



Policy	Collection		
Service/Function Area	Library	Created Date	2015
Custodian	Deputy Principal	Reviewed	29/8/2023
Review Period	2 Years	Next Review Date	29/8/2025
Policy Number	Rev1	Final Approver	SLT

## Policy Statement

To ensure that the compilation of resources housed in the Library reflect the College's educational priorities and considers all information resources available to the St Brigid's College community. To effectively resource curriculum development at the College requires a policy that is central to ongoing planning, reviewing and curriculum development process.

Three procedures are referred to within this Collection Policy:

- The Collection Policy addresses the management of the College Library collection.
- Procedures relating to selection, acquisition and controversial resources are addressed.
- The Information and Communication Technology Use Policy explores issues raised by the increased use and availability of information communication technologies, including equity of access and the use of the Internet.
- The Copyright Policy outlines the principles to which users should adhere in using copyright material, to guard against user abuse of information usage privileges.

The Library caters for students in Pre-Kindergarten to Year Twelve and Staff at the College.

- Users of the collection are provided with materials to support their full range of needs; that is curricular, high-interest, emotional, social, extra-curricular and spiritual. The collection also provides for the recreational reading of all users with fiction, digital and high interest resources.
- The collection provides resources to support all student groups within the College. Students are well catered for with both print and digital resources.
- The teaching staff of the College are highly motivated in delivering academic success to students, with high quality teaching practices; and the Library provides curricular support materials.

## Scope

The contents of this policy are applicable to all students and teaching staff at St Brigid's College.

## Purpose

- Enhance the learning experiences at the College for all students
- Provide a dynamic 'hub' of the school for all students and staff to interact in a positive learning environment

- Provide resources in print and digital formats to support, enrich and enhance the curriculum, taking into consideration the varied learning needs and styles, recreational and study interests and maturity levels of the students
- Provide materials that will enable the acquisition of factual knowledge, processing skills, information search skills, and the development of literary appreciation, aesthetic values and ethical standards
- Provide materials which facilitate the teaching and learning of multi-literacies
- Provide materials offering a breadth and diversity of viewpoints on various issues so that students may develop their critical thinking skills and make informed judgments
- Provide materials representative of religious, ethnic and cultural groups and their contribution to our heritage
- Provide a space where students may explore learning opportunities freely and to guide offerings and opportunities
- Place principle and reason above personal prejudice in the selection of materials to ensure a collection suitable for the needs of its users

## Implementation

### Principles

Emphasis of selection will be placed on resources which support and enhance the educational programme. Selections will be made in order to maintain and up-date the present collection and to provide for areas of existing need and new additions to the curriculum. Selections are to occur based on College priorities, the allocated budget of both the Library and the Curriculum Teams, discussions with teaching staff, the selection criteria and the Collection Policy.

Responsibility for selection will be with the Library Technician, in close consultation with the Deputy Principal and Team Leaders. However, all users can participate in the selection process by suggesting resources for the Library collection. Resources will be arranged for teachers to preview and to supplying information on the present collection and areas requiring attention. Criteria for Selection

The following criteria will be followed to evaluate resources for inclusion into the collection -

- Appropriateness
- Authenticity
- Level of Sophistication
- Scope
- Interest
- Organization
- Technical Aspects
- Relevance
- Compatibility
- Special Features
- Physical Characteristics
- Cost
- Fiction and Non-Fiction Resources

## **Formats Within the Collection**

The collection includes breadth of resources including but not limited to: books (fiction, nonfiction and reference), magazines, digital technologies such as e-books and access to online databases. User access to resources is via AccessIT and is available to all users.

## **Duplicate Copies**

Procedures are in place to avoid unnecessary duplication of resources. The Library Technician will -

- Determine whether there is an existing copy in the collection prior to purchase
- Determine whether an additional copy is warranted due to
- Popularity
- Curriculum needs
- Retain all duplicate copies in the collection unless
- The number of copies exceeds two without sufficient usage over a period of twelve months to two years
- There is limited borrowing of the items
- Shelves become overcrowded

## **Donations and Gifts**

Donations and gifts are accepted by the College and are often to be housed in the Library collection. All donated items will be evaluated using the criteria for selection before being included in the collection. In cases of monetary donations, the Director of Business will be informed and the amount donated will be given by the donor directly to the Accounts Department. Resources are required to added to the College's asset register where values exceed \$1000.

## **Lost or Misused Items**

The responsibility for lost items or misused items rests with the user. Any user who loses or misuses a Library resource, will be charged the current replacement cost of the item.

