

## Libraries ACT collection selection principles and guidelines

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### **Selection Principles**

Libraries ACT collects high quality library materials in existing and emerging formats. Material selected and added to the collection will:

- have a broad appeal with a diversity of genres, styles and topics
- enhance learning opportunities
- aid individual, social and business aspirations; and
- inform, entertain and connect people, groups and communities.

Selections for the collection will support lifelong learning but exclude school, college, and tertiary curriculum material and resources.

The library does not procure used and/or secondhand items for the collection.

### **Collection formats**

Libraries ACT aims to provide the Canberra community access to high-quality publications and material across different formats and platforms: print, audio visual, audio, digital and online. New and emerging formats are regularly reviewed for addition to the collection against potential use, accessibility and sustainability.

Reference material such as encyclopedias and dictionaries are made accessible online, ensuring continuous update of information.

### **Identifying new collections and collection priorities**

Libraries ACT analyses usage patterns to identify trends. Library staff stay abreast of emerging community interests, issues, technology and publications via a variety of channels: conferences, publishers' newsletters and other literature, media and social media, regular meetings with suppliers, and community liaison groups.

### **Selecting new materials and resources**

The Collection Services team have the overall responsibility for selecting new material and resources. Their selections are informed by community and staff feedback on current and future needs, analysis of current use of collection, and availability of new material and resources. Libraries ACT will also liaise with key ACT community groups and cultural organisations to develop collections of relevance and interest to these communities.

### **Selection Guidelines**

New library materials are selected using the following guidelines:

- Popular and/or general interest and appeal
- Potential use
- Present and future community needs
- Currency
- Balance in opinions and views across topics/issues/subjects

- Popularity and reputation of the author, illustrator or producer.
- Format and presentation
- Literary merit
- Relevance
- Known gaps in the collection
- Balance and diversity of topics/issues/subjects
- Local interests
- Value for money
- Availability
- Positive reviews and/or prize winners, long- and short-lists
- Emerging authors, series, topics of interest

New digital resources are selected using the above guidelines but with additional criteria around:

- Accessibility in current online environment
- Support from vendor
- Technical, privacy and security issues and support
- Ongoing licence fees
- Ease of use
- Associated hardware requirements
- Emerging demand and user expectations

### **Suggestions from library customers**

Libraries ACT encourages suggestions from library customers for materials not already in the collection. Libraries ACT views this as a valuable way of connecting with the community and acquiring materials users want and need. Items that fit within Libraries ACT selection guidelines will be purchased, if possible. The purchase suggestion form is available on the library website: <https://librarycatalogue.act.gov.au/cgi-bin/spydus.exe/MSGTRNGEN/WPAC/PS>