



---

**MSUNDUZI MUNICIPAL LIBRARY SERVICES**

**COLLECTION DEVELOPMENT POLICY**

---



## CONTENTS

1	Introduction .....	4
1.1	Purpose of this Collection Development Policy .....	4
1.2	Overview of Msunduzi Municipal Library Services .....	4
1.2.1	Legal Deposit Status .....	4
1.2.2	Membership of Professional Associations .....	5
1.2.3	Professional Partnerships, Co-Operation and Affiliation .....	5
1.3	Definitions and terms of reference .....	5
1.4	Vision and Mission Statements .....	6
1.4.1	Vision .....	6
1.4.2	Mission Statements .....	6
1.5	Philosophy .....	6
1.6	Funding .....	7
1.6.1	Grants .....	7
1.6.2	Gifts and Donations .....	8
1.7	Population served .....	8
2	The Collection Development Policy .....	9
2.1	Goals of the collection development policy .....	9
2.2	Responsibility .....	9
2.2.1	Research and Revision .....	9
3	Collection Overview .....	10
3.1	Collection Objectives .....	10
3.2	Principles guiding the selection of library materials .....	10
3.2.1	Relevance .....	10
3.2.2	Merit .....	10
3.2.3	Content, Form, Quality and Long-Term Usefulness .....	11
3.2.4	Objectivity .....	11
3.2.5	Multiple Copies of Individual Titles .....	11
3.2.6	Exclusion of Pornographic and Obscene Material .....	11
3.2.7	Other Considerations .....	12
3.3	Maintenance .....	12
3.4	Strategies .....	13
4	The Various Collections .....	14
4.1	Formats .....	14
4.1.1	Present Limitations .....	14
4.2	Subject coverage .....	15

4.3	Collections for loan .....	15
4.3.1	The Adult Lending Collections .....	15
4.3.2	The Children's Lending Collections .....	17
4.4	Collections not for loan.....	18
4.4.1	The Adult Reference Collections.....	18
4.4.2	The Legal Deposit Collection.....	19
4.4.3	The Children's Reference Collections .....	19
4.5	The Periodicals Collections .....	19
4.5.1	Periodicals available for loan .....	19
4.5.2	Periodicals not available for loan.....	19
5	Future developments.....	20
6	Conclusion.....	20

## 1 INTRODUCTION

### 1.1 PURPOSE OF THIS COLLECTION DEVELOPMENT POLICY

This Collection Development Policy is a basic and vitally important management tool which will assist the Msunduzi Municipal Library Services to:

- ❖ provide and maintain excellent, coherent library services
- ❖ achieve optimal strategic and financial planning
- ❖ demonstrate accountability and the effective and appropriate use of resources
- ❖ integrate and maximize future development
- ❖ assess performance
- ❖ engage in beneficial co-operation and partnerships
- ❖ achieve its mission and the applicable section of the mission of its Business Unit

### 1.2 OVERVIEW OF MSUNDUZI MUNICIPAL LIBRARY SERVICES

Msunduzi Municipal Library Services comprise:

- ❖ a central library, the Bessie Head Library, consisting of twelve different departments, ten of which directly serve the public
- ❖ eight branch libraries, situated at:
  - Northdale
  - Ashburton
  - Woodlands
  - Eastwood
  - Georgetown (Edendale)
  - Sobantu
  - Ashdown
  - MACS (Alexandra Road)
- ❖ three mobile services:
  - the Housebound Service
  - the Travelling Library
  - Georgetown Library's mobile service to schools in the Edendale area

#### 1.2.1 LEGAL DEPOSIT STATUS

Msunduzi Municipal Library is one of the five Legal Deposit Libraries in South Africa and therefore, in terms of the Legal Deposit Act (Act 54 of 1997), is responsible for preserving and making available for present and future generations all publications published in the Republic of South Africa.

### 1.2.2 MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS

Msunduzi Municipal Library Services is an institutional member of the International Federation of Library Associations and Institutions (IFLA) and the Library and Information Association of South Africa (LIASA).

### 1.2.3 PROFESSIONAL PARTNERSHIPS, CO-OPERATION AND AFFILIATION

Msunduzi Municipal Library Services:

- ❖ is a member of the South African Bibliographic Network (SABINETOnline) which provides high level access to trusted electronic information, library support through library acquisitions and cataloguing, inter-lending and retrospective conversion, and information management with specialist consultation, support, electronic publishing and software
- ❖ participates in the Inter-Library Loan (ILL) system, which serves to expand the range of materials available to all library users – locally, nationally and internationally. While benefiting from ILL, a library service of the size and calibre of Msunduzi is likely to lend more material than it borrows on this system and, indeed, has a professional responsibility to do so.
- ❖ is affiliated to the KwaZulu-Natal Provincial Public Library and Information Service (KZNPPLIS), which provides professional support in many areas of public library operation. The support given by KZNPPLIS is neither part of, nor a substitute for, collection development. Especially for a library service of the size and importance of Msunduzi Municipal Library Services, the provision of adequate funds and qualified and experienced professional librarians for effective collection development is the responsibility of its municipality.
- ❖ in terms of a partnership agreement with the Public Affairs Section of the United States Embassy, Msunduzi Municipal Library houses The American Corner which contains a small, representative collection of fiction, non-fiction, reference books, periodicals, DVDs and CD ROMs on the United States and/or by American authors, selected and provided by the United States Embassy. The American Corner offers talks, workshops and video showings and facilitates study in the United States for South African students.

