



## **Wulerrp Secondary College Library Collection Development Policy**

### **Help for non-English speakers**

If you need help to understand the information in this policy, please contact the school office.

### **PURPOSE**

To explain to our school community, the Department's and Wulerrp Secondary College's policy requirements and expectations relating to the library and its collection.

### **SCOPE**

This policy is a dynamic document that outlines collection building principles, strategies and guidelines for the purpose, content, growth and development of Wulerrp Secondary College library collections and information resources.

This policy will:

- Focus on alignment of resources with priorities of the Annual Implementation Plan.
- Provide a balanced approach to collection management.
- Set standards for the selection and weeding of material.
- Outline preferred formats of material held in the collection and any access conditions.

### **LIBRARY VISION**

To cultivate a vibrant community of readers and learners, empowering students with the skills and passion to become lifelong learners.

### **LIBRARY MISSION**

Each day, we warmly welcome students and staff, offering a wealth of resources to enhance learning and foster a love for reading.

### **COLLECTION DEVELOPMENT POLICY**

Wulerrp Secondary School library provides access to high quality, current resources which meet the social, cultural and academic needs and interests of the school's students, staff and community. Collections are developed to empower students by supporting academic growth, information literacy and a love of reading as they develop the skills of lifelong, independent learning and become responsible members of our community.



Resources are selected in accordance with the Australian School Library Association [Statement on School Library Resource Provision](#) and [Policy Statement – School Library Bill of Rights](#).

## **COLLECTION SELECTION**

### **Selection Principles**

The Wulerrp Secondary College library collection reflects the varied interests, abilities and maturity of the students. Resources will support and promote the curriculum, recreational reading, reading programs and studied texts.

Purchases are made on request and subject to approval by the Library Manager. The library will arrange the acquisition of the item at the best price available and preference will be given to paperbacks where appropriate.

### **Selection Criteria**

Accessions to the library collection is an ongoing process that occurs all year. Library staff have the appropriate expertise to make selections for the collection and are guided in these decisions within defined parameters.

- Support the Annual Implementation Plan.
- Relevance to the curriculum.
- Student demand.
- Authority and currency.
- Value for money (determined by several factors including cost and access).
- Enduring value and relevance.
- Comprehensiveness and depth of treatment.
- Representation of a range of views and academic dialogue.
- Consideration of existing library holdings.

### **Selection Preferences**

- Paperback items are preferred over hardcover for cost efficiency.
- Individual titles are preferred over omnibus editions for reader access.

### **Selection Sources**

Subject to Selection Criteria and Preferences, items will be selected for acquisition from the following sources:

- User suggestions and requests.



- Web sites of major relevant research centres and peak bodies - monitored regularly for relevant publications.
- Reviews in reputable journals, commercial reviews, publishers' brochures and websites and published references.
- Specific subject searches in areas of emerging importance, using subscription databases, and other resources.

### **Multiple Copies**

Within the general collection, multiple copies will be acquired only in the case of items of major importance to the core subject areas or items with high usage (particularly if the item is not available electronically).

### **Donations, Gifts and Exchanges**

Relevant donated items are a valuable addition to the collection. Individual donors are advised of the conditions of inclusion at the time of making the donation.

- Unsolicited gifts or donations are assessed for inclusion in the collection under the same selection criteria as purchased material.
- Donations that do not meet these criteria are discarded in line with the de-selection guidelines.

### **Responsibility for selection**

- The Library Manager will have day-to-day responsibility for the collection, including the implementation and review of the CDP and any work procedures in this area.
- Ultimate decisions for collection policy rest with the principal.
- Learning Area Leaders will be consulted as subject specialists and are integral to building a responsive, targeted collection.
- All library users are encouraged to contribute to the selection through requests.

## **COLLECTION DE-SELECTION**

### **De-selection Principles**

Weeding of the print and digital collection is an ongoing process that occurs throughout the year. Library staff have the appropriate expertise and are responsible for weeding based on defined guidelines.

### **De-selection Criteria**

Items will be weeded from the collection according to the following criteria:



- Item is in poor physical condition, and the usage does not warrant repair.
- Content of item is outdated and is not relevant to the curriculum. The date of publication is used as an indicator for subjects where currency is important.
- Resources contain outdated facts, values and/or attitudes, stereotypical depictions, or bias that are not contextually important.
- Resources which are no longer in demand with exception to publications that are considered classic texts.
- Superseded content or editions.
- There is more than one copy of a particular title, and it is no longer in high demand.
- Lost or missing item/s or part/s.
- Availability of information in other formats that may better serve the same purpose.
- Amount of similar material available in the collection.

