

Approved by:	Collections Manager	Owner:	Collections Manager
Signature:	Sara Shaw	Category:	Collections
Date:	April 2026	Next Review:	

Section 1.

Policy & Principles

Policy context and purpose

In 2025, the GLC Board adopted the strategic library plan, [Library Plan 2025-2029](#). This plan contains the priorities and framework that guide the Library to deliver on the six strategic areas that represent our fundamental commitment to lifelong learning and a range of literacies in an increasingly digital world.

These strategies are intended to guide the development of collections within a set of agreed priorities, principles and criteria that meet the needs and demands of our customers. It is subject to financial investment in collections and the building and information technology infrastructure available.

Our Vision

- Your stories. Your way

Our Mission

To be an exemplary library service.

- You belong as you are
- We will meet you where you are
- Learning together, growing together

Library Values

- Respectful
- Collaborative
- Future-focused

We will provide a responsive and diverse print and digital collection to support the leisure, learning and research needs of our communities. We will proactively manage the collection to ensure high quality, with acquisitions driven by local interests and informed by statistical analysis of usage and demand to tailor individual community collections.

1. Principles

The following principles underpin the Collection Development Policy:

- Recognition of the Djadjawurung, Taungurong, Wurundjeri/WoiWurrung, and Barapa Barapa as the Traditional Owners of the GLC service regions including their rights to cultural heritage, traditional knowledge, traditional cultural expressions, connection to country and intellectual property.
- Accessible to people with diverse learning and literacy needs
- Responsive to community needs and community demand
- Representative of a diverse range of views, subjects and genres
- Enabling unfettered access to ideas and information fundamental to a democratic society
- Free and universal access
- Focused on the provision of quality materials
- Developed through innovative practices, ensuring formats that reflect the latest in available industry standards
- Collection development resulting in libraries that are centres of excellence for learning, imagination and enriches our culture.
- A focus on quality local content above international content

Our Priorities

Children and Young People

Supporting children, their curiosity and their joy of reading. We will support the brain development of babies, support parents as babies' first teachers, and invest in best practice services for our youngest citizens. We will welcome and present opportunities for young people to have a voice as they move toward adulthood.

Lifelong Learning

Engaging with people on their learning journey, at any and every age or ability. We will support those involved in school-based or self-directed learning. We want people to use the library at any stage in life- and to have fun doing it! We will encourage different ways to learn and create at any age or ability level. Big dreams or small achievements can all start with us.

Safety and Inclusion

Offering safe spaces and resources that let people know they are important and at the centre of our service. We encourage a sense of library community and facilitate respectful interactions in our shared spaces – people relax in our libraries. We want to keep improving functional access to our libraries for people of all ages, abilities, cultural backgrounds and identities.

An Informed Community

Offering information that enhances literacy beyond reading, including health, financial, digital, environmental and cultural. We will help connect people with information in a variety of ways – inside our libraries, reaching outside our libraries through other services and places, and through our digitally based resources.

Connecting People

Creating opportunities for people to socialise and share ideas, culture and stories. We will provide avenues for both personal and virtual connection through our programs, spaces and technology. We offer an antidote to isolation and loneliness.

Respecting First Nations Peoples and Culture

Building knowledge of and relationships with First Nations Peoples and culture. We will introduce appropriate signage and cultural references into our spaces as well as deliver programs and collections that celebrate the stories and traditions of Aboriginal and Torres Strait Islander people.

A Learning Organisation

Learning from and with our communities to develop skills, innovation and new approaches. Our team are high performing professionals and continue challenging themselves to extend knowledge and experiences. We will focus on being able to change with our community and engage with them in shaping our service.

A Sustainable Future

Working toward a positive and sustainable future with our communities. We will provide opportunities to understand the local and global environment, learn about sustainability innovations and empower community to take action to mitigate climate change. And to protect our natural environment, we commit to sustainable use of resources for our operations.

2. Context

2.1 History

The North Central Goldfields Regional Library Corporation trading as Goldfields Library Corporation (GLC) provides library and information services to all residents and visitors within the Macedon Ranges, Mount Alexander, Loddon and Greater Bendigo municipalities. One of 47 library services in the state of Victoria, the Corporation was formed in 1996 under the provisions of Section 196 of the Local Government Act, 1989.

