

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 2 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

As a rule, materials of general public interest, those of classic, historic value where appropriate, and those with important subject approaches should be purchased depending on financial restraints.

Items of a highly technical or highly specialised nature unlikely to be used by library patrons, or those items fulfilling a one-off highly technical request will be borrowed on inter-library loan, if possible, rather than purchased, because of their very limited public interest.

The special collections, for the aged, disabled, etc., may not be as broad in scope as the general collection but will reflect the special needs of users.

FORMAT

In today's society, informational, recreational and educational resources are available in a variety of formats. Non - book materials should be regarded as an integral part of the Library's collection, never as something that is separate or unusual.

Resources should be purchased in the most appropriate format for the subject content, or in a format that best meets the needs of the user group.

SPECIALISATION

It is not possible to specialise in all areas of human knowledge nor collect all materials ever published, however, the Library may adopt a strategy as part of the Collection Development Policy to specialise in certain areas.

At present, there are certain areas of specialisation within the Library's collection and it is intended that this specialisation will continue. Specialist areas are:

◆ **(DDC)796 - 799 - Outdoor Sport**

Ashfield Library is responsible for collecting books on Outdoor Sport under the Sydney Subject Specialisation Scheme.

◆ **FICTION: A - AME**

Under the Sydney Subject Specialisation Scheme, Ashfield Library is responsible for collecting fiction authors whose surnames fall into the alphabetical range A - AME.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 3 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

◆ **PICTURE BOOKS: A - AME**

Again under the Sydney Subject Specialisation Scheme, this Library is responsible for collecting picturebooks whose authors surnames fall into the alphabetical range A - AME.

◆ **LOCAL HISTORY**

As part of Council's commitment to preserving the Municipality of Ashfield's heritage, the Library has assumed responsibility for collecting, organising and making available information relevant to the history of the area. This will include a wide range of subjects, formats, past and present history. While some resources will be purchased, the development of this collection largely depends on donations or loans of relevant material from the public.

GENERAL

Whilst the collection should meet the needs of the community, it must be well balanced. It is essential that the Library keep abreast of changes in the needs of the community and changes in available technology to continue to provide users with the best possible service.

GENERAL SELECTION GUIDELINES

All selected materials should fulfil selection guidelines and any specific criteria required for special collections.

Library material should support and be consistent with the mission, roles, values and objectives of the Library.

General user needs will be regarded as the prime determinants in allocating funds and resources. Surveys and in-house collated statistical data will be used in conjunction with other available community profile information to determine general and special needs and expectations.

Library materials should be appropriate for their subject area and the needs, abilities and interest of those for whom they are selected.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 4 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

The Library's role is to adequately represent subject areas and present a showcase of current and classic material for recreational, educational and cultural exploration.

Library materials should be selected for their ability to meet specific objectives and to ensure that a variety of viewpoints are represented in the collection.

Physical format and appearance should be suitable for the intended use and users.

Ashfield Municipal Library Service supports and encourages the use of Australian material.

SELECTION RESPONSIBILITIES

Final responsibility for interpreting policy rests with Council or delegated Officer. Responsibilities and duties in relation to materials selection may be delegated.

EVALUATIVE CRITERIA FOR THE SELECTION OF MATERIALS

The following characteristics are to be considered in the selection of library materials. Under each heading are the key criteria to be used. Often combinations of criteria are used in selecting material rather than an adherence to all the criteria.

CONTENT

- Authority of author, compiler or editor in subject presented
- Reputation of publisher for authoritative, specialist and quality lists
- Content appropriate for intended users

SCOPE

- Material fulfils a need in the collection
- Information already covered but alternative view is presented
- Little published on the subject and difficult to find

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 5 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

ACCURACY AND CURRENCY

- Material not defamatory or illegal
- Content current
- Content accurate

4. TREATMENT AND PRESENTATION

- Style appropriate for subject and use
- Illustrations complement the text
- Presentation appropriate to level and interest of intended audience

5. ARRANGEMENT AND ORGANISATION

- Material presented logically and sequentially
- Arrangement of information facilitates use

- Inclusion of index, summary, contents list, etc.

