



COLLECTION MANAGEMENT POLICY

STATEMENT OF PURPOSE

The purpose of this policy is to articulate the procedures followed and criteria applied in the selection of materials to be included in the Library collection.

AIMS AND OBJECTIVES

- Provide resources that support and complement the Victorian Curriculum, stimulate learning and inquiry.
- Provide recreational reading resources that meet the needs of all users.
- Provide resources in a range of formats to support, enrich and enhance the curriculum, taking into consideration the varied learning needs and styles, recreational and study interests and maturity levels of our students.
- Provide resources that will stimulate intellectual growth, knowledge and literary appreciation and support the development of lifelong, independent learners.
- Provide resources representative of the many religious, ethnic and cultural groups and their contribution to Australian society.
- Provide resources that are balanced in character, offering a variety of viewpoints on contemporary issues whilst adhering to the principles of intellectual freedom.
- Assist staff in their teaching roles by providing current resources and materials for professional development.

USERS

The Library aims to support the needs of students, teachers and all other school staff.

GENERAL COLLECTION PRINCIPLES

- All students have the right to access material from the library collection suited to their ability level.
- The collection should reflect the current teaching and learning requirements.
- A range of formats should be available to address different learning styles.
- Resources should be current, authoritative, attractive and well-presented.
- Provide a wide selection of resources that represent different viewpoints.

RESOURCES

- Resources should encompass a variety of formats to suit varied learning purposes and styles, including:
 - Print resources - books, periodicals, newspapers
 - Digital resources - internet access, on-line databases, DVDs, audio CDs

RESPONSIBILITY FOR SELECTION

Members of the school community may contribute to the selection of library resources; however the responsibility for coordinating selection and making purchasing decisions rests with the Librarian.

CRITERIA FOR SELECTION

Materials for purchase are considered on the basis of:

Authority

- Qualified and/or experienced author
- Reputable sources of information
- Recognised publisher/producer

Physical format and technical quality

- Quality materials
- Sturdy construction
- Attractive presentation and clear reproduction

Arrangement of material

- Content is easily accessible
- Instructions and support materials are adequate, clear, comprehensive and effective

Appropriateness

Content, language, symbols and concepts are at a suitable level for the intended audience.

Cost

- Value for money
- May be used across a number of curriculum areas and levels.

Format

The most suitable medium to present the subject matter.

Currency

Ensure resources provide current information.

Controversial material

Consider any controversial content and/or issues.

Copyright Compliance

All resources must comply with the copyright licences which cover Australian schools. (Please refer to Smartcopying which is the official site for copyright in schools provided by the National Copyright Unit - <http://www.smartcopying.edu.au/>)

SELECTION AIDS

- Professional review journals:
- E.g. Viewpoint, Australian Book Review, Magpies, Reading Time, Books and publishing, Australian Library Journal, Good Reading
- Suggestions from staff, students and the wider school community
- Publishers catalogues and bookseller newsletters
- Education and technology journals

DONATIONS

Will be accepted on the condition that they are subject to the same selection criteria as new resources.

LOST ITEMS

Lost items will be replaced if they still meet the selection criteria.

ACQUISITION

- All materials acquired should meet the aforementioned selection criteria, using a number of the suggested selection aids.
- All acquisitions are dependent on the availability of adequate funds from the annual budget, either through the library or specific subject areas.
- Expenditure will reflect areas of teaching and learning needs, and be in response to budget planning with staff and other stakeholders.
- Acquisition may include a variety of formats. If choices are to be made, for example between electronic and print resources, materials will be selected on the basis of current technology trends, need, immediacy of supply, cost comparison/accessibility.
- All resources are purchased and catalogued by the library.

EVALUATION

Regular and ongoing evaluation of the library collection is essential for a number of reasons. These include:

- To identify areas where new resources are required to support teaching and learning programmes
- To identify areas of strength and weakness within the collection
- To ensure the collection remains in good physical condition

WEEDING

Items will be removed from the collection on the basis of:

- Physical condition - torn, unattractive, defaced, damaged beyond repair, yellowing pages
- Content and form - inaccurate, misleading, out-of-date, obsolete
- Pattern of use - declining due to changing interests or teaching and learning needs
- Items weeded from the collection due to their physical deterioration will be replaced if they still meet the selection criteria.
- Staff will be expected to aid in the weeding process by reviewing sections of the library relevant to their subject areas.

CHALLENGED RESOURCES

- While all care will be taken in the selection of resources, it is recognised that material may on occasion be viewed by a member of the school community as controversial or undesirable.
- In the case of challenged material, the complainant will be required to complete a form outlining the nature of the objection.
- This information will be reviewed by the Librarian and the Principal.

ACCESS TO OTHER INFORMATION RESOURCES

- If information is not available from the Library collection endeavours will be made to procure it from other sources.

REQUEST FOR RECONSIDERATION FORM

Reconsideration requested by	
Requester's name	
Address	
Telephone	
Email	
Details of the resource to be reconsidered	
Author	
Title	
Publisher & publication date	
Subject matter of the resource	
Type & location of the resource	
Date accessed	
Details of request	
State your objections to the resource. Please be specific by noting pages or sections.	
Have you read, viewed or listened to the entire resource? If no, what sections did you read, view or listen to?	
What do you believe could be the result of a student reading, viewing or listening to this resource?	
Is there anything positive about this resource?	
What would you like the school to do in response to your request? Are you familiar with the school's policy to selection of resources?	