The library is governed by a Board of eight members made up of representatives of the four member councils – Macedon Ranges, Mount Alexander, Loddon and Greater Bendigo. The Board is responsible for policy, strategic and corporate planning and ensuring that library services and directions are aligned with the objectives and operations of the member councils and the needs of their local communities.

The library has 9 branches, including the Bendigo Library/Goldfields Research Facility, Kangaroo Flat, Heathcote, Eaglehawk, Castlemaine, Kyneton, Woodend, Romsey and Gisborne. The library also operates a library agency program with 8 locations across the Axedale, Boort, Dingee, Elmore, Inglewood, Pyramid Hill, and Wedderburn communities. The library also provides services online through its website which links to the online library catalogue, information on resources, programs and member services.

2.2 Trends

Collection demand is constantly changing as library members embrace new opportunities, particularly through the rapid increase in technology and access capabilities. The provision of readily accessible digital content is both fuelling and satisfying demand for 24/7 access to Library resources. The increase in provision of digital content is resulting in the substitution of physical reference material by databases and the duplication of borrowable material in both print and digital formats to allow for customer choice.

The trend for physical libraries needing to accommodate a greater range of services such as lifelong learning and cultural programs is leading to a reduction of space available for physical collections. This requires a greater focus on the ability to deliver refreshed collections to meet customer demand, rather than hold large quantities of materials, with evidence-based data used to support collection management decisions. Trends which are being monitored include the growing need for a “Library of Things”, a community informed and managed collection of items other than traditional library held collections.

2.3 Priorities

3.3.1 Building digital content across three elements

- Provision of downloadable and streaming content
- Improving access to eCollections
- Establishment of digitised content and associated digital curation

3.3.2 Evidence based collection management

Evidence-based stock management methodology is utilised across the library network and consideration given to whole of asset life collection management. The focus is on enhancing the use of performance measurement tools and reports to improve collection agility and meet customer demand for delivery of fresh, current collections. Library Management System (LMS) generated reports and statistics are regularly monitored for ongoing collection management.

3.3.3 Maintaining community focus and stakeholder engagement

GLC is committed to engaging with the community and other stakeholders using a variety of consultation mechanisms:

- Customer satisfaction surveys are conducted bi-annually and provide feedback on collections.
- The library consults with specific community groups on particular collection subjects.
- Customers may also contact the library with feedback via formal feedback forms or email through the website.
- Customer requests for items not held in the collection are encouraged to add depth and breadth to the collection. Requests are reviewed against the budget and policy guidelines. These are then actioned as Inter Library Loans (ILL) or purchases.
- GRLC social media interaction and catalogue reviews allow informal feedback from customers.
- Staff knowledge of the needs of their local communities.
- All staff contribute expertise arising from their own skills, interests and experience and in identifying and fulfilling key demand areas.

3. Scope

The collections include what is selected, acquired, or created for customer use outside of Information Technology equipment and hardware.

This policy is format neutral. The Library selects and acquires or provides access to whichever format best meets customer needs. In many instances this means providing both

print and digital formats to meet needs and expectations, whereas in others the resource may only be available in one format.

GLC is committed to the preservation and dissemination of material pertaining to Goldfields and its regions. As a major regional public library, GLC considers its responsibilities at both a regional and state level in its collection development and management practices.

4. Access and inclusion

GLC aims to provide all members of the community with fair and equitable access to collections and resources. Our collection development priorities and practices support discovery and access for all and provide opportunities for inclusion and acceptance. The collection will include a variety of formats suitable for people with diverse learning and literacy needs.

These may include:

- Items within the children's collection that are inclusive of children with disabilities
- Well balanced Audiobook and Large Print collections
- eCollections of popular titles for all ages
- Audio-visual collections with accessible features
- High interest, low difficulty collections
- Collection items on subjects relating to access and inclusion
- Parenting collections including topics about children experiencing disability and their families
- First Nation topics, authors, content and representation.