6. DURABILITY

Cost of material weighed against short term currency or topicality

7. VALUE TO THE COLLECTION

- Item fills a need in the collection
- Material will be often used
- Balance of cost against probable usage
- Availability of content

8. PHYSICAL FORMAT

Format appropriate for purpose and anticipated usage
Format able to withstand anticipated usage
Content justifies acceptance of format not consistent with the above

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 6 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

9. PRICE

Price is a consideration but not the sole deciding factor
Rare and/or expensive items will not normally be purchased unless they are of intrinsic local interest

10. AVAILABILITY

Access through networks such as Inter-Library Loan to be used if desired material is not currently in print or if cost is prohibitive

SELECTION TOOLS

A range of trade and professional publications, and bibliographic databases are used to identify and evaluate materials. This also acts to ensure current awareness of latest publications and developments within the book trade and publishing industry.

USER SUGGESTIONS

The Library actively encourages suggestions or requests from library users for items that fit selection criteria. Suggestion/request forms are available at our Libraries.

Suggested items not considered appropriate for the collection after assessment against the evaluation criteria, or which are out-of-print may be obtained through the Inter-Library Loan Service.

TITLE DUPLICATION

Duplicates are purchased according to demand, availability and cost.
There are standing orders for newly published titles by popular authors of fiction.

SUBJECT DUPLICATION

It is aimed to provide an ample range and depth of subject coverage, and an attempt is made to include dissenting views on controversial topics in pursuit of a balanced, intellectually rich collection.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 7 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

GIFTS AND DONATIONS

Ashfield Municipal Library welcomes donations of materials which meet the selection criteria, and which are offered without condition. All donations become the property of the Library. The Library reserves the right to discard donations at any time and by any means deemed appropriate.

CENSORSHIP AND COMPLAINTS

Ashfield Municipal Library aims to provide a representative collection of materials on all subjects of interest to its readers, including material on controversial issues. Material will not be rejected on the grounds that it offends some sections of the community. Selection is based on objective criteria rather than subjective view or opinions. A fundamental principle of public library provision is the right of individuals to read and think for themselves.

It should be noted that "Freedom of Collection and Access for Local Government Libraries" states that monitoring the reading of children is the responsibility of their parents and guardians.

Any complaints about library materials should be submitted to the Manager, Library Services, and the material in question will be re-evaluated using criteria presented in this policy document. The concerned person will be sent a written reply informing them of the outcome of the re-evaluation. Any major complaint that comes to the attention of the Manager, Library Services will be reported to Council.

Powers of censorship are vested in a federal authority. That authority is:

Office of Film and Literature Classification
255 Elizabeth Street
SYDNEY NSW 2000
Phone: (02) 9581 7000

Ashfield Municipal Library upholds the principles expressed in the Library Council of NSW's "Freedom of Collection and Access for Local Government Libraries" and the Australian Library and Information Association's "Statement of Freedom to Read" as outlined below.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 8 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

THE COLLECTIONS

1. PRINT MATERIALS

The basis of the collection is the bookstock, and an appropriate degree of comprehensiveness is strived for in the major collections. The periodicals and newspapers provide current information, and form an integral part of the Library collection. The reference collection is essential in providing the community with both ready reference information and research resources. Whilst all individual collections adhere to the general selection policies, more detailed policies for each are detailed below.

2. ADULT FICTION

The Library provides an expansive collection of adult fiction that includes standard contemporary works as well as a selection of classic fiction. This means the collection includes bestsellers, classics and genre fiction, e.g., mysteries, thrillers, romance, westerns, fantasy, science fiction and horror, with a fair representation within each genre.

Adult fiction will be purchased in either hardback or paperback format depending on a variety of factors including availability, cost, durability and suitability for the reader.

