



Library Collection Development Statement

April 2026

Library

Woodhampton

Contents

Scope	4
Purpose	4
Related Documents	4
Definitions	5
Procedure	6
Review Timelines	16

Scope

The collection development statement guides the development and maintenance of library collections and access to resources.

The statement applies to all processes undertaken by the Rockhampton Regional Libraries (RRL) relating to library collection development, including the selection and deselection of physical and digital resources in the library collection.

Purpose

The purpose of the statement is to define the collection development processes for Rockhampton Regional Libraries, to allow Council to develop a collection which meets the information, education, recreation and cultural needs of the community, and support the development of lifelong learning.

Related Documents

Primary

Library Policy

Secondary

Anti-Discrimination Act 1991 (Qld)

Classification (Publications, Films and Computer Games) Act 1995 (Cwth)

Copyright Act 1968 (Cwth)

Human Rights Act 2019

Libraries Act 1988

Australian Interlibrary Resource Sharing Code

Purchasing Policy - Acquisition of Goods and Services

Library Board of Queensland – Service Level Agreement for Public Library Services

Library Board of Queensland – Service Level Agreement for First 5 Forever Early Literacy Program

Queensland Public Library Standards and Guidelines

Rockhampton Regional Council Fees and Charges Schedule

Definitions

To assist in interpretation, the following definitions apply:

Australian Classification Board (ACB)	The Australian Classification Board (ACB) is an Australian government statutory body responsible for the classification and censorship of films, television programmes, video games and publications for exhibition, sale or hire in Australia.
Collection development	Processes related to the development of the library collection, including the selection, evaluation, deselection and withdrawal of library resources.
Council	Rockhampton Regional Council
Format	The physical or digital form of library resources, including, but not limited to, print; audiovisual; electronic collections (also known as eContent); and other physical items such as archives, memorabilia, puzzles, museum kits, games, toys or puppets.
Independent Library Service	As defined in the <i>Service Level Agreement for Public Library Services</i> , a Queensland public library where overall funding and operation is provided by Council with assistance provided by the Library Board in the form of a cash grant, advisory and training services and provision of some centralised collections.
Interlibrary Loan	An item borrowed from one library service by another on behalf of a customer.
Library Management System (LMS)	A software application used to manage the housekeeping functions of a library including membership records, circulation, cataloguing, acquisitions, periodicals and financials.
Library Resource	Includes: <ul style="list-style-type: none"> a. Physical (e.g. books, magazines, newspapers, maps, manuscripts, photographs, negatives), audiovisual (e.g. CDs, DVDs, computer games) and other physical items (e.g. puzzles, kits, games, toys or puppets) available for use in, or for loan from, a library; or b. Digital (eAudio, eBook, eMagazine, film streaming, subscription databases) available for use or loan on a library or personal device; or c. Equipment or facilities available for use in, or for loan from, a library, such as meeting and training rooms, computers and tablets, and public wifi.
Local Buy	The Local Government Association of Queensland's procurement services company.
LOTE	Languages Other than English.
Standing Order	An open order for titles that fit a particular category (e.g. popular authors or series, large print or audiovisual formats, magazines, etc.) that are provided to the library.
Stocktake	A process which involves checking a library's catalogue records against stock on loan or on shelf, to identify missing items and update records accordingly ensuring the accuracy of the library database and operational statistics.
Weeding	A process of removing resources from the library collection, involving evaluation to choose items no longer required (deselection) and removing them from the LMS and the physical collection (withdrawal).

Procedure

Collection development

The library collection exists to support the community's information, learning, leisure and cultural needs, and to encourage lifelong learning. Decisions about the collection are guided by community data, including statistical and demographic information, to ensure resources reflect the people we serve.

Library services are provided fairly and equitably to everyone, regardless of age, race, sex, gender, sexual orientation, religion, nationality, language or social background. Library collections and services are free from political, ideological, religious or commercial influence, and are only restricted by decisions of the Australian Classification Board (ACB) and relevant State and Federal legislation.

Collection development includes all activities involved in making library resources available in suitable, accessible and appropriate formats. This includes selecting new items, reviewing existing materials, and removing items that are outdated, damaged or no longer relevant.