5. Compliance

Classification of Films and Computer Games

<https://www.classification.gov.au/>

Copyright Act 1968

http://www5.austlii.edu.au/au/legis/cth/consol_act/ca1968133/

Local Government Act 1989

http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/lga1989182/

Privacy Act 1988

<https://www.legislation.gov.au/Details/C2019C00241>

6. Standards and statements

Guidelines, Standards and Outcome Measures for Australian Public Libraries July 2016

<https://www.alia.org.au/sites/default/files/Guidelines%20Standards%20and%20Outcome%20Measures%20for%20Australian%20Public%20Libraries.pdf>

Australian Library and Information Association (ALIA)

Statement on public library services

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-public-library-services>

Australian Library and Information Association (ALIA)

Statement on free access to information

[ALIA free access to information statement | ALIA Library](#)

Australian Library and Information Association (ALIA)

Statement on information literacy for all Australians

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians>

Australian Library and Information Association (ALIA)

Library and information services for people with a disability

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/library-and-information-services-people-disability>

Australian Library and Information Association (ALIA)

Libraries and information services and Indigenous peoples

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/libraries-and-information-services-and-indigenous-peoples>

Australian Library and Information Association (ALIA)

Statement on libraries and literacies

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-libraries-and-literacies>

Australian Library and Information Association (ALIA)

ALIA on online content regulation

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/alia-online-content-regulation>

Australian Library and Information Association (ALIA)

eBooks and eLending

<http://www.alia.org.au/advocacy-and-campaigns/advocacy-campaigns/ebooks-and-elending#eighty-twenty>

Section 2.

Applying the Policy – practice and procedures

1. Financial Management

The Library provides materials in the most efficient and cost-effective manner possible.

1.1 Financial accountability

Efficient, effective and responsible management of funds received by the library is necessary to implement the goals of the Collection Development Policy and to maintain public accountability. Processes are regularly reviewed to achieve this aim.

Content is added and managed responsibly to ensure the best use is made of available funds.

1.2 Allocation of funds

Collection budgets are allocated to collection areas based on:

- customer demand
- responsibilities to the community
- priorities within the library network such as responding to the opening of new libraries, refurbishment of library spaces to enhance reopening, refreshing a specific area of the collection, and developing a new area within the collection in response to changing community need.

Responsibility for the budget allocation and general oversight of collection development lies with the Manager of Collections. Budget allocations are determined on an annual basis with minor adjustments made throughout the year as required.

1.3 Valuation of the collections

The library's collection is valued annually to:

- Assist with financial reporting measures required by the Local Government Act 1989
- Accurately reflect the asset value of the GLC collection for the purposes of the Annual Report

- Manage and administer the financial resources of GLC in an efficient, effective, and responsible manner
- Reporting and discussing financial contributions with partnering funding bodies such as councils, grants, and stakeholders.
- Participate in budget discussions in the process of preparing the library's annual budget, and to initiate activities designed to secure and maintain adequate funding to meet the objectives laid out in the [Library Plan 2025-2029](#)

1.4 Asset value

Operational assets, including library books, are depreciated over an estimated useful life of two to fifteen years.

2. Sustainability

GLC is committed to sustainable development approaches in library activities. GLC incorporates this commitment into its collection development and management practices.

While the library business of “buying once, using many times” is in itself a sustainable practice, additional measures are taken wherever possible, for example, floating collections and relocating physical resources around the library network in order to maximise their usage by customers.

The Library is also committed to working with supplier partners to develop new mechanisms and processes to meet an ever-changing operating environment.

The Library offers increasing access to digital collections, not only to keep up with technological advances, current trends, digital literacy, but also sustainability.

2.1 Financial sustainability

The GLC develops and maintains its collections in a financially sustainable way. Applications of this may include:

- Selection of content and content format

- Decisions around de-selection and development of new collections
- Ensuring that new collections are sustainable long-term
- Being aware early of changing trends to avoid purchasing extra copies of items no longer in high demand and maintaining adequate copies of popular items
- Ensuring core areas of spending are identified so that these collections may be maintained despite variations in available funding, for example, children's collections

3. Collection development & management

GLC aims to provide a wide coverage of subjects, formats and genres to cater for the diverse needs of the community, while adapting to emerging trends and formats as appropriate. The collections support the library's important roles in lifelong learning, reading for pleasure and the documentation and preservation of cultural memory. The Library does this by:

- developing the collection to reflect the community's demographic and economic situation with a balanced view
- providing access to resources in a variety of formats including print, audio and digital
- ensuring appropriate and efficient access for all members of the community
- documenting, preserving, and presenting the historical and contemporary development of the local community.
- Documenting, preserving and presenting the historical and contemporary development of the local Aboriginal Australians.

