



Frankston City Libraries Collection Development Policy

REM REFERENCE	A5839035
POLICY TYPE	Administrative: under authority of the CEO
APPROVAL	Chief Executive Officer
AUTHORISATION	Signed by: Tennille Bradley 00315DABB5C7406...
DATE APPROVED	01 August 2026 18:18 AEST
DIRECTORATE	Community Connection
POLICY OWNER	Manager Community Places & Engagement
NEXT REVIEW	July 2030
REVISION RECORD	VERSION REVISION DESCRIPTION
July 2026	No.1 Initial

1. Purpose

The Frankston City Libraries Collection Development Policy provides a clear framework for the development, management and stewardship of library collections across all Frankston City Libraries branches, outreach locations and digital platforms.

The Policy guides consistent, transparent and evidence-informed decision making for the selection, acquisition, evaluation, maintenance, deselection and disposal of library materials in all formats. It supports library staff, Council stakeholders and the community by defining the scope of the collection and the principles that inform collection decisions.

Frankston City Libraries provides inclusive library services for people who live, work, study in or visit Frankston City. The collection is developed to support community needs and interests, including learning, literacy, recreation, culture, creativity, wellbeing and access to information.

The library service operates from branches at Frankston, Carrum Downs and Seaford, supported by outreach locations at Langwarrin, Karingal PLACE, Frankston South Community Centre and Frankston North Community Centre. Digital resources are available through the Frankston City Libraries website and library app.

This Policy supports the library service vision to “explore the possibilities” by enabling free and equitable access to dynamic, relevant and sustainable collections. It aligns collection development with the Frankston Council and Wellbeing Plan, industry standards, community expectations and responsible management of Council assets.

2. Scope

This Policy applies to the development, management, evaluation and stewardship of all Frankston City Libraries collections, including physical, digital, online, specialist and emerging formats.

2.1. Collections and formats

The Policy covers all library materials and resources acquired, licensed, made available or managed by Frankston City Libraries. This includes print, digital, audiovisual, online, Local History, Book Club, Library of Things, children's and youth collections, and other specialised or emerging collections.

2.2. Service locations

The Policy applies across all Frankston City Libraries branches, outreach locations, online platforms and digital service channels.

2.3. Collection lifecycle

The Policy applies to all stages of the collection lifecycle, including:

- selection and procurement
- cataloguing and processing
- evaluation and ongoing management
- weeding, deselection and disposal
- collection balancing across floating collections

2.4. Decision making and responsibilities

The Policy provides direction for library staff, Council officers, suppliers and other stakeholders involved in collection-related decisions. It applies to decisions informed by staff expertise, community needs, patron requests, usage data, supplier recommendations, budget considerations and relevant professional standards.

2.5. Policy context

The Policy operates within relevant legislative, governance, procurement, classification and professional library frameworks, including Council policies and plans, the Australian Classification System and recognised library sector standards.

3. Governance Principles and Council Plan Alignment

3.1. Governance Principles

Under section 9 of the *Local Government Act 2020*, Council must give effect to the overarching governance principles when performing its role. This Policy supports those principles by guiding transparent, equitable and evidence-informed decisions about the development and management of library collections.

In particular, this Policy aligns with the following governance principles:

- **Best outcomes for the municipal community, including future generations:** collection decisions are made to support the changing information, learning, literacy, cultural and recreational needs of the Frankston City community.
- **Economic, social and environmental sustainability:** collection management practices support responsible use of Council resources, sustainable procurement and disposal, and access to resources that contribute to community wellbeing and lifelong learning.
- **Innovation and continuous improvement:** the collection is regularly reviewed and adapted in response to community needs, usage data, publishing trends, technology and emerging service opportunities.

3.2. Council and Wellbeing Plan Alignment

This Policy supports the Frankston Council and Wellbeing Plan by enabling access to inclusive, relevant and sustainable library collections that contribute to community wellbeing, connection, learning and participation.

Strategic Outcome 1: Healthy and Inclusive Communities — The Policy supports equitable access to information, literacy, learning, culture and recreation, helping to strengthen inclusion, wellbeing, resilience and community connection.