### 1.3 DEFINITIONS AND TERMS OF REFERENCE

- ❖ **A library** is an agency that collects, organizes, preserves and makes available books and other materials for information and education and for cultural and recreational activities. There are many different kinds of libraries which serve the needs of assorted categories of users in a variety of ways. **The public library is a community-based agency, supported by public funds, that provides for diverse needs.** Infants, children, young adults, adults, the aged, the able-bodied and the physically challenged, all race groups and all language groups, the well-educated and the uneducated, the disadvantaged and the advantaged, all creeds and all lifestyles, rich and poor, employed and unemployed, – all are served by the public library. Therefore the nature of the public library and its collection is generalist in order to serve the diverse needs of a diverse user group.
- ❖ **Library materials; resources:** the terms *library materials*, *resources*, and synonymous terms appearing in this policy document have the widest possible meaning, encompassing all forms of recorded communication, from the traditional printed form to the latest developments in audio-visual, digital and electronic media.
- ❖ **Collection:** the word *collection* refers to a group of books or other library materials having a common purpose, characteristic, location and/or ownership. The word collection, as it occurs in the

title of this document (i.e. Collection Development Policy), refers to all the books and library materials selected, organised, processed and stored by the entire Msunduzi Municipal Library Services in its central (Bessie Head) library and in its branch and mobile libraries.

- ❖ The word collection, as it is used within the body of the document, can and does also refer to groups of books and library materials within a particular department or branch of library services, or having a particular purpose.
- ❖ Selection refers to the decision that must be made to add a specific item or type of material to the collection. Selection is a basic part of the process of collection development.
- ❖ Collection development is the process of building up and maintaining a library's collection of books and other resources in order to provide the best possible range and the greatest possible choice to meet the needs (known and unknown) of the library services' user group. Collection development is an ongoing process continually requiring the addition of the newest and latest materials and the discarding of those which are no longer useful.

#### 1.4 VISION AND MISSION STATEMENTS

---

##### 1.4.1 VISION

---

Msunduzi Municipal Library Services is the public library network serving the Msunduzi Municipal area. As part of the Community Services and Social Equity Business Unit of the Msunduzi Municipality, Library Services shares the Msunduzi Municipality's vision:

*"Improving the quality of life for all within the City of Choice"*

##### 1.4.2 MISSION STATEMENTS

---

##### 1.4.2.1 COMMUNITY SERVICES AND SOCIAL EQUITY BUSINESS UNIT

---

Msunduzi Municipal Library Services operates to fulfill its part of the mission statement of the Community Services and Social Equity Business Unit:

*"To provide professional, sustainable and equitable community services in terms of: waste management, parks, conservation, sports and recreation, art museum services, library services and the reconstruction of the Greater Edendale area".*

##### 1.4.2.2 MSUNDUZI MUNICIPAL LIBRARY SERVICES

---

The mission of Msunduzi Municipal Library Services is:

*"To improve the quality of life of the people of the Msunduzi Municipal region by anticipating and meeting their informational needs and by providing an appropriately substantial and supportive contribution towards their educational, cultural and recreational needs".*

#### 1.5 PHILOSOPHY

---

Msunduzi Municipal Library Services is committed to the vision statement formulated by the International Federation of Library Associations and Institutions' Africa Section at the World Library and Information Conference held in Durban in August 2007:

*"Our vision is that our dynamic African libraries inspire and empower the communities they serve by providing egalitarian access to global and indigenous information and knowledge. By working in partnership towards this vision, we commit to playing our part in achieving the Millennium Development Goals to:*

1. *Eradicate extreme poverty and hunger;*
2. *Achieve universal primary education;*
3. *Promote gender equality and empower women;*
4. *Reduce child mortality;*
5. *Improve maternal health;*
6. *Combat HIV and AIDS, malaria and other diseases;*
7. *Ensure environmental sustainability; and*
8. *Develop a global partnership for development."*

Similarly, Msunduzi Municipal Library Services supports and, particularly in relation to Collection Development, is guided by:

- ❖ The International Federation of Library Associations' (IFLA's) Statement on Libraries and Intellectual Freedom (Appendix A)
- ❖ IFLA's Public Library Development Guidelines (Appendix B)
- ❖ The UNESCO Public Library Manifesto (Appendix C)
- ❖ Constitution of the Republic of South Africa, Act no. 108 of 1996
- ❖ Promotion of Access to Information Bill 2000 (Appendix D)
- ❖ Copyright Act no. 98 of 1978 (Appendix E)
- ❖ The Legal Deposit Act no. 54 of 1997 (Appendix F)

## 1.6 FUNDING

In terms of Section 264 (10) of the Local Authorities Ordinance 25 of 1974, which empowers municipal councils to "establish public libraries, museums and art galleries, purchase literary works, specimens, works of art and similar things for placing there", the Msunduzi Municipality is responsible for funding and ensuring the ongoing functioning, development and growth of the Msunduzi Municipal Library Services, of which collection development is a major essential component.

This responsibility was confirmed by the signing of the agreement between the Natal Society and the Msunduzi Municipality transferring responsibility for providing the public library service for the Msunduzi Municipal area from the Natal Society to the Msunduzi Municipality which, in terms of the agreement became "the library authority [which] shall continue to provide from that date [1 April 2004] a public library service for the benefit of all communities and persons residing within its area of jurisdiction".

Arising from this commitment, library services were included in the mission statement of the Community Services and Social Equity Business Unit of the Msunduzi Municipality:

"To provide professional, sustainable and equitable community services in terms of: waste management, parks, conservation, sports and recreation, art museum services, library services and the reconstruction of the Greater Edendale area".

### 1.6.1 GRANTS

Library Services' management will continue its endeavours to obtain financial aid for development but any grants for collection development received from major donors are to be seen as supplementary and not replacing ongoing collection development funding, provision of which is the responsibility of the Msunduzi Municipality.

### 1.6.2 GIFTS AND DONATIONS

While gifts of books and other library material are welcomed, it is with the understanding that they become the property of Library Services and will be considered for addition to the collection in accordance with the Collection Development Policy. Msunduzi Municipal Library Service reserves the right to reject or dispose of gift materials not suitable for addition to the collection.

Donations of funds for purchasing library materials will be gratefully received and will be spent using official and transparent accounting procedures.

### 1.7 POPULATION SERVED

In the first instance Msunduzi Municipal Library Services serves the population of Pietermaritzburg (Msunduzi):

Population of Pietermaritzburg (Msunduzi)	553 223
Proportion:	
African	76.8%
Coloured	3.3%
Indian	11.7%
White	8.1%

Source: Statistics SA  
Census Reports 2006

- ❖ Library membership, which entitles members to the loan of books and audio-visual materials and to use of the Internet Café, is free to all ratepayers and residents of the Msunduzi Municipal area and all who work or study within its boundaries.
- ❖ Non-residents and visitors are charged a fee for Library membership.
- ❖ Use of all other library services is freely available to any member of the public who enters the library seeking information.
- ❖ Its Legal Deposit status obliges Msunduzi Municipal Library Services to provide access to the Legal Deposit collection to information-seekers on a national and international level.
- ❖ The user population consists predominantly of Zulu, English and Afrikaans speaking people of all age groups and from all walks of life.



## 2 THE COLLECTION DEVELOPMENT POLICY

### 2.1 GOALS OF THE COLLECTION DEVELOPMENT POLICY

- ❖ To inform and guide all areas of collection development and collection management, enabling Msunduzi Municipal Library Services to provide the widest possible range and choice of materials within its resources to inform, educate, entertain, inspire, motivate and challenge
- ❖ To assist selectors of library materials to use funds cost-effectively and wisely and to work consistently towards defined goals
- ❖ To set standards for the quality and content of library stock
- ❖ To inform municipal councillors and officials, the public, library staff and all other stakeholders of the range and depth of the Library Services' existing collections and its plans for the continuing growth and development of resources, and to encourage the interest, support and participation of municipal councillors and officials
- ❖ To facilitate marketing the collections and services of Msunduzi Municipal Library Services

### 2.2 RESPONSIBILITY

Responsibility for the policy and for developing the Library Services' collection rests with the Collection Development Manager (current designation: Principal Librarian – Adult Services) in consultation with professional colleagues, namely the Library Manager, Principal Librarians and the selection committee members representing regions and departments within Msunduzi Municipal Library Services.

#### 2.2.1 RESEARCH AND REVISION

The policy will be reviewed and revised every three years and whenever there is any significant change in the demographic composition of the local government area and/or the library and information needs of the local community and whenever there are technological innovations that need to be incorporated into library collections. It will be the responsibility of the Collection Development Manager to monitor demographic trends and to conduct user surveys to ensure that the Collection Development Policy continues to drive the provision of the best possible resources to meet the library and information needs of the communities served by Msunduzi Municipal Library.