3.1 Selection

Suppliers are selected following formal tendering processes undertaken in line with State and Local Government policy and identified during the evaluation process as best fulfilling tender specifications.

Approaches from self-published authors or non-standard suppliers may be considered for items of merit, or local relevance when titles cannot be sourced through contracted suppliers.

Collection materials are selected through:

- Standing orders (SOs) - automatic supply of particular subject areas or authors automatically ordered prepublication in defined quantities. SOs are reviewed annually and modified to suit customer demand and adherence to annual budget
- Profiling - supply in response to detailed specifications produced by the Collections Access Team. Profile specifications are continuously reviewed to optimise alignment with customer needs and adherence to annual budget
- Customer requests for items not held in the collection
- High demand reporting for exceedingly popular items
- Subscriptions to eResources
- Staff suggestions of titles and subject areas of interest

Other selections tools may include:

- Literary or library related websites
- Trade and library magazines
- Award Lists
- Publishers' catalogues
- Reviews in specialised and general interest magazines

3.2 Selection criteria

Collection and content is offered in a variety of formats. These include physical, digital, video and audio.

Selection criteria used for physical collection materials includes:

- Relevance and community demand
- Format accessibility
- Extent of publicity and promotion
- Subject matter including style, accuracy and reading level
- Authority and competency of creator and/or publisher
- Critical acclaim as demonstrated through literary awards and positive reviews

- Importance for present and future use
- Material of significant local relevance
- Ability to promote new thoughts and ideas
- Relationship to existing collection
- Construction and production quality
- Currency of information and/or date of publication
- Durability and physical suitability for sustained library use
- Cost and budgetary considerations
- Availability elsewhere in the community
- Adherence to legal and copyright or digital rights management requirements affecting use or access by public library users
- New rather than second hand status, except for local area resources and donations meeting selection criteria
- The availability of physical storage space

Selection criteria used for eCollection material includes:

- Local or community emphasis
- Vendor support
- Technical considerations such as authentication and statistical reporting and analysis
- Community need or potential use
- Download capability
- Ease of use and access
- Technical features
- Cost
- Currency including updates and maintenance
- Contract provisions (limitations of subscriptions)

- Content availability and coverage (Australian sources)
- Technological support and resource maintenance

Selection criteria used for serials includes:

- Number of issues per year
- Availability in alternative formats

Selection criteria for new and emerging formats include:

- Potential level of customer receptiveness and demand
- Impact on physical space
- Durability of format for public library use
- Technical quality
- Compliance with industry standards
- Age of resource and frequency of updates
- Suitability for circulation
- Risk assessment against professional guidelines

Languages Other than English (LOTE) collections:

LOTE collection purchases are limited due to budget restrictions and low community populations. Bilingual picture books first items to be added. Selection for possible LOTE collections:

- Community interest and connection to library services
- Availability of materials
- Quality of translation and content

In considering purchasing LOTE material, GLC also considers cooperation with other library services that may have extensive community language resources available for bulk loans through the Interlibrary Loans system.

