater Dandenong's Collection Development Plan 2022-2026. These include:

LOTE Collections Code of Practice

Children's and YA Code of Practice

Language and Skills Code of Practice

Electronic Resources Code of Practice

Libraries' Donating Materials Guidelines.

Resource Sharing Guidelines