

CONNECTED LIBRARIES

Ignite your imagination

Collection Development Policy 2025-2029

April 2025



Contents

Contents	2
Our Vision	3
Our Mission	3
Our Values and Guiding Behaviours	3
Our Principles	3
Connected Libraries	3
Acknowledgement of Country	4
Purpose of Policy	5
Responsibility for Managing Collection Development	5
Budget and Purchasing Plan	6
Our Collection Development Principles	7
General Principles for Selection of New Materials	7
Selection Criteria	7
Exclusions/Limitations.....	8
Purchasing	8
Special Collections	9
Languages Other Than English (LOTE)	9
Local History	9
Top Titles.....	9
New Branch Collections.....	9
Community Feedback	10
Collection Management	11
Weeding (deselection)	11
Disposal of Withdrawn Material	11
Review of Collection Development Policy	12



Our Vision

Inspiring spaces where everyone is free to discover possibilities.

Our Mission

To encourage lifelong learning, increase literacy and build strong, resilient communities across the Casey region.

Our Values and Guiding Behaviours

Connection

- We create spaces where people feel that they belong
- We find ways to share our common humanity, interests and passions
- We strive to be fully present and intentional in our interactions with others

Creativity

- We love learning and trying new things
- We challenge the status quo if we believe a better way is possible
- We support different ideas and allow others to give things a go

Enrichment

- We look for ways to empower others to learn and participate
- We strive to provide experiences that enhance the quality of a person's day and life
- We provide opportunities for people to explore what is possible

Humour

- Humour helps us to connect with each other
- We like to laugh, bringing smiles to other people
- We use humour to break down barriers and create a positive experience for everyone

Kindness

- We are mindful of people's feelings
- We are kind and compassionate and look for the best in others
- We are accountable for our own behaviour and appreciate the differences in others

Teamwork

- When we all contribute we excel
- We play to each others strengths
- We can achieve our goals together

Our Principles

- We build strong relationships, with our communities, our partners and our teams.
- We create welcoming spaces and experiences that bring people together.
- We embrace and celebrate diversity.
- We commit to gender equality designing services that empower and include everyone.
- We champion innovation and creative solutions

Connected Libraries

Connected Libraries (CL) is a Not for Profit public library service in Southeast Victoria providing services to community in the City of Casey. We are funded by Casey Council and the State Government. We support a rapidly growing and diverse community of more than 392,000 people.

Our libraries are located at Cranbourne, Doveton, Endeavour Hills, Hampton Park, Bunjil Place - Narre Warren, and a Library Lounge at Cranbourne West Community Hub. We have Library Lockers available at Cranbourne West, Manna Gum Family and Community Centre and Orana Community Place.

CL plays a leading role in the Libraries Victoria Consortium (LibsVic) who share physical library resources across 27 library services throughout Victoria. This gives our customers access to a collection of more than 2.8 million items.



We love books, and we want people to read them. We also place a high value on making quality information easily accessible to people.

While the library's collection supports all age groups in the community, there is a large proportion of families with young children in the region (55%), therefore an emphasis on providing a depth of resources to engage children and young people.

Acknowledgement of Country


Connected Libraries acknowledges the Bunurong and Boonwurrung Peoples of the Kulin Nation as the Traditional Owners of the land on which we work and serve. We pay our respects to their Elders, past and present, and we recognise their deep cultural, spiritual, and historical connection to this land. We are committed to walking alongside Aboriginal and Torres Strait Islander communities in the spirit of respect, self-determination, and collaboration, honouring their ongoing contributions to the region's identity and heritage.

Purpose of Policy

The purpose of this policy is to:

- Support a diverse community to foster a culture that celebrates reading, learning and literacy.
- Provide guidance on the major tasks associated with collection development, including purchasing, maintenance, evaluation and deselection/disposal.
- Provide a framework for dealing with requests for new material, feedback about items and limitations in the collection
- Serve as an essential tool for induction, reference and ongoing staff training

These activities are directly linked to achieving the Key Objectives outlined in the Connected Libraries Strategic Library Plan 2025-2029, in particular Strategic Outcome One: Inspiring Learning and Discovery.