3.3 Selection responsibilities

Manager of Collections

- Manages the development and maintenance of collection content ensuring that it reflects and meets the community interests and needs.
- Manages the selection, allocation, cataloguing and processing of collection content in accordance with GLC policy guidelines, procurement policies and regulations.
- Oversees the development and management of special collections and projects including local history, digitisation projects, collection reviews, relocation projects, and First Nations cataloguing and collection maintenance.
- Coordinates the selection of print, multimedia and electronic collections including interlibrary loans and information services.
- Develops and implements standards, guidelines and procedures for the regional collection including selection/deselection, maintenance and collection transfer.
- Monitors and evaluates collections according to community need and demand including analysis of community demographics and trends.
- Applies standards, guidelines and procedures to develop the regional collection in response to customer requests including selection/deselection, maintenance and stock rotation.
- Oversees the efficient administration of print, multimedia and electronic collections including cataloguing, processing and repairs.
- Supports and assists the Branch Librarians to manage the collection according to individual branch demographics and community need with a customer focus.
- Supports and assists branch staff to manage the Collection according to established policies, standards, guidelines and procedures.
- Supports staff in creation of promotional material to aid in access to materials.
- Supports staff in Readers' Advisory training and implementation.
- Provides ongoing communication and updates to staff pertinent to collection work.

Senior Librarian

- Ensures our communities have timely and accurate access to materials
- Provide efficient and effective workflows associated with the acquisition, cataloguing and processing of library materials in line with community needs.
- Create and maintain accessible and accurate database records complying with set cataloguing standards.
- Ensures cataloguing processes regularly evolve to meet the emerging AITSIS, LC and NLA cataloguing standards dealing with Aboriginal and Torres Strait Islander collection items.

3.4 Acquisition and purchasing

Collection items are acquired through a variety of suppliers, as part of a statewide tendering contract. Approaches from self-published authors or non-standard suppliers may be considered for items of merit, or local relevance when titles cannot be sourced through contracted suppliers.

3.4.1 Donations

Some donations are accepted into the Library's collection. Acceptance of donations is subject to:

- selection criteria applied to purchased materials
- donations not meeting these criteria may be declined or redistributed
- donations of library materials containing local area subject matter or origin may be added even if condition is poor

The terms of the donation are required to be clarified with the potential donor before acceptance of any items. For larger donations this is completed via written donation acquisition form ([link](#)) to allow for donation tracking and to ensure return, redistribution or retirement of items is handled correctly per agreement.

3.5 Access provision

Cataloguing standards ensure the Library's catalogue provides high quality access to print, audio-visual collections and eCollections.

In many cases additional reference points (subject headings, notes) are added to highlight material which is otherwise difficult to find. This applies in particular to items of local interest, and in the ongoing development of reparative cataloguing practices.

The collections are processed with RFID tags and spine labels in a consistent manner to ensure they are accessible.

3.6 Collection management

Continuous collection management results in a current, relevant and attractive collection. This includes the need to relocate resources throughout their lifecycle and recognises that the Library collection space is finite.

Collection management includes:

- Using collection tools and a variety of reports to manage collections.
- The inclusion of new or the deletion of old formats is determined by market forces in combination with the availability of technology in the community to support a format.
- Managing the collection on a day-to-day basis, ensuring it is tidy, attractive and well displayed.
- Ensuring stock is physically appealing to maximise use as a network.
- Repairing and recovering items as required.
- Deselecting stock objectively, and according to guidelines, to maintain an attractive, well-balanced collection, at a size that maintains a steady state within the constraints of the building in which it is housed.

3.6.1 Content analysis

The collections are regularly and effectively evaluated to ensure that the goals of collection development are being met and that emerging gaps are identified.

Collection performance is monitored in a variety of ways:

- Meets the service offering of the [Australian Guidelines and Standards](#) for physical and digital content and collections.
- Regular use of LMS and Collection analysis tools to judge steady performance of collection and purchasing selections and patterns.
- Use of the [PLV Performance Indicators](#) to compare performance with comparable public libraries.

Content use and scope is monitored regularly, to ensure the Library continues to provide the content customers demand. Current methods include:

- Circulation statistics compiled from the Library Management System.
- Holds placed, interlibrary loan requests, and suggestions to purchase give an indication of areas of collection needs.
- Electronic statistics in terms of page views, site visits and eResource use.
- Biannual Library Survey to measure satisfaction with collection and performance.
- Public interest in library displays and targeted marketing packets including QR code usage and social media interactions.
- An ongoing culture of encouraging customer feedback.
- Staff reporting of verbal feedback into a regularly monitored and actioned reporting framework.

3.6.2 Collection location

Physical collections are held in libraries throughout the network including the Library agencies, except where legal requirement prevents this or a rare item of great importance to Library or community heritage requires protection.