Experienced and qualified library staff use professional judgement to regularly assess the collection to ensure it remains current, accurate, high quality and responsive to community needs. This ongoing evaluation includes planned removal of items, routine stocktakes to maintain catalogue accuracy and monitoring how the collection is used through statistics such as loans, reservations, in library use and database activity.

Collection development is a continuous process that requires balancing community demand with available budgets. All purchasing of library materials is carried out in line with Council's Purchasing Policy.

Queensland Public Library Standards and Guidelines

Rockhampton Regional Libraries is a service provided by Rockhampton Regional Council in partnership with the Library Board of Queensland. Grant funding is provided by the Library Board (and administered by the State Library of Queensland) to ensure a comprehensive, first-class library collection is available to the residents of Queensland.

This funding supports the development and growth of library collections that cover a wide range of subjects, formats and genres. The collection aims to meet the diverse needs of the whole community while also responding to new trends and emerging formats.

A *Service Level Agreement (SLA)* between Council and the Library Board of Queensland outlines Council's obligation in return for the grant, including having management and organisational practices which align with the *Queensland Public Library Standards and Guidelines*.

- The *Collections Standard* sets targets for areas such as the size and age of the physical collection, spending on electronic resources and how the collection is used.
- The *Guideline for Collections* provides direction on matters including the use of the Public Library Grant, specialist and local studies collections, digital resources, preservation, interlibrary loans and purchasing practices.

The *Guideline for Collections* also states that decisions about library materials and services are based on professional judgement rather than political, moral or religious views. Personal beliefs or concerns about potential offence or controversy do not limit the materials that libraries select or provide access to.

Council recognises that the Australian Classification Board (ACB) is responsible for classifying and restricting publications. The Library Board of Queensland expects libraries to make a broad range of materials available with restrictions applying only where required by the ACB or under State and Federal law.

Rockhampton Regional Libraries aim to meet or exceed the requirements of the *Service Level Agreement* and the *Queensland Public Library Standards and Guidelines*.



Collection classification

Library resources are organised into collections based on age groups—adult, young adult and junior—and then by type or format, such as fiction, non fiction, DVDs or puzzles. This helps customers find suitable materials more easily, supports staff in guiding customers to appropriate resources, and allows the library to monitor usage and spending across different areas.

Adult collection

The adult collection includes fiction and non fiction resources for people aged 18 years and over. Materials are available in both print and non print formats and are selected to meet a wide range of information, learning, leisure and cultural interests. Formats include standard print, large print, audiobooks, magazines, newspapers and DVDs.

Young adult collection

The young adult collection provides fiction resources for people aged 13 to 17 years. There is some overlap with both the junior and adult collections to reflect individual reading abilities and interests.

This collection aims to:

- meet the specific interests and needs of young people;
- support the transition from children's to adult collections; and
- encourage ongoing library use into adulthood.

Junior collection

The junior collection includes fiction and non fiction resources for children from birth to 12 years. It includes picture books, early readers and junior fiction, with overlap between age levels and with the young adult collection. This allows children to move freely between collections based on their interests and abilities.

The junior collection aims to:

- support children's learning, literacy, recreation and cultural development;
- encourage enjoyment of reading for pleasure and information;
- stimulate imagination and creativity;
- support individual learning and development; and
- foster a lifelong love of reading and library use.

Community language collections

The library provides access to materials in languages other than English, primarily through the State Library of Queensland. These collections are mainly supplied in response to customer requests, with some languages held based on local population data from the Australian Bureau of Statistics.

Family and local history

The family and local history collection includes genealogical and local history resources in print and digital formats. Some digital resources are purchased by the library, while others are provided by the State Library of Queensland. All materials are available for use within the library only.

The Rockhampton History Centre also houses the Central Queensland Collection, which includes books, journals, photographs, microforms and Council archives relating to the region. These materials are stored in purpose built, climate controlled facilities. Donations of relevant paper based items may be accepted with approval from library management.

Stack

The stack collection includes items that are not kept on public shelves due to low use, condition, space limitations, or risk of damage or theft. These items are not available for browsing but can be requested through the library's reservation system.



Collection item types and formats

Library resources are organised by item type and format to help customers easily identify and locate materials within the library.

Audio books

A collection of fiction and non fiction titles in both abridged and unabridged formats.

Music CDs

A collection of music recordings for both children and adults.

DVDs

A collection of entertainment, documentary, instructional and cultural films for adults, young people and children.

