

## **Collection Development Policy**

### **1. Introduction**

This Collection Development Policy outlines principles and guidelines for the acquisition, maintenance, and disposal of materials at the Guille-Allès Library. Its purpose is to ensure that the Library's collection meets the needs of the community it serves. The policy guides staff in making decisions about the selection and deselection of materials in a consistent and unbiased manner.

### **2. Objectives**

Staff will use this policy to:

- a) Support the delivery of the Library's Mission to make all kinds of knowledge, information, and works of the imagination readily available to the people of Guernsey.
- b) Provide access to a wide range of resources that reflect the interests, needs, and cultural diversity of the community.
- c) Develop a balanced and comprehensive collection across various formats including books, audiobooks, digital resources, and more.
- d) Ensure the collection supports the promotion of literacy and reading for pleasure.
- e) Promote intellectual freedom, diversity of thought, and freedom of access to information.
- f) Regularly assess and evaluate the collection to maintain its currency, relevance, and usefulness.

### **3. Responsibility for Collection Development**

The ultimate responsibility for collection development rests with the Chief Librarian, who delegates selection responsibilities to the professional librarians on her team. The Chief Librarian oversees the

implementation of this policy and reports to the Board of Management and the Guille-Allès Library Council.

#### **4. Selection Criteria**

Materials will be selected for inclusion in the Library's collection based on the following criteria:

- a) Relevance to the community's information needs, including current and anticipated interests, educational requirements, and cultural diversity.
- b) Authority and reputation of the author, publisher, or producer.
- c) Accuracy, currency, and factual integrity of the content.
- d) Literary, artistic, and scholarly merit.
- e) Popular demand, anticipated demand, or anticipated value to the community.
- f) Physical condition, durability, and format suitability.
- g) Availability of similar materials already within the collection and the need to avoid unnecessary duplication.
- h) Cost, availability of funds, and cost-effectiveness of the item.

#### Adult Fiction

A core function of the Library is to provide access to fiction to encourage literacy and reading for pleasure. Fiction selection is determined by the following criteria:

- a) Items should reflect local interests and tastes.
- b) Classic and noteworthy texts should be included.
- c) There should be a regular influx of new titles.
- d) The popularity or likely popularity of the author and genre should be considered.
- e) The collection should be curated holistically, e.g. purchasing sequels, replacing missing titles, and filling stock gaps.
- f) Self-published items, or items where the author has paid a fee to be published, should not be included other than in exceptional circumstances.

- g) Additional copies should be purchased to cover demand as necessary.

### Adult Non-Fiction

The Library strives to select the best non-fiction materials for the educational, informational, and recreational needs of the community. Non-fiction selection is determined by the following criteria:

- a) Items should reflect local interests and tastes.
- b) Content should be of suitable breadth and depth for the intended readership (selection would therefore not normally include specialist academic material).
- c) Information should be accurate and up to date.
- d) Items should be sufficiently durable for frequent use.
- e) Self-published items, or items where the author has paid a fee to be published, should not be included other than in exceptional circumstances.

Stock containing out-of-date information should be withdrawn unless:

- i) The subject is not covered elsewhere.
- ii) It is relevant to local history.
- iii) It is the last copy of a significant title.

In the selection of non-fiction, emphasis should be placed on material which contributes to personal development and social inclusion, supports those engaged in independent learning, celebrates cultural diversity, and/or provides information, entertainment, and relaxation.

### Children & Young People

The collection aims to provide a wide range of fiction and non-fiction items for children and young people to encourage reading for pleasure and a love of books, and to support and promote literacy and independent reading. It should be balanced to reflect children's educational and recreational needs.

The Library houses two main collections for children and young people:

- **The Children's Library & Teenage Collection** for the public.

- **The Schools Collection** for distribution to schools across the island to supplement school libraries and classroom learning.

Selection for the **Children's Library & Teenage Collection** is determined by the following criteria:

- a) Items should reflect the interests of a diverse community, from birth to adolescence. It must also provide a range of content for varied reading abilities.
- b) There should be a regular influx of new titles.
- c) The popularity or likely popularity of the author and genre should be considered.
- d) Information should be accurate and up to date.
- e) The collection should be curated holistically, e.g. purchasing sequels, replacing missing titles and filling stock gaps.
- f) Additional copies should be purchased to cover demand as necessary.
- g) In the selection of non-fiction, emphasis should be placed on material which contributes to personal development and social inclusion, supports those engaged in independent learning, celebrates cultural diversity, and/or provides information, entertainment, and relaxation.
- h) Items are primarily in the English language, however with consideration to regularly populate the world languages section (picture books only).

Selection for children and young people in the **Schools Collection** is determined by the following criteria:

- a) Items should reflect the interests of a diverse community, for all ages that fall within school attendance (primary and secondary). It must also provide a range of content for varied reading abilities.
- b) There should be a regular influx of new titles.
- c) Multiple copies of each title may be purchased given that they are distributed to different schools.
- d) The popularity or likely popularity of the author and genre should be considered.
- e) Information should be accurate and up to date.

- f) In the selection of non-fiction, emphasis should be placed primarily on material which contributes to educational topics within the curriculum, but with a view to include high interest content that supports personal development and social inclusion, celebrates cultural diversity, and/or provides information, entertainment, and relaxation.
- g) There is no reservation or request system in place for the Schools' Collection.