GLC uses the floating collection method to refresh all collections aside from magazines at individual library locations, and to ensure these items get maximum network use. These items float freely among the libraries rather than being owned by a particular branch. All lending material held in the Bendigo Library stack is available for loan through the holds process for all locations.

Reference material from the Special collections is held in the Goldfields Resource Centre and offsite at a large Library repository and may be requested and viewed at any branch location.

Digital collections are stored on vendor platforms and accessed via the online catalogue or via vendor apps.

3.6.3 Collection maintenance lifecycle

Collection items are continuously reviewed for attractive physical condition, accuracy of content and current relevance to ensure continued value in meeting community needs. Principles applied are similar to those used in selecting for purchase, together with additional factors recognising that evolving demand and the passage of time may have diminished past appeal, relevance and suitability. Content is reviewed regularly to ensure:

- The best items to match customer needs are selected and maintained.
- A balanced collection is provided within budget allocation.
- A region wide network perspective is taken towards the collection.
- Materials are suitable for library use.
- Collections are responsive to customer needs.

Collection management tools and guidelines are promoted and used confidently by staff members. This includes analysing data compiled from the Library Management System, Collection HQ and the use of the Deselection guidelines.

3.6.4 Deselection and withdrawal

Deselection is an essential activity required to ensure there is space to add new content and to ensure what is retained still meets customer needs. Led by the Manager of Collections.

Assessing items for withdrawal:

- Misleading - and/or factually inaccurate
- Trivial - of no discernible literary or scientific merit
- Irrelevant - irrelevant to the needs and interest of the community
- Elsewhere - material or information that may be obtained elsewhere
- Damage or poor physical condition.
- Better alternatives which might have superseded the item, including an updated edition.
- Diminished appeal of subject, approach or format.
- Over-represented subject
- Low usage or lack of recent use.

- Decreased demand for one or more copies of a title for which multiple copies were bought to satisfy past demand.
- In some cases replacement or alternative items will be purchased.
- Consideration of collection materials available from another library service through the inter-library loan network.
- Availability in digital format if appropriate
- Items with local cultural or literary significance may be retained in the collection longer than would otherwise apply.

Deselected items are reviewed to ensure items of value or historical significance are retained. Material removed from popular collections may be assessed to be included into a special collection, particularly if a replacement copy is sought but not available.

Materials removed from non-circulating collections will be either reassigned to other GLC libraries, placed in circulating collections or deleted. This decision process is part of an overall evaluation process which also identifies:-

- Subject gaps
- Replacement copies required
- Number of titles required on a particular subject
- Availability of titles in other GLC libraries

3.6.5 Disposal

Withdrawn library material not sold on book sale trolleys will be redirected to welfare organisations or fund-raising groups where partnerships have been developed with GLC to redistribute appropriate items for use within the community.

Where collection items are not to be sold or redistributed, they will be disposed of using environmentally sustainable practices such as recycling. The Library follows sustainable practices and considers sustainability implications wherever possible.

Library items will not be discarded at the request of individuals.

3.6.6 Controversial issues and classifications

GLC seeks to provide a balanced library collection reflecting diversity in the community and of community views including controversial issues. It is recognised that a particular item may offend, however:

- Items will not be removed from the collection based on having caused offence.
- Powers of censorship are vested only in Federal and State governments.
- Materials prohibited by law will not be included in the collection.
- R18+ items will continue to be purchased for the collection if deemed of quality, critical acclaim, popularity and/or community demand.

Items which have film or computer game content, and some print items, are loaned in accordance with classifications allocated by the Australian Classification <https://www.classification.gov.au/>

Items with audio content only are subject to the Recorded Music Labelling Code of Practice managed by the Australian Record Industry Association (ARIA) and the Australian Music Retailers Association (AMRA), which uses similar classification criteria and terminology to those used for films and games <http://www.aria.com.au/pages/labelling-code.htm>

Responsibility for the reading, listening and viewing of library materials by children remains with their parents or legal guardians.

Any complaints regarding the inclusion of collection items must be submitted in writing to the Manager Collection and will be reviewed against the library values and selection criteria.