## **Stocktake of Collection**

Where a stocktake of the library inhouse collection, library staff will:

- reconcile inaccuracies or inconsistencies in the Library cataloguing
- identify gaps or imbalances in the collection
- weed inappropriate resources
- obtain statistics for reports and accounting – this is to be provided to the Deputy Principal
- relocate and correctly shelve resources
- optimise storage
- identify resources needing repair and action such repairs

Stocktaking procedures will -

- complement other collection maintenance activities
- be performed every two years
- isolate and stock take departmental collections
- cover all sections of the collection each year
- Determine whether there is an existing copy in the collection prior to purchase

## **Acquisition of Resources**

The principles which will be followed in acquiring resources are:

- Resources will be selected using a range of selection tools and services, or as a result of personal recommendation from any Library user.
- Only resources which reflect the established criteria for selection will be considered for purchase and inclusion in the collection.
- The Deputy Principal will ensure that the necessary funds are available to purchase materials.
- Only approved suppliers will be used for library purchases.
- The choice between physical resources and electronic usage will be made on the basis of user requirements and cost.
- Materials of a sensitive nature/possibly inappropriate for use in Catholic Education” needs to be signed off by the Senior Leadership Team before adding to collection

## **Collection Evaluation**

The collection will be regularly appraised by the Library Technician to ensure it is relevant to users, enhances the educational goals of the school, maintains the existing collection and provides for new curriculum. The criteria used will include, but are not limited to:

- Relevance to users
- Adherence to selection procedures
- Priorities in budget considerations
- Curriculum requirements

## **Collection Evaluation Methods**

The methods used to evaluate the suitability of items in the collection will include -

- Comparison to the values, vision and mission of the College
- Collection Mapping
- Analysis of usage patterns
- User input
- Comparison with current selection criteria
- Comparison with published lists
- Age, accuracy and appeal of the resource
- Evaluation of specific areas in response to research topics
- Other methods as deemed appropriate

## **Review of Collection**

A review of the College’s collection will be undertaken during Term Three and Four to ensure that -

- Resources are shelved correctly
- Automated catalogue records are correct
- Items are in good condition
- Collection mapping can be undertaken
- Resource needs for the following year can be determined
- Staff can view the entire collection and make decisions for future planning

## **Collection Maintenance**

The Library Technician must remove those items from the collection that detract from its ability to provide

accurate, relevant and current materials. Stocktaking is also an essential part of collection maintenance. Stocktaking is the process of checking actual resources against records held in the collection. It identifies collection losses, stock control, circulation control and provides a collection count. Stocktaking is also essential for accountability and audit requirements. The Library team will determine the final weeding responsibilities and procedures.

### **Deselection of Resources**

The Library team will review and evaluation the collection at least once a year, based on the curriculum, learning and teaching styles, student achievement levels and the collection development. The deselection or weeding of Library resources will be based upon the following criteria -

- The resource presents sexist, racist, or otherwise culturally or religiously offensive views
- The resource is worn out, badly damaged, soiled, beyond repair, or are non-print and damaged and is deemed unusable
- The resource is inaccurate, out-dated (technology) or unpopular
- The resource is unattractive
- The resource is inappropriate in content
- The resource is of no further value to users

### **Weeding Resources**

Weeding should take place throughout the College year. Library staff are expected to actively be involved in the weeding process *Criteria for Weeding*. The Continuous Review Evaluation and Weeding (CREW) process will be employed.

- the curriculum
- learning and teaching styles
- student achievement levels
- collection development
- Misleading, Ugly, Superseded, Trivial, Irrelevant, Easily Obtained Elsewhere

#### **Misleading**

- presents sexist, racist, or otherwise culturally or religiously offensive views
- portrays inappropriate male/female stereotypes
- shows bias
- presents outdated or inaccurate information in the written text or the pictorial format
- no longer meets curriculum needs and teaching methods

#### **Ugly**

- are soiled or badly worn, particularly those with missing pages, brittle or dirty paper
- are beyond repair
- have a short life and have become worn and tatty
- are non-print and damaged to the point of not being usable

#### **Superseded**

- are more than ten (10) years old
- present theories or concepts which have been disproved or altered significantly
- are outside current selection criteria, are mediocre, or of poor quality
- duplicate information which is no longer in heavy demand

- are superseded by new or revised information.
- use outdated or unpopular technologies

#### Trivial

- material which is too specialised – outside interests and relevance to school

#### Irrelevant

- are inaccessible because they lack a table of contents or inadequate indexing
- have poor searching capabilities
- no longer reflect the ethos, aims or objectives of the school

#### Easily Obtained Elsewhere

- are available in another format, for example digital format
- more likely to be found by way of internet search

### **Disposal of Weeded Items**

The disposing of weeded items will be after discussion between the Library team and at the final discretion of the Deputy Principal. Possible (but not limited to) actions include -

- Donate items to current students or other interested parties (including staff and students)
- Approach local community organisations to rehouse items
- Shred those items, which cannot be disposed of by the above-mentioned methods.