Strategic Outcome 3: Connected Places and Economy — The Policy supports access to library collections across physical and digital service channels, contributing to liveability, learning, skills development and participation in community life.

Strategic Outcome 4: Council Performance and Leadership — The Policy promotes consistent decision making, responsible resource management, evidence-informed service planning and transparent governance of Council's library collections.

4. Policy

4.1. Collection Principles

The following principles guide collection development and management at Frankston City Libraries. They are informed by the principles of intellectual freedom, free access to information and equitable public library service as reflected in the Australian Library and Information Association's *Statement on Free Access to Information* and the *IFLA Public Library Manifesto 2022*.

The principles support the Frankston City Libraries vision of "something for everyone and access for all" by ensuring the collection remains inclusive, relevant, accessible, sustainable and responsive to community needs.

4.1.1. Community need and relevance

Collections are developed to meet the learning, recreational, social and cultural needs of the community. Selection decisions consider community demand, current and emerging interests, usage data, staff expertise, patron feedback and alignment with library services and programs. Frankston City Libraries encourages community suggestions and feedback to inform collection planning and continuous improvement.

4.1.2. Inclusion, diversity and intellectual freedom

The collection will represent a broad range of identities, experiences, perspectives and viewpoints. Materials are selected to support access, inclusion and participation for people of different ages, abilities, cultural backgrounds, languages, identities and lived experiences. The collection will not be restricted on the basis of moral, political, religious or ideological viewpoint where materials otherwise meet the selection criteria and legal requirements.

4.1.3. Accessibility, flexibility and innovation

Frankston City Libraries provides collections in a variety of formats to support accessible and flexible use. Physical, digital and online resources are developed to provide multiple points of access for people of different ages, abilities and preferences. Emerging formats, technologies and service models will be considered where they support community need, accessibility, sustainability and value for money.

4.1.4. Sustainable and effective collection management

Collections are managed to ensure resources are timely, relevant, well-used and financially sustainable. Collection decisions seek to achieve best value from available funding while maintaining a balanced, current and responsive collection. Ongoing assessment, planning, procurement and deselection support effective stewardship of Council resources and the long-term sustainability of the library collection.

4.2. Selection

Selection decisions are made in accordance with the Collection Principles and are informed by community need, usage evidence, professional judgement, budget considerations, supplier advice and relevant legal, technical and access requirements.

4.2.1. Selection criteria — physical resources

- cost, including any ongoing maintenance or replacement requirements, and value for money within the collection budget
- publication date, currency and ongoing relevance of information
- accuracy, quality, authority and suitability of content for the intended audience
- reputation, expertise or significance of the author, publisher, producer, illustrator or creator
- physical durability, format, presentation and suitability for repeated public use
- relationship to existing collection strengths, gaps and subject coverage
- community demand, anticipated use, patron requests and relevance to local needs
- suitability for different age groups, reading levels, accessibility needs and audience interests

4.2.2. Selection criteria — digital resources

- content quality, relevance, currency and breadth of coverage, including availability of Australian content where appropriate
- ease of access and use for patrons across supported devices and platforms
- technical requirements, including authentication, accessibility, privacy, security and data storage considerations

- licensing conditions, access models, platform fees and ongoing subscription or pay-per-use costs
- availability and quality of vendor support, reporting and account management
- availability of meaningful usage statistics to inform evaluation and renewal decisions
- compatibility with library systems, digital service channels and Council requirements

4.2.3. Materials not collected

- rare, expensive or specialist items that are not suitable for general public library access or lending
- items with physical dimensions, weight or format requirements that make storage, handling or lending impractical
- outdated, fragile or poor-condition materials, unless they are suitable for inclusion in the Local History collection
- materials that do not meet acceptable standards of quality, presentation, accuracy or durability for public library use
- textbooks or curriculum-specific materials, unless they meet the selection criteria and have broader community value
- self-published or independently published non-fiction materials where accuracy, authority or fact-checking cannot be reasonably verified
- materials prohibited by law, licence conditions or classification requirements
- AI-generated content that does not meet the selection criteria, quality standards or transparency expectations for the relevant collection

4.2.4. Formats

Frankston City Libraries provides collections in a range of physical, digital and online formats to support different access needs, reading preferences and community interests.

