

“ The City of Heritage ”



ULUNDI MUNICIPALITY LIBRARY COLLECTION DEVELOPMENT DRAFT

2024/2025

ADOPTED BY COUNCIL-----

ITEM NO-----

1. Mission Statement

The Ulundi Public Library connects people with information; ideas and experiences to provide enjoyment enrich lives and strengthen our community.

2. Purpose of Collection Development Policy

The Collection Development Policy, approved by the council is one of the Library's fundamental policy documents. It outlines the values that create and shape the Ulundi Public Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures.

The Collection Development Policy ensures that over time, the Ulundi Public Library's collection will remain on course, reflecting the needs of Ulundi's community, while creating unique experiences of meaning and inspiration for the individual customer.

3. Values and Scope of the Collection

The Ulundi Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a town population. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection and to build the world class.

The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Ulundi Public Library does not intrude on that relationship.

4. Scope of the main Library

The main Library contains the core fiction and nonfiction collections for the Library system and includes material of an enduring nature as well as current interest materials. Main Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the Library serves. The Reference collection contains current and historical non circulating publications, including many periodicals, to support extensive and in depth reference service for the general public, students and business people.

5. Scope of the satellite Libraries

Satellite libraries serve the needs of the communities in which they are located. Library staff regularly evaluates the collection to ensure its relevance. Collections of the satellite libraries concentrate on materials of high interest and materials that support the Library's goals. Satellite collections are shaped, in part, by customer use through the balanced collection system, in which items move freely among library locations rather than being owned by a specific location.

6. Scope of the Online Collection

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes eBooks (register at your library local library, download the Libby app from your device app store, find KwaZulu-Natal Provincial Library Services, enter your library card number, borrow a title and start reading, place holds and recommend titles) <https://kznpls.overdrive.com/>.

The Ulundi Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.

Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for donation to school libraries or public.

7. Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest

- Relevance to Ulundi Public Library's research collections
- Availability elsewhere including other libraries and online deemed to be of an enduring nature

- a. This policy is subject to Council Approval and may be amended or repealed by Council as it may deem necessary.