E-content

Digital resources such as online databases and downloadable eBooks, eAudiobooks and eMagazines. These are provided through library subscriptions and statewide eResources managed by the State Library of Queensland. Some resources are available for use in the library only via public access computers.

Fiction

A lending collection for all ages and reading levels, including picture books, early readers, junior, young adult and adult fiction. The collection includes a wide range of genres, best sellers, classics, Australian authors and award winning titles.

Graphic novels

Stories told through sequential art rather than traditional text. The collection includes both fiction and non fiction titles and is organised into junior, young adult and adult sections.

Jigsaw puzzles

A collection of puzzles for all age and skill levels.

Large print

A collection of fiction and non fiction books designed primarily for people with low vision or visual impairment, but available for use by all library members.

Non-fiction

A lending collection that supports lifelong learning, education, leisure and personal interests. The collection serves all ages and reading levels, represents a range of viewpoints on contemporary and sometimes controversial topics, and includes a strong focus on Australian publications where appropriate.

Reference

A small, non lending collection for use within the library. Additional local history and family history reference resources, including online genealogy databases, are available at the Rockhampton History Centre for in library use only.

Serials

Magazines and newspapers in print and digital formats. A selection of Australian and international magazine titles is available for loan, while selected local and national newspapers are available for use in the library only. Back issues of the local newspaper are available on microfilm at the Rockhampton History Centre. Online subscriptions are used to supplement print collections where titles are no longer published in print.

Items for in-library use

Resources available for use within library spaces only, including toys, puppets, board games, LEGO® blocks, jigsaw puzzles, digital games, gaming consoles and virtual reality headsets. These items are primarily used during library programs and activities.



Selection criteria

Library materials are selected to reflect the information, learning, leisure and cultural needs of the community. The library aims to provide a balanced collection that includes popular and current items, well known classics, and core titles that are expected to remain relevant over time.

When selecting materials, the library considers:

- community interest and customer requests;
- popularity, quality and relevance of the author, creator or subject;
- accuracy, currency and reliability of information (unless of historical value);
- relevance to the intended audience;
- gaps or strengths in the existing collection;
- demand for similar items, including usage statistics;
- whether the item is part of a series;
- Australian content or local relevance, where appropriate;
- format, durability and suitability for library use;
- cost, availability and overall budget limits.

Most print and audiovisual items are purchased within five years of publication. Exceptions may be made for classic works, replacement copies or essential titles. Multiple copies of popular items may be purchased where demand, funding and space allow. Highly specialised or technical material is generally not selected for the public library collection.

Materials are purchased through approved library suppliers, specialist suppliers and local retailers, in line with Council's Purchasing Policy. Items may be purchased in person, online or through standing orders.

To build a balanced and relevant collection, selection is informed by:

- customer requests;
- reviews and catalogues;
- library and specialist suppliers;
- professional publications;
- best seller lists; and
- award lists.

E-content selection

Digital resources and technologies help improve access for community members who may not have their own devices or subscriptions. New e-content and technologies may be trialled or adopted based on:

- cost and long term affordability;
- technical support and hardware needs;
- licensing and copyright conditions;
- expected community interest;
- sustainability of the platform;
- suitability of content; and
- ease of use.

Standing orders and profiled selection

Library staff select most items, with some selection outsourced to professional suppliers using agreed profiles. These profiles are reviewed regularly to ensure items remain relevant, high quality and aligned with community needs.

Non-inclusion

Some materials are not added to the collection, including:

- items restricted or refused by the Australian Classification Board;
- materials that are outdated, unsuitable, too costly or duplicated by existing items;
- highly specialised or one off technical items (which may be accessed through interlibrary loans);
- most self published materials, except where there is strong local relevance or demand;
- spiral bound items and books with novelty attachments; and
- textbooks, unless suitable for general use.

The library supports self directed learning but is not intended to supply required reading for formal school, TAFE or university study.

Suggestions for purchase

Community members are welcome to suggest items for the library to purchase. Requested titles may be added to the collection if they meet the library's selection criteria. If a requested item is not suitable for purchase, it may be accessed through an interlibrary loan where available.

Interlibrary loans (ILLs)

Queensland public libraries participate in a free reciprocal borrowing network, in line with the Service Level Agreement for Public Library Services and the Australian Interlibrary Resource Sharing Code. Interlibrary loans are intended to supplement local collections rather than replace them.