Where appropriate, titles and resources may be made available in more than one format where there is demonstrated or anticipated demand, suitable licensing arrangements and available budget.

New and emerging formats will be considered where they support accessibility, community need, sustainability, value for money and alignment with library service priorities.

4.2.5. Classification and censorship

Frankston City Libraries applies the Commonwealth of Australia classification system and relevant legislative requirements when selecting, providing access to and managing collection materials.

Materials prohibited by law, restricted by licence conditions or requiring access controls that cannot be appropriately managed will not be included in the collection.

Materials will not be excluded solely on moral, political, racial, religious or ideological grounds where they otherwise meet the selection criteria and comply with applicable legal and classification requirements.

4.2.6. Complaints and feedback

Community feedback, complaints or requests for review of collection materials should be submitted in writing to Libraryenquiries@frankston.vic.gov.au. Materials subject to review will be assessed against the selection criteria, classification requirements and relevant provisions of this Policy. The customer will be advised of the outcome, which may include retaining the item, withdrawing the item or relocating it to another collection where appropriate.

4.3. Procurement

Frankston City Libraries uses professional library suppliers contracted through Procurement Australia Services. Where resources are purchased from suppliers outside this contract, consideration must be given to whether the supplier is a recognised specialist supplier or authoritative source, and purchases must comply with Council's Procurement Policy.

Specialist library suppliers complement the expertise of library staff in the selection and acquisition of library stock. One or more of the following methods may be used to select stock.

4.3.1. Responsibility

Items are selected by a panel of librarians managed by the Acquisitions and Collections Lead and the Team Leader Collections.

4.3.2. Standing order lists

Standing orders are items automatically ordered pre-publication as specified by the library service. Standing orders relate to specific authors or series and specify the format and quantities to be purchased. They are reviewed annually by library staff and modified according to customer demand and feedback received throughout the year.

4.3.3. Online ordering

Qualified staff use supplier websites to select and order materials, ensuring collections are curated to meet community needs and demand.

4.3.4. Inter-library loan

Items that are not available or are not suitable for purchase may be obtained through the Australian Inter-Library Loan network. Requests are fulfilled and renewed at the discretion of the lending library. Patrons may request an inter-library loan through the library catalogue or website.

4.3.5. Profile-based supplier selections

Specialist library suppliers are provided with detailed selection profiles for each collection. These profiles outline anticipated demand, customer needs, priority areas, formats and quantities. Library staff monitor supplier selections to ensure specifications are interpreted and applied correctly.

4.3.6. Patron requests

Customers may request titles that are not available in the collection. All requests are assessed against the selection criteria, current collection profiles and available budget.

The library does not guarantee purchase of requested items, and customers will be notified if a request is unsuccessful.

4.3.7. Staff stock gap suggestions

Library staff may use the enquiry module within the Library Management System to suggest individual titles or broader subject areas where there are identified collection gaps, community demand or emerging trends.

4.3.8. Donations

The library accepts donations only from local authors or where items are suitable for the Local History collection. Donated items must meet the Collection Development Policy and selection criteria and become the property of the library without conditions imposed by the donor. The library reserves the right to evaluate, use or dispose of donated material as appropriate.

4.3.9. Local authors

Local authors with published works are encouraged to submit their work for assessment for inclusion in the relevant collection. Titles are assessed against the selection criteria. Self-published titles and titles published by small independent publishers must meet the required selection criteria.

4.3.10. Replacement copies

Titles that are missing or withdrawn from the library collection are not automatically replaced. Replacement decisions are based on the following criteria:

- The item remains available for purchase, including whether it is still in print
- Availability of other copies, including different formats, in the collection
- Community interest and ongoing demand
- adequacy of coverage in the subject area
- Cost and availability
- Usage of previous copies

4.3.11. Cataloguing and processing

Most Frankston City Libraries collection materials are fully catalogued and processed by external providers. This supports efficient delivery from purchase to shelf and ensures materials are delivered to branches ready for circulation.