To avoid any dispute over ownership of the resources, all references to St Brigid's College are to be either removed (barcode) or concealed.

### **Review of Controversial Resources**

The underlying principle in collection development is that the Deputy Principal and the Curriculum Team Leader's major responsibility is to provide open access to all users to materials representing differing points of view. This needs to be a consideration when reviewing controversial resources, although it is integral that the collection supports the Catholic ethos of the College.

If for any reason a resource is challenged by any member of the College, or community the following points will be observed:

- Before commencing the review process the Deputy Principal needs to affirm if the title is worth the whole review process. It is important that the complainant submits their concern in writing to the College, before any action is taken, to indicate concerns; and based on this outcome as to what further steps are taken. It might follow that the resource should be read/viewed, to check that it meets the school's selection criteria. If it does, then the title should be subject to the review Procedure, and should be reviewed. If it does not, the title may simply be withdrawn and the complainant advised of this action. It is absolutely essential that the removal of the resource be based on the school's selection criteria considerations, not because it is seen as potential trouble, otherwise this is censorship.
- The Senior Leadership Team will be informed and consulted with in cases where a complaint has been lodged regarding the collection. If appropriate, the matter will be directed to the College Principal.

## **Lodging a Complaint**

The complainant needs to lodge with the Deputy Principal or the relevant Curriculum Team Leader.

## **The Review Process**

The need to select or reject resources is based on the application of the school's selection criteria. Any resource which is deemed to be controversial should be considered by a review committee, consisting of the Deputy Principal, Curriculum Team Leader - English, Library Technician and any other staff deemed appropriate to ensure valid decision making to occur.

The College Principal will act as an objective appeal option, separate from the review committee, if the complainant wishes to appeal the decision of the review committee.

In the review of the resource published reviews and the selection criteria should be considered. During the review process the item should remain in circulation until its future is determined.

Following the review, the complainant will be notified of the outcome. The College Principal will also be forwarded a copy of the results. If an appeal is raised by the complainant the appeal is directed to the College Principal (or delegate) who will make the final decision.

## **Electronic Resources**

Library users have access to Information Communication Technologies including the Internet, digital resources for information retrieval and audio-visual resources.

### a) The Electronic Information Needs of Users

Users will be provided with access to Information Communication Technologies for their curriculum informational needs. Before and after school and at lunchtime users can access these technologies for curriculum needs and at home/boarding users can access the College's subscriptions to online databases through the internet.

### b) Electronic materials

Electronic materials must enhance the educational needs of the users. Electronic materials will be selected on the basis of content, access, support and cost:

- What subject area(s) does the resource cover?
- How accurate and current is the information?
- How often is the information updated?
- Ease of access to specific information?

## **Student Access Procedures**

Library users have access to information communication technologies, Monday to Friday from 8.00am to 4.00pm. The Library is also open at recess and lunchtime. During these times, users may use information communication technologies for information retrieval.

During school hours/class time the following guidelines are appropriate -

- Each information communication technologies user is aware of the College's Information and Communication Technology Use Procedure detailing the users' rights and responsibilities whilst using these technologies.

- Class groups requiring information communication technologies access will be given priority.
- Students can print information accessed for curriculum needs.

### Site Licence Procedure

Site licenses are agreements signed between a service provider and the College to ensure the number of users does not exceed the number licensed. Users will not be permitted to exceed the licensed number of computers or users. Where practicable and affordable whole school site licenses should be investigated and the Information Communication Technologies Team consulted.

### Copyright Procedure

The teacher in charge of the Library has a responsibility to ensure that the Library users reflect the law with regard to copyright (see the College Copyright Procedure).

- In the Library most material may be copied for educational purposes, but should be fair and of appropriate quantities.
- 10% of total number of pages; or
- one chapter
- Computer software will be networked as per license agreements
- Commercially produced DVDs nor downloaded films cannot be copied or shown for profit in the College and must only be shown for educational purposes

### Relevant Legislation

Legislation / Compliance
N/A

### Support Documents

Document Number	Document Description
N/A	St Brigid's College Text Selection Procedure
N/A	Appendix 1 Selection Guide – Fiction
N/A	Appendix 2 Selection Guide – Non-Fiction
N/A	Appendix 3 Collection Complaints form