Items borrowed through interlibrary loan are subject to the lending library's loan conditions and restrictions. Items sourced from outside the Queensland public library network may incur a fee charged by the lending library, which must be paid by the requesting member before the item is obtained. Standard overdue, loss and damage charges apply.

Items published in the current or previous calendar year are not eligible for interlibrary loan. Interlibrary loans cannot be used to obtain high demand items more quickly or where the library already provides access through large print or digital formats, unless approved by the Collections Supervisor in exceptional circumstances.

Donated materials

Donations from individuals, authors, publishers or organisations are accepted with the understanding that items may not be added to the library collection. All donated materials are assessed using the same selection criteria applied to purchased items.

Donations that are not suitable for inclusion may be sold, donated to other organisations, given away or disposed of. The library reserves the right to manage donated materials as required.

Deselection criteria

Weeding

Regular removal of items from the collection helps keep library resources relevant, accurate and useful for the community.

Physical items that are outdated, damaged, no longer popular or no longer suitable are routinely withdrawn. Removed items may be sold through library book sales, donated to community groups or charities, given away at community events, or disposed of if they are no longer usable.

The removal of eContent is usually determined by the content provider. Items may be withdrawn after a set period or once borrowing limits are reached. Decisions to cancel subscriptions or online databases are based on factors such as usage, cost and ease of use. Some digital resources are provided free to public libraries by the State Library of Queensland, and changes to these services are determined by SLQ.

Library formats and technologies are continually reviewed and phased out when they are no longer relevant, widely used or sustainable to maintain.

Replacement

Items that are withdrawn, lost or damaged are not automatically replaced. Decisions to replace items are made using the same criteria applied to new selections, based on current relevance, demand and available funding.

Censorship

Council recognises that some library materials may be considered controversial or offensive by some customers. Items are selected based on their value to the collection and their ability to meet the diverse needs and interests of the whole community.

Public libraries have a responsibility to provide a broad and representative range of materials, including books, graphic novels, DVDs and other formats, on the condition that they meet selection criteria and are not prohibited by law. This includes materials that present different viewpoints on controversial topics.

Library collections are organised by format and type, such as fiction, non fiction, audiobooks and DVDs, and are grouped within age based areas for adults, young adults and children. Signage is provided to help customers locate materials. Where appropriate, signage may also be used to indicate collections that contain more mature content.

Parents and guardians are responsible for supervising children in the library and for deciding what materials are suitable for them to access.

The Australian Classification Board (ACB) is responsible for classifying and restricting publications under the *Classification (Publications, Films and Computer Games) Act 1995*. The library complies with all ACB decisions and with State and Federal law.

Items that are legally restricted to certain age groups, such as MA15+ or R rated films and games, are only available to the appropriate audience through library system controls and staff supervision.

Print items that are classified as *Unrestricted* are added to the collection and shelved in the appropriate section. Items labelled with the consumer advice “M (Mature) – Not recommended for readers under 15 years” are clearly marked in line with ACB requirements. Items classified as *Category 1 Restricted*, *Category 2 Restricted* or *Refused Classification* are not added to the library collection.

If an item is under review or reclassification by the ACB, the library will follow ACB instructions, including temporarily removing items from public access and applying any required restrictions as soon as practicable.

Customer feedback and challenges

Customers may raise concerns about specific library items. However, access to materials is not limited by the personal views of individuals or groups.

Customers who wish to challenge an item may submit a complaint to Council outlining their concerns. Library management will review the item and the complaint and may decide to relocate or remove the item if appropriate. Customers who do not agree with the decision may request further review through Council's Administrative Action Complaint Procedure.

Parental responsibility

Parents and guardians are responsible for guiding and supervising their children's use of library materials, both in the library and online. While collections are organised by age group, it is the responsibility of parents or guardians to manage their child's access to adult collections and to ensure material is suitable for them.

Review Timelines

This collection development statement is reviewed every two (2) years or when any of the following occur:

- a. The related information is amended or replaced; or
- b. Other circumstances as determined from time to time by the General Manager Community Services.



This page has been left blank intentionally



Rockhampton Regional Libraries

Ph: 4936 8043 | PO Box 1860, Rockhampton Q 4700 | rrc.qld.gov.au

Public libraries are a partnership between Local Government and the Queensland Government through the State Library of Queensland.