Some collections are catalogued and processed in-house.

Detailed cataloguing and processing specifications have been developed using current library standards, including RDA, Library of Congress Subject Headings and Dewey Decimal Classification, to maintain quality control and catalogue integrity. Catalogue records for Frankston City Libraries materials are contributed to Libraries Australia.

4.3.12. Collection evaluation and management

Evaluation of the strengths and weaknesses of the collection is ongoing, as is monitoring of the effectiveness and appropriateness of the Collection Development Policy.

Collection management includes the selection of new materials and the withdrawal of materials that are no longer required, to maintain a current and relevant collection within the financial and space limitations of Frankston City Libraries.

The collection is assessed through library staff expertise, customer feedback, the Library Management System and business intelligence tools that provide evidence-based reporting on collection performance.

4.3.13. Evaluation and maintenance

Collections are regularly evaluated to maintain a relevant, attractive and well-balanced collection that meets the changing needs of the community. Continuous evaluation includes:

- reviewing subject coverage in relation to customer demand
- reviewing customer input, including requests and comments
- considering staff input and local knowledge
- reviewing circulation and collection statistics for physical and digital items, including use, holdings, age, turnover rate and acquisition data

Information gathered through evaluation, the Library Management System and other analytical tools is used to identify items for deselection, replacement, repair or relocation. These collection evaluation processes also inform budget allocation and acquisition planning.

Regular reports are used to identify areas of the collection that require evaluation, weeding or relocation to another branch.

Most collections float between locations, and each location must remain balanced to support appropriate stock levels and circulation targets.

4.3.14. Collection balancing

Frankston City Libraries uses floating collections. Collection balancing is regularly undertaken to ensure an even distribution of stock, prevent large portions of the collection accumulating in one branch or outreach location, and ensure materials are available to all customers. The Library Management System and other analytical tools support the movement of materials to locations where demand is higher.

4.3.15. Deselection and discarding of materials (weeding)

Ongoing weeding of library stock supports the relevance, currency and quality of the collection. Guidelines use a range of criteria, including physical condition, publication date, circulation data and space limitations, to determine whether materials should be withdrawn or reallocated to another location.

The Local History collection is an exception and is assessed on a case-by-case basis.

Deselection is an essential part of collection management and is undertaken on an ongoing basis. The following criteria are used to deselect library materials:

- poor physical condition
- low usage
- out of date or misleading content
- lack of relevance to the needs of the community
- superseded by a new edition or a better resource

- number of copies in the collection
- format obsolescence
- Local History materials are generally not deselected

Items in reasonable condition may be sold through the book sale table or provided to local educational institutions, nursing homes or charitable organisations. Frankston City Libraries may also utilise recognised sustainability and recycling programs to support responsible disposal of withdrawn materials.

Material in poor physical condition or that cannot be sold is sent for recycling or discarded. Requests by individuals for specific weeded library items cannot be accommodated.

The disposal of deselected materials is undertaken as sustainably as possible. Disposal practices are reviewed regularly to ensure they meet the needs of Frankston City Libraries.

4.4. Collections

4.4.1. Fiction

Fiction books are provided for adults, young adults and children across a broad range of genres. The collection supports literacy, lifelong learning, recreational reading and Frankston City Libraries' commitment to being a city of readers.

Materials in these collections are available in both print and digital formats and include popular, high-demand, high-interest, bestselling and award-winning materials, classics and enduring works, works by new and local authors, Australian fiction and translated works by major non-English authors. The collection appeals to a broad cross-section of the community. Paperback is the preferred format where available, although hardback materials may also be purchased. Some titles are procured by standing order to ensure timely supply.

4.4.2. Most Wanted

This collection features multiple copies of high-demand, popular titles across adult, young adult and children's collections. Titles include both fiction and non-fiction materials and cannot be reserved. This allows customers visiting the library to discover and borrow in-demand titles without waiting.