Section 3.

The Collections – purpose and content

Overview

This section provides information about the collections offered within the Goldfields Library Corporation – the purpose of each collection and what it comprises. GLC provides collections for all demographic groups and tailors them to reflect the local community and environment. A strong emphasis is placed on Australian authors and content to reflect Australian culture.

Selection and retention practices are used in a consistent manner across all formats as outlined under Selection in Section 2 Applying the Policy = practices and procedures, unless it is specified otherwise.

New items are added to most collections on a regular basis. The balance in formats offered in some collections, for example physical versus digital, may change depending on availability and usage, trends and demands. This is more apparent in some collections than others.

Physical formats include:

- Books
- Magazines
- Audio-visual - DVDs, music CDs, and Audiobooks

Digital formats include

- Learning and reference databases
- Downloadable – eBooks, eAudiobooks, eMagazines
- Streaming video

1. Print

1.1 Fiction

GLC seeks to provide a wide range of fiction of all types, including books suitable for pre- school children, beginner readers, young independent readers, young adults and adults. The fiction collection includes classic literature, works of literary merit and popular titles of current interest to library users. Australian authors are well represented in the collection, which also includes a representative cross-section of material published overseas. The collection is regularly refreshed with new editions of classic and contemporary classic titles. Where demand for particular titles is high, such as in the area of popular fiction, extra copies are purchased.

1.2 Non-Fiction

GLC seeks to provide a current, regularly replenished, balanced collection in all subject areas likely to be of interest to our community members. Materials are provided for all age groups, from preschool children through to adults. Where demand is very high multiple copies of a title may be purchased.

1.3 Large print

GLC provides a collection of large print books for community members who have difficulty reading standard print, although the collection is accessible to everyone. Coverage may be less comprehensive than for standard print collections due to availability of titles from publishers.

1.4 Magazines and Newspapers

GLC subscribes to a carefully selected range of magazines and newspapers likely to be of interest to customers, particularly with an Australian focus, ranging from popular general publications to those focusing on special interests. Subscriptions are reassessed on an annual basis. As the currency of information contained in magazines is of primary importance, they will be retained in each branch library collection for a limited period. All newspapers are for use in a library branch only. Due to physical space constraints and the availability of online back issues in some instances, copies may only be kept for short periods.

2. Local History resources

The **Cusack Collection** (Local History Collection) is an important collection of local history materials and resources pertaining to the communities served by the Goldfields Corporation. All effort is made to source, collect and preserve local history materials, providing our community with a valuable insight into our heritage. Local history is what makes each community unique and engenders a sense of ownership and continuity of belonging. Small collections of materials of local significance and content are kept at other branch libraries.

3. Special Collections

3.1 The Tanner Children's Literature collection

The Tanner Children's Literature collection covers all Australian children's literature award winners and significant international winners. Material reflecting patterns of childhood reading are included as well as classics that are no longer available in reprint or newer editions.

3.2 The Lockwood Australiana Collection

The Lockwood Australiana Collection covers Aboriginal culture and history, Australian history, literature, biography, and journeys and exploration. Materials about the discovery and settlement of Victoria through to the present provide a unique insight into the history and development of Victoria and its people. This provides an important wider context within which family history researchers can attempt to understand the conditions and lifestyle of their ancestors.

3.3 The Cohn Natural History Collection

The Cohn Natural History Collection focuses on Australian natural history with special emphasis on local ornithology, botany and zoology. This collection aims to complement the local history and Australiana collections by providing reports, guides and authoritative titles documenting our environmental history and impact. The collection supports and encourages the exchange of information and ideas amongst local groups who are involved in the study, preservation and enjoyment of nature, encompassing environmental research, conservation and nature study programs.

3.4 The Gold collection

The Gold collection includes significant titles encompassing our gold mining heritage and helps promote and encourage the importance of this particular phase of history in our lives. The collection brings together such resources as reports, technical manuals, pamphlets, journal articles, maps and diaries.