An effort will be made to collect winners of prizes and those on shortlists for awards, e.g. the Booker Prize and the Miles Franklin Award.

3. ADULT NON-FICTION

Adult non-fiction books are selected by their current popular value and likely use, or by their important subject approach. The over-riding aim is to provide a collection of ample range and depth of subject coverage. Given that it is impossible to collect everything published across the whole field of human knowledge, it is aimed to provide as wide a range of information as is financially and practically possible for the community. Inclusion of dissenting views on controversial topics in pursuit of a balanced, intellectually rich collection is also a major aim.

The collection provides a supporting role for formal education. It is not Library policy to provide specific text books required for a particular course of study, although some text books are included in the collection if they are the best authority available on the subject and they are of appropriate level and cost for inclusion in a

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 9 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

public library collection. Materials that provide HSC support are included due to high demand.

The Library's area of subject specialisation (Outdoor sports), which falls under this non-fiction category will continue to be specifically developed.

4. LARGE PRINT

Books are purchased in large print format to cater for the needs of people with sight impairment. This collection contains both fiction and non-fiction. Special considerations for selection of materials for this collection, in addition to the evaluative criteria for selection, are print density, weight, colour and opacity of paper.

5. PERIODICALS

Periodical selection reflects the general selection policy for the collection. General, popular and specialist magazines are purchased with an emphasis where possible on providing the Australian edition.

Additional selection criteria include reputation of the magazine in its own field, the number of annual issues, and projected use assessed against the price of the annual subscription.

Two copies of the more popular magazines are purchased, with some of the most in demand news type journals being kept for perusal in reference for a week before being released for loan.

6. NEWSPAPERS

Newspapers are selected to provide the community with current local, state and international news within the budget allocated.

Subscriptions are for popular and authoritative publications in English and relevant community languages.

Newspapers are for in-house use only. Most newspapers are kept for one week with the exception of local newspapers, which are kept indefinitely and stored in archival boxes in the Local Studies Collection and Stack. In future, and subject to availability of funds, it is intended to provide back copies of newspapers on CD-ROM and/or the Internet.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 10 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

7. REFERENCE

It is a major objective of the library to provide a current accurate and comprehensive reference and information service.

The reference collection is maintained to meet the needs of the local community, and therefore reflects its interests, needs and demands. Reference material is purchased in the most appropriate format available to best meet the needs of the local community.

Reference material is not for loan.

8. LANGUAGES OTHER THAN ENGLISH (LOTE)

Materials are provided in Chinese, Italian, Korean, Polish, Spanish and Vietnamese with greatest emphasis being placed on the Chinese and Italian collections.

The LOTE collection includes audio visual materials, newspapers and magazines.

Census data, library surveys and proven demand provide information about the demographic and cultural changes in the Municipality needed for awareness to plan and maintain a relevant and useful LOTE collection. A policy is in place to provide LOTE materials for those groups where more than 700 persons speak a particular language, coupled with a proven demand for that particular language.

Needs of small language groups not covered in Ashfield Municipal Library's collection will be met by the use of the State Library's LOTE collection and Inter-Library Loans.

9. CHILDREN'S MATERIAL

Selection of Children's material reflects the general aim of the Library's collection, i.e., to provide a well-balanced collection to meet the varied needs of children aged from birth to adolescence in the Municipality of Ashfield.

Children's materials include the widest possible range of interests, literary style and educational support. Collections include non-fiction, fiction, picture books, parent/teacher, audio visual, literacy, LOTE, reference and toys.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 11 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

In the non-fiction area special attention is given to acquiring Australian material. Toys are selected for their durability, their safety, their qualities of fun and fascination and their contribution to development of skills, creativity and imagination. The toy collection is housed at the Haberfield Branch Library.

There is a separate Young Adult Collection to cater for the needs of youth in the Municipality. The collection includes fiction and non-fiction, and selection is based on current trends, popular materials and "what young adults want".