Copies of these titles are intended as short-term additions to the collection and are therefore not processed to the same extent as other collection items. This collection has a reduced loan period of one week.

4.4.3. Non-fiction

This comprehensive collection caters for different ages and reading levels in print and digital formats. Materials in this collection support lifelong learning, personal development, wellbeing and creativity, and reflect the diversity of the community. Content varies in complexity, depth and subject range.

The collection includes materials for self-education, leisure and general interest. Australian publications are given preference where appropriate. Language learning and literacy materials are available to assist people to develop skills in English and other

languages. Non-fiction materials for junior readers reflect current interests, encouraging discovery and a love of reading.

Topics collected should provide access to a balance of ideas and opinions where appropriate.

4.4.4. Biographies

Biographies form part of the broader non-fiction collection and include memoirs, biographies and autobiographies. The collection includes accounts of historical and contemporary figures across a variety of professions, sports, literary careers and occupations.

The collection is primarily aimed at leisure reading but also includes works suitable for adult learning.

4.4.5. Large print

This collection provides reading materials in a larger font for customers who need or prefer this format. Fiction and non-fiction titles are included and are available in both hardback and paperback formats.

4.4.6. Talking books

The Adult Talking Book collection contains fiction and non-fiction works in spoken-word format. The collection includes recent editions of classics, popular series, Australian authors and award winners, as well as international titles that appeal to a broad audience.

Due to decreasing demand, new titles in this collection are purchased by patron request or where a title is identified as being in demand in this format.

4.4.7. Children's collection

The children's collection includes board books, picture books, beginner readers, early readers, junior fiction, junior graphic novels, junior non-fiction and young adult titles.

By providing popular, entertaining, current and attractive physical and digital collections for all stages of childhood, the library encourages children to read for recreation, develop reading habits and build a lifelong love of reading. The beginner reader collection has a focus on phonics to support the Victorian Government teaching and learning model.

4.4.8. Film, documentaries and television series

The Film, Documentary and Television Series collections contain audiovisual material for adult and junior audiences. Materials may be classified from G to R18+ and include a wide variety of styles and genres. Films are primarily selected for entertainment, with popular titles purchased to meet community demand.

These collections have experienced a slight decline in usage and are supported by streaming services.

4.4.9. Music

New additions to the music collection may be purchased in response to community requests. Frankston City Libraries currently subscribes to digital resources that provide

music for all tastes and ages, including new and recent releases available to stream or download.

4.4.10. Magazines

The magazine collection is curated to meet community needs and branch-specific interests and is reviewed annually. Magazines are available in physical and digital formats and provide access to a wide range of popular interests, including home improvement, news, business, entertainment and hobbies, as well as junior titles.

4.4.11. Newspapers

Newspapers are available in print and digital formats. They provide current and topical information that supports the lending collections and the recreational needs of the community. Available physical newspapers include popular local, state and Australian-focused titles and are provided at library branches according to community demand. Digital newspapers cover a broad range of Australian, international and foreign-language publications.

4.4.12. Local History

Local History materials provide access to historic and contemporary records and information relating to the social and cultural history of the Frankston City Council area, including First Nations history and the history of exploration and settlement.

The collection includes photographs, ephemera such as personal papers, posters and newsletters, local business and organisation records, regional newspapers, Council publications, maps and multimedia resources, such as oral history recordings and digital databases. Digitisation has been a priority for these collections, enabling community access to digital resources through Heritage Frankston.

4.4.13. Library of Things

In collaboration with Council's Waste Circularity team, Frankston City Libraries explores opportunities to help the community reduce waste, reuse common household items and live more sustainably. The Library of Things is a curated selection of diverse, unconventional resources, including cooktops, sewing machines, electronics and tools.

4.4.14. Local authors

Local authors who reside in Frankston City are encouraged to submit a copy of their new or forthcoming title to Frankston City Libraries for assessment. Titles are assessed against the selection criteria for possible inclusion in the collection. Self-published titles and titles published by small independent publishers must meet the selection criteria.