4. Digital resources

A range of downloadable, streaming and online resources are available for recreational reading, watching and listening, life-long learning and informational needs. These include eBooks, eAudiobooks, databases, magazines, local newspapers and genealogy, language and literacy resources. The GLC recognises the increasing popularity of eBooks and eAudiobooks and is committed to expanding the Collection in this area to reflect the continuing growth in demand. Digital trends are continuously monitored and new resources that may be of interest to our customers are added as they become available. Digital resources that are easily accessed and available to customers 24/7 are a priority in order to enable access at a time and place that best suits how our customers live and work.

5. Audio-visual

The audio-visual collections consist of audio-books, DVD, CD Music and console games for adult, junior and young adult customers in both physical and digital formats, including video streaming.

6. Reference

The Goldfields Library Corporation maintains ready reference collections of material, containing information on a broad range of subjects, usually available for use only in our libraries during library opening hours. The collection is used for answering information enquiries, providing an entry point to research on a subject, and assisting further in-depth research. The collection includes atlases, dictionaries, directories, encyclopedias, handbooks, yearbooks, government publications and indexes. Currency of information is vital. Most items in the reference collection are replaced as new editions are published, unless superseded by an electronic version available through online databases.

7. Library of Things

The Library of Things extends beyond books and embraces a selection of useful items, transforming the library into a hub of shared resources. We prioritise items that are utilised infrequently, providing library members with a practical borrowing option instead of purchasing. By borrowing rather than buying patrons not only save money but also promote sustainable consumption and reduce waste. Our collection holds items that can be connected to our existing core collection and program offerings in an educational manner.

By aligning with GLC priorities and targets, a Library of Things provides an opportunity for skill building, or to experiment with a new hobby. It promotes community engagement and supports the development of resilient and inclusive communities. It encourages collaboration, knowledge sharing and partnerships to address the challenges of sustainable development and create more sustainable and resourceful communities.

Considerations for inclusion:

Relevance and community demand

Importance for present and future use

Ability to promote new thoughts and ideas

Relationship to existing collection:

Must be aligned to GLC's priorities and targets

Construction and production quality including safety measures

Durability and physical suitability for sustained library use

Cost and budgetary considerations

The availability of physical storage space

Meets GLC's Risk Assessment criteria

Availability elsewhere in the community

In addition to Library Plan 2025-2029 and the principles and priorities referenced above, the following principles and values incorporated in the following documents provide a framework for the Collection Development Policy:

Reflect Reconciliation Action Plan

[Goldfields-Libraries-Reflect-2023-2024_web.pdf](#)

International Federation of Library Associations (IFLA)

IFLA/UNESCO Public Library Manifesto

[The IFLA-UNESCO Public Library Manifesto 2022 – IFLA](#)

International Federation of Library Associations (IFLA)

IFLA/UNESCO Manifesto for Digital Libraries

[UNESCO endorses the IFLA Manifesto for Digital Libraries – IFLA](#)

International Federation of Public Libraries (IFLA) *IFLA Internet Manifesto*.

[IFLA Internet Manifesto \(2024 Update\) – IFLA](#)

International Federation of Public Libraries (IFLA) *IFLA/UNESCO Multicultural Library Manifesto*. [IFLA/UNESCO Multicultural Library Manifesto – IFLA](#)

International Federation of Library Associations (IFLA)

The Glasgow Declaration on Libraries, Information Services and Intellectual Freedom. [The World Report 2003 Media release – IFLA](#)

International Federation of Public Libraries (IFLA)

IFLA Statement on Libraries and Intellectual Freedom

<https://www.ifla.org/publications/ifla-statement-on-libraries-and-intellectual-freedom>

International Federation of Public Libraries (IFLA)

Key Issues for e-Resource Collection Development: A Guide for Libraries

<https://www.ifla.org/publications/key-issues-for-e-resource-collection-development-a-guide-for-libraries>

[NSLA Indigenous Cultural Competency Principles 2023](#)

[Reimagine Descriptive Workflows OCLC 2022](#)

Australian Indigenous Cultural and Intellectual Property Protocol 2023

[ICIP Guidelines National Library of Australia](#)

International Federation of Public Libraries (IFLA)

Trend Report

<https://trends.ifla.org/>

Current research and the Collection Development Policies of other leading public libraries were also considered.