<p>STRATEGIC OUTCOME 1</p> <h2>Discovery and Learning</h2> <p>We empower our community by providing diverse, equitable access to trusted information, knowledge, and technology. We inspire creativity, foster a love of reading and provide opportunities to build a wide range of literacies.</p> <p>Our collections reflect the evolving needs and diversity of our community offering a foundation for growth, curiosity, and lifelong learning.</p>	 <p>Key objectives:</p> <p>Provide diverse and inclusive resources: Ensure our physical and digital collections reflect the rich local history, diversity, and current needs of our community, supporting equitable access to accurate information and knowledge.</p> <p>Develop digital and technology skills: Deliver programs and resources to encourage responsible and effective use of existing and emerging technologies.</p> <p>Foster a love of reading: Provide easy access to reading material (for information and recreation) to promote a love of reading and support the development of literacy.</p>
 <p>“</p> <p>I love the variety of ways in which I can utilise the library, from audio books, movies and TV to books, to a space to study or meet with friends to a quiet space to read or where you can charge your devices.</p>	<p>Core priorities:</p> <ul style="list-style-type: none"> • Expand our collections in response to community demand, and principles of sustainability. • Provide essential technology, internet access and digital literacy support to offer opportunities to explore and benefit from emerging technologies. • Provide tools and technologies that foster literacy, learning and a love of reading for children, young people and adults. • Digitise and promote Local History and heritage collections, to preserve and celebrate the region's cultural legacy. • Develop our community language collections to reflect the cultural diversity of our region. <p>Success looks like:</p> <ul style="list-style-type: none"> • Staff are skilled in exploring and delivering technology programs. • Increased use of physical and online library collections. • Increased community confidence in the use of technology. • Increased participation in reader development programs. • Increased library membership.

Responsibility for Managing Collection Development

The Collection and Local History Manager will have day-to-day responsibility for the collection, including the implementation and review of the Collection Development Policy and work procedures in this area.

Ultimate decisions for Collection Development Policy rest with the Collection and Local History Manager, with General Manager Customer Experience and Executive Team endorsement.

Business areas of the organisation will be consulted as subject specialists and are integral to building a responsive, targeted physical and digital collection. Staff members are encouraged to stay well-informed of current trends and contribute to developing the collection by placing requests to the Collections team.



Budget and Purchasing Plan

The Library Board approves the Library Materials Budget for each year as part of the Strategic Resource Plan to meet the needs of our community.

The CL Collections Team prepares an annual purchasing plan for new library materials and e-resources with a focus on current community needs, projected trends, strategic initiatives in CL's Library Plan and guidelines outlined in the Collection Development Policy.

All purchasing is undertaken in accordance with [CL Procurement Policy](#).



Our Collection Development Principles

The following principles underpin the Collection Development Policy:

- The collection is to be representative and inclusive of the history and diversity of the community, including the provision of Aboriginal and Torres Strait Islander authors and stories, Community Languages, LGBTQIA+ and identification of new and emerging community groups.
- It will 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.
- We will use innovative practices ensuring the availability of formats reflecting the latest industry standards.
- We will focus on the provision of quality materials responsive to community needs and demand, based on industry expertise and patron driven acquisitions.
- Our collections will represent a diverse range of views, subjects and genres, enabling unfettered access to ideas and information fundamental to a democratic society. Parents, caregivers or guardians are responsible for the suitability of materials used or resources accessed by their children.
- The library is committed to the freedom to read and therefore incorporates as part of its policy the Australian Library and Information Association's Statement on free access to information.
<https://read.alia.org.au/alia-free-access-information-statement>
- Library materials that have not been subject to federal and state restriction or prohibition will not be excluded on moral, political, racial, religious, sexist, language or other grounds. Nor will library materials be included on these grounds alone; whatever pressure may be brought to bear by individuals or groups; this is in accordance with the Victorian Government Public Libraries Funding Program.
- Connected Libraries abides by the decisions and classifications made by the Australian Classification Board across all formats.
- CL is committed to sustainable Collections practices by:
 - Using local suppliers where available.
 - Extending the shelf life of materials through use of plastic covering if appropriate.
 - Moving stock between branches to increase visibility and circulation of items.
 - Reducing waste by:
 - Purchasing materials in line with our selection criteria.
 - Re-purposing or donating discarded items.
 - Disposing of recyclable material appropriately.

General Principles for Selection of New Materials

Selection Criteria

The following criteria are used to support purchasing decisions.

- Cost of the item.
- Items are available for purchase through an approved Procurement Australia supplier.
- The items are authored, published, produced and/or illustrated by an authoritative, reputable and credible source.
- The subject matter, materials and/or resources are suitable for library use, suitable for the general community, meet broad appeal, and are not prohibited by law.
- Material content is relevant, current and accurate.
- Items are appropriate for audience in format and quality.
- 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.



Exclusions/Limitations

- Self-published or independently published non-fiction material will not be purchased. Local author lived experienced memoirs may be considered for appeal to the wider public audience.
- AI generated content that is not aligned with our selection criteria.
- R-Rated material, unless it is Award winning or critically acclaimed.
- Textbooks or curriculum-based materials except when they meet the selection criteria and have broad community appeal.
- Specialised, technical or academic publications.
- Materials prohibited by law.
- Items with button/disc batteries.

Purchasing

The following methods are used to purchase collection material.

Standing Order

- New titles by popular authors/series are automatically purchased and pre-publication records are added to the database.

Online Selection

- Titles are chosen from curated new release lists compiled by our suppliers.

Profile Orders

- New titles are ordered based on the specific requirements given to our suppliers. Large Print, Audio Books and Languages Other Than English use this method.

Suggestions for Purchase

- Library members and staff are encouraged to make suggestions for titles to add to the collection through the [library website](#). Suggestions are assessed according to our selection criteria, as well as the circulation of material that is similar in content.
- Items not suitable for purchase may be available through inter-library loan.