4.4.15. Book Club

The Book Club collection contains fiction and non-fiction items that support the sharing of ideas and discussion of a broad range of topics. New titles are purchased annually to provide a variety of genres, including popular, bestselling and award-winning titles, and are made available for loan with discussion guides.

Titles considered for the Book Club collection include suggestions from existing Book Club groups and the community, as well as high-profile and high-interest titles. Alternative formats are provided where possible.

4.4.16. Digital resources (eLibrary collections)

Digital and online resources include downloadable collections and streaming resources that support learning and leisure for all ages. Digital lending collections include e-books, e-audiobooks, e-magazines, e-comics, streaming film and music. Online learning and reference resources include encyclopaedias, genealogy databases, literacy and language learning resources, and manuals and guides. The collection includes content suitable for early school-age children through to adults.

5. Roles and Responsibilities

Role	Responsibility
Chief Executive Officer	Responsible for providing leadership to ensure compliance with legislation, governance principles and Council policies.
Director Community Connection	Responsible for providing strategic oversight and ensuring alignment with relevant Council plans.
Manager Community Places & Engagement	Responsible for: Ensuring the Policy supports community connection, inclusion, wellbeing and cultural diversity. Supporting innovation, sustainability and continuous improvement within the library collection.
Libraries Coordinator	Responsible for: - Providing oversight and advice on the implementation of this policy. - Overseeing budget and procurement processes and Council reporting requirements. - Providing advice on community feedback and challenged materials.
Acquisitions & Collections Lead	Responsible for: - Overseeing operational delivery of collection development and management across all branches and outreach locations. - Allocating budgets to collections and monitoring procurement processes and resource allocation. - Managing budgets for physical and digital collections. - Ensuring compliance with selection criteria, industry standards and governance frameworks. - Monitoring collection performance, usage trends and community feedback to inform decision making.
Collections Team	Responsible for:

	• Selecting, acquiring, evaluating and deselecting materials in accordance with the policy and selection criteria. • Managing supplier relationships, standing orders and profile-based selection. • Maintaining access to resources through the library catalogue and ordering and receiving library resources. Responding to patron requests, feedback and collection enquiries.
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6. Policy non-compliance

Non-compliance with this Policy may affect Council's reputation, reduce consistency in decision making and result in poorer outcomes for the community.

7. Definitions

Term	Definition
Collection Development	The strategic, ongoing process of building, maintaining and evaluating library materials, including physical, digital and media resources, to meet the community's informational, educational and recreational needs.
Selection Criteria	The guidelines and standards used by staff to determine which materials are acquired, maintained or removed from the collection.
Collections	A curated, organised and accessible range of physical and digital materials acquired or licensed to serve the educational, informational, cultural and recreational needs of the community.
Deselection	The systematic removal of resources from the library collection based on approved criteria.
Community	People who live, work, study in or visit Frankston City, and people who engage with Frankston City Libraries in person or online.
Council	Frankston City Council.

8. Related documents

8.1. Documents and resources

- Australian Library and Information Association (2015). Statement on free access to information, Retrieved from [https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-freeaccess-information 2025](https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-freeaccess-information-2025)
- IFLA/UNESCO Public Library Manifesto: <https://www.ifla.org/wp-content/uploads/2019/05/assets/public-libraries/publications/PLmanifesto/pl-manifesto-en.pdf>
- Australian Classification Board Guidelines: <http://www.classification.gov.au/Pages/Home.aspx>
- Frankston Council and Wellbeing plan: <https://www.frankston.vic.gov.au/Community-and-Health/Health-and-support-services/Community-health-and-wellbeing/Frankston-City-Health-and-Wellbeing-Plan-2021-2025>

9. Implementation of the Policy

This Policy will be made available on Council's intranet and the library website. The Policy applies to the period 2026–2030 and will be reviewed every two years to reflect community expectations, publishing trends, technological developments and industry standards. Any changes to the Policy will follow the required approval process.