10. LOCAL HISTORY

The aim of the Local History Collection is to ensure that information about the Municipality is collected, preserved and organised for access and availability. This collection complements what is available in Council's Archives and the resources of the Ashfield and District Historical Society.

Material collected may be acquired by purchase or donation. A selection of background material to assist in historical research should be included, for example, books not specific to the locality but with pertinent subject matter.

Other selection and acquisition criteria relevant to this collection are as follows:

- Original records of Ashfield's history, and copies of records of Ashfield's history when the originals are held by other organisations.
- Copies of any works produced or published by local authors.
- Any format except realia will be kept.
- Works may be excluded on the basis of very high cost.
- Material relating to all aspects of Local History are included without regard to bias based on political, moral, social, racial or religious grounds.
- Records which may cover the history of a large area, for example, NSW, but which include a substantial portion on Ashfield.
- Materials of interest to genealogists and family historians.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 12 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

Professional literature on the operation and maintenance of local history collections will be included.

Preservation is a major concern in maintaining this collection, and influences methods of housing, access and location. The collection should be housed in a secure area, correctly air-conditioned to ensure maximum preservation of materials. Local history material is generally of limited access due to the fragile and rare nature of the materials.

11. LITERACY AND ENGLISH AS A SECOND LANGUAGE (ESL)

This collection provides a range of resources in print and audio-visual formats to improve literacy and numeracy skills. It contains materials suitable for adults and children, with the emphasis being on materials for self directed learning.

12. AUDIO-VISUAL MATERIAL

The audio-visual collections supplement and complement the print materials and give access to sound and image information for recreational, informational and educational purposes. Material in audio cassette, compact disc and video format is included for both adults and children.

Music recordings cover classical, jazz, rhythm and blues, general popular, rock, country and western, film and stage shows, ethnic, religious, ambient and children's.

A collection of storytelling, book-readings, documentary and instructional audio cassettes are also available. Hear-a-books are available for those with a print disability.

The video collection includes documentaries, instructional material, live performances of opera, ballet and music. An emphasis is placed on feature films adapted from books, both fiction and non-fiction, with less emphasis on popular movies available for rent from video shops. Children's videos include titles produced especially to stimulate and educate.

Documentary content includes sports, historical, geographical, natural history, and biographical. Instructional content includes artisan and home crafts, health, car maintenance, business, computer, music, sport training information, and languages.

Quality of recording and performance are major selection criteria.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 13 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

MATERIALS ON CLOSED ACCESS (STACK)

The bulk (i.e., non current material) of the library's Subject Specialisation Collection - Outdoor sports, is housed in stack, a closed access location. Stack items also include books, mainly classics, for which there will likely only be occasional demand, but considered of value to the collection. Magazines (sport and others for which there is a demand for old issues) make up the rest of the collection.

Stack items are in general old publications and copies of titles that add to the depth and range of the Library's collection. This closed access back-up to the current open access collection is regularly weeded and assessed to ensure its usefulness to the community.

Library staff are able to retrieve and present items for use from stack the day following a request, Monday to Friday.

WITHDRAWALS, DISCARDS AND REPLACEMENTS

Continual revision, in the form of weeding, discarding and replacement is essential to maintain a well-balanced, representative up -to-date collection.

The basis for revision and withdrawal is the Library's general selection criteria, together with physical condition, current validity and accuracy, and usage.

Discarded items are dealt with in various ways:

- Non-fiction is offered to the Subject Specialising Library.
- Non current A-AME fiction is sent to the Joint Fiction Reserve held at the State Library of New South Wales.
- Some classic fiction and books and magazines on outdoor sport (Subject Specialisation Material) are held in Stack.
- Remainder are sold at the Library, the proceeds being a part of library income.
- Replacements are made for important, popular or classic titles which have been withdrawn.

TITLE:	Collection Development	FILE: L01/01
--------	------------------------	--------------

SECTION:	Library	
DOCUMENT:	Policy	PAGE: 14 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

STOCK ROTATION

Material found to be little used at one branch is assessed for re-location to another.

