

Collection Development Policy



Version: 1.2

Last Amendment: 16/04/2013

Approved by: Library Council

Policy owner/sponsor: Director, Library Services

Policy Contact Officer: Coordinator, Collection Development & Acquisitions

Policy No: PD/22 TRIM File No: 39569

Date: 15/04/2013

Next review: 01/04/2018

1. Summary

The collection of the State Library of New South Wales is of unparalleled historical, cultural and informational significance. Enjoying a reputation as Australia's premier heritage collection, it documents the early European exploration in the Pacific and the search for the Great South Land through to contemporary life, recording the peoples and cultures of New South Wales, Australia and Oceania and the roots of both in the histories and cultures of the world.

That premier heritage collection is complemented by the Library's responsibility to provide information services for the people of New South Wales. That aim is fulfilled through broad collecting in areas of contemporary interest for use in the Library's reading rooms and through loans to public libraries and, increasingly, online.

The collection offers a constantly renewed reservoir of rich content to be explored, interpreted and used to create further intellectual capital. It is the Library's major asset and an important asset for New South Wales valued at \$2.142 billion in 2010.

As a world leading Library and centre for digital excellence, the State Library of New South Wales is committed to the continuing development of its collection of international renown.

2. Purpose

The Collection Development Policy describes the principles that define and govern the Library's collecting strategies.

The Library's Collection Development Policy was first formally issued as the *Acquisitions Policy* in 1967, emphasising the development of the already significant NSW, Australian and Southwest Pacific collection. A *Draft Collection Development Policy* was created with subsequent versions in 1989, 1990, 1993 and 2005-2008.

Collection development policies are largely documents for Library professionals and provide guidance for those making selection decisions. However, the substantial 2005 -2008 revision, the Library's first to be published online, sought to describe the collections in plain English for a public readership. The policy covered research level collections and general reference collections separately and explicitly referred to online formats, consistent with shared National and State Libraries of Australasia principles.

The State Library's current Collection Development Policy eliminates descriptive information, increasingly found in online collection guides and the Library's online catalogue to clearly identify the Library's collecting strands to its clients and provide focus for staff members involved in developing the collection.

3. History and development

The State Library of New South Wales traces its origins to the opening of the Australian Subscription Library in 1826. Subsequently purchased by the New South Wales Government and later endowed through the generosity of David Scott Mitchell and Sir William Dixson, the Library's collection has continued to grow to form today's world renowned research collection relating to New South Wales, Australia and the Southwest Pacific.

That heritage collection is complemented by a very significant collection of current and historical reference information which is shaped to meet the evolving information needs of the people of New South Wales.

The keystones of collection development at the Library come from the Mitchell Library Committee and the Library Act:

Mitchell Library Committee (1910)

The Library's remit for heritage collecting was defined by the Mitchell Library Committee in 1910 following the David Scott Mitchell Bequest, encompassing "a geographical area embracing Australia and all places north to the Philippines and Hawaii, south to the Antarctic, east to Easter Island and west to Sumatra, all inclusive but excluding the mainlands of Asia, Africa and the Americas and the islands adjacent to them."

The Library Act (NSW) 1939

The *Library Act* sets out the Library's role by stating in section 4A, Objects of Council, "(a) to promote, provide and maintain library services and information services for the people of NSW through the State Library and through cooperation with local libraries and other libraries and information agencies..."

Historically, the Library's collection has been developed strategically through targeted purchases and through deposit, donation and bequest of collection material. Compliance with instruments such as the *Copyright Act (NSW) ss5-7* relating to Legal Deposit; and the Premier's Memorandum, M2000-15 *Access to Published Information - Laws, Policy and Guidelines (library deposit)* ensures the publishing output of New South Wales is captured in the Library's collection.

4. Collecting priorities

The Library's primary priority in collecting is to document the development of Australia from the time New South Wales was substantially Australia and to create a collection that reflects the cultural heritage of New South Wales in both the Australian and international contexts.

This is achieved through targeted collecting of a broad and representative range of published and original material, including rare printed material, originating in New South Wales, Australia and internationally complemented by in depth collecting to further develop collection strengths.

An additional and significant collecting goal is to support an information service for the people of New South Wales and, in particular, to provide a foundation for the

State Library's partnership with New South Wales public libraries to meet the information needs of their communities.

The Collection Development Policy specifically focuses on *content* and is non-specific in regard to *format*. This enables collecting in current formats at any time and currently facilitates collection in both digital formats and paper formats.

5. Selection guidelines

The State Librarian and Chief Executive is responsible for authorising the implementation of this policy. The following guidelines inform its application:

Material originating in New South Wales

- Legal Deposit - commercially or privately published material is collected in print format as required under the *Copyright Act 1879 (NSW) (Legal Deposit provisions, ss5-7)*
- The Library collects New South Wales State Government publications as directed by *Premier's Memorandum No. M2000-15, Access to Published Information – Laws, Policy and Guidelines (library deposit)*
- Duplicate copies will be purchased when required, preferably in digital format
- The Library will continue to increase collecting published and original material created in digital formats in New South Wales
- Ephemera is collected selectively
- Retrospective or duplicate material including variant editions is collected where it builds upon the collection or is of a quality to enhance existing material
- The Library selectively collects original materials, including art works and realia, and rare printed material which documents or provides historical context to the European discovery, exploration and settlement of Australia, the south-west Pacific and Antarctica and the history, life, culture and achievements of people associated with New South Wales.