### **Discard of de-selected material**

Once deleted from the catalogue, print material can be donated to appropriate organisations with consideration given to their policies for donation of material. Unwanted items will be disposed of.

## **LOST/MISSING OR DAMAGED ITEMS**

### **User Responsibility**

Borrowers are responsible for items they borrow. It is requested that borrowers inform the library when any items are lost/missing or damaged. Consequences for lost/missing or damaged equipment that is borrowed from the library is at the discretion of the principal.

### **Replacement of lost or damaged items**

The library does not automatically replace lost or damaged items. Decisions for replacement are based on the demand for a specific title:

- Whether it is part of a series.
- Number of copies already held.
- Adequacy of coverage by other items.
- Currency and availability of replacement copy.
- Relevance to the current Collections Development Policy.



## COLLECTION EVALUATION

### Evaluation Principles

Evaluation of the collection is an ongoing process as the library responds to strategic changes and borrower demand.

### Reviews of Collection

- A stocktake of the library collection should be undertaken every year, when resources permit.
- An annual review of serials will be undertaken by the library. Relevancy, usage and indexing coverage will be reviewed in conjunction with the subscription renewal process.

### Challenged Materials

In accordance with the Library's Mission and Vision statements, the Australian School Library Association's [School Library Bill of Rights](#) and the National and State Libraries Australasia [statement on the freedom to read](#), the library provides opportunities and resources which reflect a wide diversity of views and expressions allowing students to read and consider a broad range of ideas and to make informed decisions.

Literature explores the diversity of human experience and contexts. Given this diversity, students may at times be exposed to resources which may be considered controversial, inappropriate or offensive. Challenges to resources within the collection will be evaluated according to industry guidelines and the Collection Development Policy and Selection Criteria with a view that no member of the community has the right to determine the suitability of texts for students other than for their own child.

### Challenged materials procedure

When a student, staff member, parent or community member voices a concern about a resource which is in the library's collection, the following steps will be taken:

1. Where possible, the initial concern will be managed informally by the Library Manager in a professional manner. The Library Manager will read the challenged text.
2. Should the concerned individual wish to take the matter further, explain that the school has an established procedure designed to enable challenges to be heard fairly. Provide the concerned individual with a copy of this policy, pointing out the steps of the challenge materials procedure.
3. Concerned individuals who wish to continue their challenge will be given the opportunity to do so. [Request for Reconsideration of a Library Resource](#) form will be supplied. The library Manager will briefly go through the form with the concerned individual, clearly explaining the Challenged Materials Procedure, informing them of the steps to be followed.
4. Challenged Materials Committee will be convened. The membership of this committee may include members of the Leadership team and library staff. The committee will be informed of



the nature of the concern, and the resource will be made available for reading. The Library Manager will explain how the resource reflects the Selection Criteria and its purpose in the curriculum and/or for recreational reading. The concerns detailed in the Request for Reconsideration of a Library Resource form will be examined. The committee will be provided with any more information regarding the resource. A final decision will be made regarding the resource's future in the library's collection.

5. The concerned individual will be informed, in writing of the committee's decision. Concerned individuals may make an appointment for additional clarification about the decision if required. Documentation relating to the challenge and its outcome will be maintained on permanent file.

## **COLLECTION DEVELOPMENT REVIEW**

The Collection Development Policy is a dynamic and living document that will be reviewed at least once a year to ensure it remains relevant and aligned with the school's strategic frameworks, curriculum guidelines and student needs.

Minor changes to the Collection Development Policy may be made by the Library Manager at any time, but any such changes will be submitted to the principal for ratification and review.

## **RESPONSIBILITIES**

Core subject areas (Appendix 1) should reflect current curriculum needs and Annual Implementation Plan.

Terms and conditions outlined in external client partner agreements, contracts, or licences will be considered in the implementation of collection development policy decisions.

Indigenous materials will be treated in accordance with the [Aboriginal and Torres Strait Islander Library and Information Resources Network \(ATSILIRN\) Protocols](#).

## **ALL STAFF**

All school staff can assist the library by:

- Being responsible for all material borrowed, ensuring collection items are returned by the due date.
- Complying with copyright regulations under the Copyright Act 1968.
- Suggest resources for addition to or removal from the library's collections.



## MORE INFORMATION

For more information, please contact the library on 03 5929 2979 or email [library@wulerrpsc.vic.edu.au](mailto:library@wulerrpsc.vic.edu.au).

## POLICY REVIEW AND APPROVAL

Policy last reviewed	
Consultation	Consultation will take place with School Council in
Approved by	Principal
Next scheduled review date	