COLLECTION EVALUATION

Continuous evaluation should be made of the collection and its effectiveness in providing a modern service to meet community needs. This can be done in a number of ways, including:

- Review by reference and circulation staff particularly in relation to success in satisfying user requests.
- User input.
- Circulation statistics.
- Monitoring the effectiveness and appropriateness of the Collection Development Policy using demographic and cultural information and surveys.
- Assessing the strengths and weaknesses of the collection against The Australian Conspectus code, which has been developed at a national level to facilitate co-ordinated collection building between different library outlets, as well as between different types of library services.

The conspectus code enables standardised assessment of the existing collection on a subject by subject basis, as well as providing a description of collection areas of strong and weak collection building related to the Library's strategic plan and appropriateness to the local community.

Ashfield's Collections generally match Conspectus Level 2a. Some small areas of the collection, e.g., pure science/mathematics and general geography, are slightly below this level and will receive a concentration of resources to bring them up to Level 2a. Outdoor Sport (Specialisation Collection) is at Level 2c and Local Studies is at Level 3a. Future evaluation will determine if any other areas of the collection need to be above Level 2a.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 15 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

FREEDOM OF COLLECTION & ACCESS FOR
LOCAL GOVERNMENT LIBRARIES

COLLECTIONS

1. A local government library has a role as an unbiased source of recorded knowledge and ideas. It must accept responsibility for providing free access to materials and information presenting as far as possible - all points of view on current and historical issues, including controversial issues.
2. Libraries should endeavour to provide comprehensive and balanced collections, as far as budget, space, and availability of materials allow.
3. Book and non-book materials that have not been subject to Federal or State prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other grounds alone, whatever pressure may be brought to bear by individuals or groups.
4. Adult collections should not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading of children is the responsibility of parents or guardians.
5. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, e.g. by holding them in special collections available on request, can be an indirect form of censorship. No materials should be held in closed access except for the express purpose of protecting them from injury or theft.

LIBRARY USE

6. Everyone has the right to use a public library, whatever their age, sex, race, religion, national origin, disability, economic condition, individual lifestyle, or political or social views.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 16 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	

ROLE OF LIBRARIANS

7. Librarians should not exercise censorship in the selection of materials by rejecting, solely on the ground mentions in (3), material which is otherwise relevant and which meets the standards of the library concerned.
8. The continuous review of library materials is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.
9. Librarians should protect each user's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired.
10. Librarians should co-operate with persons and groups concerned with promoting free expression and free access to ideas.

LIBRARY COUNCIL OF N.S.W.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 17 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

STATEMENT ON FREEDOM TO READ

The Australian Library and Information Association, believing that freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other sources of information, affirms the following, principles as basic and distinctive of the obligations and responsibilities of a librarian:

1. A primary purpose of a Library Service is to provide information through books and other media on all matters which are appropriate to the librarian, concerned.
2. A librarian must protect the essential confidential relationship, which exists between a library user and the librarian.
3. The functions of the librarian include promoting the use of materials in the librarian's care: to ensure that the resources of the library are adequate to its purpose to obtain interest in all relevant facets of knowledge, literature and contemporary issues. Including those of a controversial nature, but neither to promote or suppress particular ideas and beliefs.
4. A librarian, while recognising that powers of censorship exist and, are legally Nested in state and federal governments, should resist attempts by individuals or organised groups with the community to determine what library materials are to be, or are not to be, available to the users of the library.
5. A librarian should not exercise censorship in the selection of materials by rejecting on moral, political, racial or religious grounds alone material which is otherwise relevant to the purpose of the library and meets the standards, such as historical importance, intellectual integrity effectiveness of expression or accuracy of information which are required by the library concerned. Material should not be rejected on the grounds that its content is controversial or likely to offend some section of the library's community.
6. A librarian should uphold the right of all Australians to have access to library, services and materials and should not discriminate against users on the grounds of race, sex, age, religion, national origin, disability, economic conditions, individual lifestyle or political or social views.
7. A librarian must obey the laws relating to books and libraries. but if the laws or their administration conflict with the principles put forward in this statement. the librarian should be free to move for the amendment of these laws.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 18 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

ADOPTED: 1971
AMENDED: 1979, 1985

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 19 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

COLLECTING LEVELS

Australian Conspectus Collecting Levels

Level 0: Out of Scope

The library does not collect in this area

Level 1a: Minimal

A collection of which few selections are made beyond introductory /very basic material.