Material originating in Australia (excluding New South Wales)

- The Library collects commercially published printed material of significance to Australia
- Duplicate copies will be purchased when required, preferably in digital format
- Material self-published outside of New South Wales is collected if the content relates to New South Wales or is of significance to Australia as a whole
- The Library will continue to increase collecting published and original material created in digital formats in Australia
- Ephemera originating outside of New South Wales is not generally collected
- Retrospective or duplicate material including variant editions is selectively collected where it does not duplicate the collection or is of a quality that enhances existing material
- The Library selectively collects original materials, including art works and realia, and rare printed material which documents or provides historical context to the European discovery, exploration and settlement of Australia, the south-west Pacific and Antarctica and the history, life, culture and achievements of people associated with New South Wales.

Material originating outside Australia

- The Library selectively collects original materials, including art works and realia, and rare printed material which documents or provides historical context to the European discovery, exploration and settlement of Australia, the south-west Pacific and Antarctica and the history, life, culture and achievements of people associated with NSW
- Retrospective material is collected selectively where there is a connection to New South Wales or Australia
- Overseas publications about New South Wales, Australia or Australians are collected in the language in which they are published
- Major Australian authors whose works are published overseas are collected in any language including variant editions regardless of year of publication
- Specific award winning fiction is collected in order to place Australian works in context
- The Library collects internationally published material to meet the information needs of the people of New South Wales. Where the date of publication is three years or older, material is generally not collected
- Digital format is preferred over print format
- Subject collecting intensity is driven by client usage and collection strengths
- Non-Australian ephemera, textbooks, technical works and general fiction are not collected

Lending material and material to support public libraries in high use areas

- Large print and talking books are collected to support print disability
- Material in community languages other than English is collected to support the multicultural community

Suggestions for purchase and donations

- Suggestions for purchase are welcome from staff and clients and will be acquired where the recommendation is in accord with this policy. For more information see:
http://www.sl.nsw.gov.au/system/forms/suggestion_purchase.html
- Donations are welcome where the donation is in accord with the Collection Development Policy and the Collection Donations Policy. For more information see:
<http://www.sl.nsw.gov.au/about/collections/donations.html>

Compliance and implementation

1. Legislative and Policy Framework

Most relevant legislation

- *Copyright Act 1879 (NSW) (Legal Deposit Provisions, ss5-7)*
- *Library Act 1939 (NSW)*
- *Library Regulation 2010 (NSW)*

Related and/or most relevant State Library and government policies

- Australian Government Cultural Gifts Program
- Premier's Memorandum No. M2000-15, Access to Published Information – Laws, Policy and Guidelines (library deposit)
- State Library Collection Acquisitions Policy
- State Library Collection Donations Policy

- State Library Retention and Disposal Policy for Collection Material and Donations

2. Definitions and acronyms

Digital refers to non-physical formats accessible by electronic devices such as computers or mobile devices. This material can include, but is not limited to, eBooks, eJournals, datasets, images, emails and sound recordings, and comprises both published and original materials.

Ephemera is printed or digital material that was originally meant to be discarded after use.

Realia refers to artefacts or three-dimensional objects which, for State Library purposes, are not regarded as printed or original material.

Original material includes the unpublished papers of individuals and the archives of businesses and other private organisations including diaries, journals, letters, literary works and correspondence, oral histories, pictorial material including drawings, paintings, photographs and prints, objects, maps and architectural plans. This material may be collected in a range of formats from paper files to a variety of digital file types and media.

3. Responsibilities

The State Librarian and Chief Executive is responsible for authorising the policy including its conformity to legislative and other compliance requirements, communicating this policy to the Library's Executive Committee, managers and supervisors and supporting relevant activities regarding specific policy implementation.

The Manager, Collection Services and the Manager, Original Materials are responsible for leading the implementation of this policy.

The Coordinator, Collection Development & Acquisitions is responsible for coordinating and facilitating the ongoing review and update of the policy in consultation and collaboration with relevant Library stakeholders.

Staff members are responsible for understanding and complying with this policy.

4. Approval

This policy was approved by the Library Council of New South Wales on 16 April 2013 for immediate implementation.

5. Implementation

This policy is implemented on 16 April 2013.

6. History

This policy replaces the Collection Development Policy, last updated March 2011.

7. Related Policy

This policy is related to:

State Library Collection Acquisitions Policy

State Library Collection Donations Policy

State Library Retention and Disposal Policy for Collection Material and Donations

8. Prepared by:

Coordinator, Collection Development & Acquisitions and Collection Development Librarian, September 2012.

9. Document History and Version Control

Version	Date approved	Approved by	Brief description
1.0	23/01/2013	NSW State Librarian & CE	First release
1.1	15/04/2013	Library Council	Revised policy subject to minor amendment
1.2	16/04/2013	Library Council	Revised policy subject to minor amendment