

## **SYDNEY MECHANICS' SCHOOL OF ARTS (SMSA)**

### **LIBRARY COLLECTION DEVELOPMENT POLICY**

<b>Policy number</b>	LIB001	<b>Version</b>	1.2
<b>Drafted by</b>	SMSA staff	<b>Approval date</b>	13 MAY 2024
<b>Responsible</b>	VP Library	<b>Review date</b>	MAY 2027

### **PURPOSE**

This policy describes how the SMSA Library collection will be assessed, maintained and grown to meet the needs of the SMSA community.

### **SCOPE**

This policy applies to the main library and the Thomas Keneally Centre collection.

### **POLICY STATEMENT**

The mission of the Library is to provide, for the benefit of members, a conveniently situated, comfortable and welcoming library, equipped with designated spaces for reading and refreshments.

To achieve its mission, the SMSA will:

1. regularly evaluate the existing collection and borrowing records, staying attuned to member borrowing trends
2. record and analyse member feedback on the collection
3. maintain the collection by applying approved criteria for selection, deaccession and managing donations of material
4. preserve the integrity of the collection.

### **PROCEDURES**

1. Selection Methods
  - a. Library staff, in collaboration with the Board and members through the 'Suggested Purchases' facility on the SMSA website, manage the selection process.
  - b. Staff utilise various resources, including reviews from reputable sources, publisher and book supplier catalogues, electronic bibliographic tools, and members' requests.

## 2. Selection Factors

- a. Member suggestions for purchase
- b. Cost/budgetary limitations
- c. Format
- d. Space and shelving limitations
- e. Availability of material elsewhere
- f. Contemporary or permanent value.

## 3. Selection Criteria

### a. General criteria for print material acquisition:

- Align with current issuing trends
- Part of the SMSA Library's series holdings  
*Review series lending history, considering total issues, accession date, and recent issuance; reject low-popularity instances*
- Part of the SMSA Library's author holdings  
*Review author's lending history, considering total issues, accession date, and recent issuance; reject low-popularity instances*
- Authors/contributors involved in SMSA events  
*Consider materials by those involved in SMSA events; preferably purchase before the event date*
- Prize/Award-Winning Material  
*Give preference to materials associated with well-known awards*
- Member Suggestions  
*Evaluate against the above criteria.*

### b. eBook acquisitions

- The material meets some, but not all, selection criteria
- Recently de-selected materials may be replaced with eBook copies
- Books may be available in both eBook and hardcopy formats, existing in both collections.

### c. General criteria for rejection of print materials

- Beyond the scope of the SMSA Library collection
- Cost
- Specialised or technical books.

d. General criteria for culling of print materials

- De-selection is the routine process of removing materials from circulation and is conducted on an annual basis.
- Library staff will use the criteria outlined below to identify materials for retention or de-selection:
  - Relevance, currency, and appeal
  - Assess book borrowings based on shelf time, issuance frequency, and last issuance date
  - Value considerations, including series inclusion and out-of-print status
  - Superseded by newer materials or eBooks
  - Prioritize visual appeal, accessibility, and library space optimisation
  - Maintain balance in collection diversity
  - Consider multiple copies, outdated materials, and subject area redundancy
  - Weekly and fortnightly magazines will be retained for six months before removal
  - Monthly magazines retained for twelve months before removal.

## **5. Donations**

Donations to the Library are subject to the following criteria:

1. The book must be in good condition
2. The book must align with holdings of the Library
3. The book must meet the selection criteria outlined in this policy.

With the explicit agreement of the donor, a book is deemed unsuitable for the Library will be placed in the 'free to a good home' shelving.

## **6. Collection Maintenance**

Stocktaking, rotation and repair of resources will be conducted regularly to maintain the appearance and currency of the collection.

## **DEFINITIONS**

'Library' refers to the main library collection and the Thomas Keneally Centre collection.