Level 1b Minimal Level with Uneven Coverage

Few selections are made and there is uneven representation of the subject.

Level 1c: Minimal Level with Even Coverage

Few selections are made but key authors, some core works, or a spectrum of views are represented.

Level 2a: Basic Information

A collection of up to date materials which serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopaedias, access to appropriate bibliographic databases, standard and significant works, handbooks, manuals, films, sound recordings and a few popular or major serials. A basic information collection can support general enquiries, school and some undergraduate instruction, and information at a popular level, but it is not sufficiently intensive to support advance undergraduate courses.

Level 2b: Basic Information -Introductory

The emphasis at this level is on providing resources which introduce and define a subject. A collection at this level includes: basic reference sources and explanatory works, such as textbooks; historical descriptions of the subject's development; general works devoted to major topics and figures in the field: and selective major periodicals. This level is sufficient to support clients attempting to locate general information about a subject or students enrolled in introductory level courses.

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 20 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	

Level 2c: Basic information Level - Augmented

At this level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference tools and periodicals that serve to introduce and define a subject. This level is sufficient to support students in basic courses as well as supporting the basic information needs of clients in public and special libraries.

Level 3: Intermediate

A collection containing a broad range of resources adequate to support undergraduate and most graduate instruction, sustained independent study, work base interests or specialised enquiries; that is, adequate to impart and maintain a knowledge of a subject in a systematic way at less than research intensity. It includes a wide range of basic works in appropriate formats, the fundamental reference sources and bibliographical works, a significant number of classic retrospective materials, complete collections of the works of more important authors, selections from the works of secondary writers, a selection of representative journals and access to appropriate databases.

Level 3a: Intermediate – Introductory

A collection at this level provides resources adequate for imparting and maintaining knowledge about the primary topics of a subject area. It includes a broad range of basic works in appropriate formats, classic retrospective materials, all key journals on primary topics, selected journals and seminal works on secondary topics, fundamental reference sources; bibliographical works and access to appropriate databases. The collection is adequate to support undergraduate instruction, as well as most independent study and work based needs of the clientele of public and special libraries; it is not adequate to support postgraduate courses.

Level 3b: Intermediate – Augmented

A collection at this level provides resources adequate for imparting and maintaining knowledge about the primary and secondary topics of a subject area. The collection includes a significant number of seminal works and journals on the primary and secondary topics in this field; a significant number of retrospective materials; a

TITLE:	Collection Development	FILE: L01/01
SECTION:	Library	
DOCUMENT:	Policy	PAGE: 21 of 21
COUNCIL ADOPTION:	CM 19/05/98 MN 179/98	
DATES AMENDED:		DATE: 10/11/98

substantial collection of works by secondary figures; works that provide more indepth discussions of research techniques and evaluation; the fundamental reference sources and bibliographical works and access to appropriate databases. The collections adequate to support all undergraduate and most postgraduate course work, as well as advanced independent study and work based needs of the client of public and special libraries.

Level 4: Research

A collection containing both current and retrospective resources, with historical material retained. Such a collection supports postgraduate and independent research and includes the

major published source materials required. It is intended to include all important reference works, a wide selection of specialised monographs, a very extensive collection of journals and immediate access to bibliographies, abstracting and indexing services in the field, materials containing research findings and non-bibliographic databases. The collection will provide materials in all appropriate formats and languages, including original materials and ephemera.