### Local Studies

While the Priaulx Library is rightly recognised as the centre of excellence for local studies in Guernsey, the Guille-Allès Library also maintains a collection of local studies materials available for loan. Together, the two libraries work to ensure that the community can discover, share, safeguard, and celebrate their heritage.

The Guille-Allès collection aims to include all general interest materials that can be readily acquired, with unique and specialist items held instead at the Priaulx – Guille-Allès users wishing to conduct historical or family history research are referred there.

Deciding what users may wish to borrow is a matter of professional judgement by the appropriate librarians, and 'readily acquired' may in some cases include the purchase of items that are out of print.

### Other Formats

As well as books, the collection includes a variety of other forms of physical media. The formats included are reviewed from time to time based on relevance and in light of emerging technologies. Other formats currently in the collection include DVDs, music scores, CD audiobooks, and multimedia language courses.

### Newspapers & Magazines

The Library stocks a selection of newspapers and magazines reflecting a variety of interests. Titles held depend on their availability on the island, and are regularly reviewed to evaluate usage. Back copies of the *Guernsey Press* are kept for one week; no back copies of national newspapers are kept.

## Digital Resources

The Library recognises the ever-growing importance of digital resources in meeting the information needs of the community. It strives to provide equitable access to digital materials through subscriptions, licenses, and partnerships with reputable vendors. In providing access to digital resources the Library will consider factors such as licensing agreements, cost-effectiveness, user demand, and technical infrastructure. The choice of digital platforms available will be reviewed from time to time.

Currently available digital resources include eBooks, audiobooks, digital magazines and newspapers, and online educational courses. The criteria for selection are the same as for printed titles.

Many eBook and audiobook titles are available for public library collections on one- or two-year licences, rather than permanent purchase. At the end of each term of licence, the relevant stock librarian will determine whether to renew the licence or to purchase something else.

### **5. Selection Sources**

Most orders are placed through recognised library suppliers at negotiated levels of discount. These suppliers are subject to a tendering process at intervals. To help reduce the staff time required for the selection process, supplier selection is employed in the first instance, with our professional librarians establishing the criteria and then reviewing and modifying the suggested lists as appropriate.

To ensure a well-rounded collection, additional materials are selected from a variety of sources including:

- a) Recommendations from library users, staff members, and community organisations.
- b) Professional review sources, such as reputable book review journals and websites.
- c) Bestseller lists and literary prize shortlists.
- d) Recommendations from subject specialists, professional organisations, and library consortia.

These items may be purchased through the same library suppliers or, where expedient, through local or online retailers including Amazon.

## **6. Requests**

Library users are welcome to request items that are not currently held in the collection. Staff will review each request and decide whether or not to purchase the item using the selection criteria set out in this policy. Items that are not suitable under these criteria will not be approved for purchase. If a requested item is unavailable for purchase, prohibitively expensive, or of limited interest, the request will be refused.

## **7. Intellectual Freedom and Censorship**

The Library is committed to the principles of intellectual freedom, and to ensuring that the collection is not subjected to any form of ideological, political, or religious censorship, nor commercial pressure. Library users have the right to access a wide range of ideas and viewpoints, even if they may be controversial or offensive to some. Materials will not be excluded or removed from the collection solely based on personal opinions or beliefs, or the objections of individuals or groups.

This has been a core value of the Library since its earliest days. The Constitution written by Thomas Guille and Frederick Allès stated that ‘care shall be taken to ensure that the best thought of the day, on all sides of any given controversy, shall be fairly represented.’

The Library also supports the Chartered Institute of Library and Information Professionals (CILIP) position statement: ‘If a book has not incurred penalties under the law it should not be excluded from libraries under any moral, political, religious, or racial ground alone to satisfy any sectional interest.’

## **8. Deselection**

To maintain relevant collections in all formats, and to create space for new stock, the Library must continuously evaluate materials and deselect where appropriate. The deselection will be conducted with care, adhering to predetermined guidelines. Criteria for withdrawing items include, but are not limited to: declining interest, poor condition, unnecessary duplication, or inaccurate or outdated information. Ultimate responsibility for deselection lies with the Chief Librarian, who charges the appropriate stock librarians on her team to apply the aforementioned criteria.

The Library works in partnership with charities including the Salvation Army and Better World Books to find new homes for withdrawn items wherever possible, while others may be put for sale. Where books are too damaged, too old, or otherwise unsuitable to be donated, they may be recycled.

## **9. Donations**

Due to limitations of space and in the interests of adhering to the criteria set out in this policy, the Library does not accept donations of physical items, with the following exceptions:

- a) Items of exceptional interest, for example, items of significant local history interest. These may be passed to the Priaulx Library or Island Archives if more appropriate.
- b) Jigsaw puzzles and board games, provided they are in good condition with no pieces missing.

Any donated item becomes the property of the Library and may be relocated or withdrawn where appropriate in accordance with this Collection Development Policy.

## **10. Review & Revision**

This policy will be reviewed periodically to ensure its continued relevance and effectiveness. In consultation with staff and stakeholders, the Chief Librarian will revise the policy as necessary, taking into account changes in technology, community demographics, and evolving information needs.