Community Demand

- Popular titles are purchased in quantities to meet community demand.
 - Physical items with a 4-week loan period require 1 copy to every 4 member holds
 - Physical items with a 2-week loan period require 1 copy to every 8 member holds
 - Digital items have a 3-week loan period and require 1 copy to every 7 member holds
- Additional copies may also be available as part of the “Top Titles” collections.

Donations

- The library accepts donations of near-new books that meet the selection criteria applied to new material; Audio Visual material is not accepted. All donations become the property of the library without conditions imposed by the donor. The library reserves the right to evaluate, use or dispose of donated material as deemed appropriate.
- Materials of local significance may be donated to the Local History Collection. All materials, regardless of age, will be assessed in accordance with the Local History Development Policy.



Special Collections

Languages Other Than English (LOTE)

Statewide standards, current demographic data (taken from the Australian Bureau of Statistics Census), availability of materials and user demand underpin the development of LOTE collections.

CL currently holds physical collections in Chinese, Hindi, Panjabi, Persian and Sinhalese. Additional community languages are represented in the Bilingual Picture Books and magazine collections.

Our community will continue to be consulted in the development of these and future language collections.

Our LOTE digital collection offers ebooks and eAudio in the top 10 community languages where content is available. Digital LOTE magazines and newspapers are available in most community languages.

LOTE materials can also be obtained as required through our catalogue from other LibsVic library services, or as a bulk loan through our inter-library loan service as required.

The **English Language Support** collection comprises materials suited to reader skill development needs for adult literacy as well as English as an additional language; with varied reader levels and formats including digital resources.

Local History

The Local History Archive (also known as the Casey Local History Archive or Connected Libraries Local History Archive) aims to preserve and promote local history within the City of Casey. The archive is comprised of a reference collection of published works, alongside thousands of unpublished works including documents, photographs, maps, and audiovisual materials.

The materials held in the archive have enduring, permanent significance and are used extensively by the Local History Librarian to develop programs and displays, respond to enquiries and advise local organisations and councils on historical and heritage matters.

The Local History Archive aims to:

- Provide a secure repository for the active collection, preservation and storage of valuable records which reflect the diversity of this region communities.
- Encourage the use of and ensure access to the material in the archive, both physically and digitally.
- Collaborate internally and with external partner organisations on projects, events and resources which promote local history and archival collections.
- Increase community awareness of local history resources within the City of Casey, including those held by other collecting organisations.
- Promote the value of local history and historical collections as a rich resource for all community members.

The complete Connected Libraries Local History Collection Development Policy is available to [view](#).

Top Titles

Top Titles are the most in demand titles across the adult and junior collections. These items are purchased in large quantities, with limited processing. They are available in branch only for a two-week loan period and cannot be renewed.

Once items are no longer part of the Top Titles collection, they are considered for addition into the Book Group collection or repurposed in accordance with our withdrawn material procedures.

New Branch Collections

Collections purchased to open a new Library Branch or Library Lounge remain exclusive to the new site for a period set period of time. During this time, the items are only available to library members at the new site.



Duplicate copies of all opening collections are held or purchased for other Connected Libraries branches, ensuring all stock held at the new site is available to all library users through our catalogue.

Community Feedback

General feedback on the library collections can be submitted in branch using Feedback forms, or emailing information@connectedlibraries.org.au All feedback will be considered by the Collections and Local History Manager with a written response as required.

Feedback regarding specific items in the library collection can be given via the “[Statement of Complaint: Library Materials](#)” form, which will be provided on request.



Collection Management

Evaluation of the Collection is an ongoing task. Collection management incorporates the selection of new material and the withdrawal of material no longer required. It ensures the collection remains current and relevant within the spatial and financial constraints of Connected Libraries. The collection is assessed through the expertise of library staff, customer feedback and circulation data obtained from the Library Management System and CollectionHQ.

Weeding (deselection)

Ongoing weeding ensures the collection remains relevant, contains current information and is in good physical condition. A variety of criteria, such as poor physical condition, publication date, circulation data and space limitations, are used to determine material to be withdrawn.

The local history collection is an exception and is assessed in accordance with the Local History Collection Development Policy.

Disposal of Withdrawn Material

Withdrawn material in reasonable condition is disposed of using the following methods:

- given away in our libraries on “Free books” trolleys
- repurposed or donated to local service providers

Material in poor physical condition is broken down. Recyclable components are sent for recycling and non-recyclable parts are discarded.

Requests for donations of discarded material will be considered. All requests must be emailed to information@connectedlibraries.org.au. Personal requests for donations will not be considered.

Items will not be weeded as a response to direct requests for particular items.



Review of Collection Development Policy

The Collection Development Policy will be reviewed at least every two years. If sections require updating, it should be reviewed by the CL Leadership team and presented to the Board for acceptance into this policy.

Future review dates: October 2026

October 2028