## 3 COLLECTION OVERVIEW

### 3.1 COLLECTION OBJECTIVES

The collection will provide a range of material that will assist all members of the communities it serves to participate meaningfully and successfully in intellectual, educational, cultural, recreational, vocational and business pursuits. It will include:

- ❖ popular, contemporary and topical material in a broad range of formats
- ❖ material to support the educational requirements of primary, secondary and tertiary students and those undertaking independent study
- ❖ sources of general information covering the widest possible variety of subjects
- ❖ works by African, especially South African, writers
- ❖ information and literary works that are of special interest and relevance to the local community
- ❖ resources in the three locally-spoken languages, namely English, isiZulu and Afrikaans
- ❖ resources to inform and support councillors and officials of the Msunduzi Municipality, Members of the Provincial Parliament and Provincial government officials
- ❖ gateways to specialist information sources

### 3.2 PRINCIPLES GUIDING THE SELECTION OF LIBRARY MATERIALS

Collections in the various library departments and branches will be developed and tailored in order to provide the best possible library and information service to the community or user group served by that particular library or department. While suggestions and requests from staff and the public are welcomed and will be given due consideration, popularity and user requests will not be the only basis for selection. It is the responsibility of the Collection Development Manager and the team of professional librarians involved in selection to apply their professional knowledge and experience in order to ensure that material added to the collection is that which is most suitable in terms of relevance, merit, content, form, quality, available funds, the best interest of the majority of users and the long-term usefulness of the collection.

#### 3.2.1 RELEVANCE

Material selected will be:

- ❖ up-to-date, timely, topical
- ❖ meaningful and relevant to the user population
- ❖ representative of various points of view reflecting current conditions, trends and controversies that are international, national and local
- ❖ subject to availability, in the first language and/or the desired language of the majority of users, and
- ❖ will include the latest research findings, theories and perspectives

#### 3.2.2 MERIT

Material selected will meet at least one of the following criteria:

- ❖ advance the user's capacity for understanding, and functioning successfully in, the world in which he/she lives
- ❖ stimulate aesthetic appreciation and the imagination
- ❖ contribute to the enjoyment of life
- ❖ foster a knowledge of self and an understanding of others
- ❖ be noted for literary or artistic quality

- ❖ increase the user's knowledge of the subject matter covered
- ❖ be recognized as a classic in its genre
- ❖ reflect the competence and good reputation of the author, illustrator, director, creator, producer, performer and/or publisher
- ❖ has received awards or honours

### 3.2.3 CONTENT, FORM, QUALITY AND LONG-TERM USEFULNESS

In terms of content, form, quality and long-term usefulness, material selected will be:

- ❖ accurate
- ❖ readable and comprehensible
- ❖ suitable and accessible for its intended users, including those with special needs
- ❖ durable
- ❖ in a format currently in popular use and suitable for long-term repeated use and handling by both library staff and the public
- ❖ an addition that expands and enhances the existing collection
- ❖ useful to enough users over a sufficient period of time to warrant the expenditure it incurs
- ❖ compatible with the latest technology in general use, and
- ❖ will provide documentation of source material

### 3.2.4 OBJECTIVITY

Selection will be based upon the principles of unrestricted access and freedom from censorship (see 1.3 and Appendices) and upon reason and professional judgement. The personal preferences, opinions, beliefs and lifestyle of the librarians selecting library material shall in no way influence their selection. No book or other library material will be excluded because of the race, national origin, colour, gender, personal history, or the political, religious or social views of the author or creator. Judgement for selection is made on the material as a whole and not on a particular passage, page, scene, chapter, or other part alone.

### 3.2.5 MULTIPLE COPIES OF INDIVIDUAL TITLES

- ❖ Where any given work will be of interest and usefulness in more than one library department, each library department concerned will purchase the number of copies required to meet the needs its users.
- ❖ Multiple copies of bestsellers, works by popular authors and works that will be of great local interest will be purchased subject to the availability of adequate funds and only to an extent that does not jeopardize provision of a wide variety and range of titles in the collection.
- ❖ Regardless of user demand, where works are published to feed a fad or are likely to be of very short-term interest, popularity and/or topicality, purchases of multiple copies will not be sanctioned.

### 3.2.6 EXCLUSION OF PORNOGRAPHIC AND OBSCENE MATERIAL

Msunduzi Municipal Library Services will not select pornography or obscene material. In terms of this Collection Development Policy, pornographic and/or obscene material is defined as material that, taken as a whole, lacks serious literary, artistic, scientific and/or educational value and which:

- ❖ the majority of people, applying contemporary community standards, would consider to be prurient

- ❖ depicts or describes patently offensive representations or descriptions of normal or perverted sexual activity, excretory functions, and lewd exhibition of the genitals
- ❖ is primarily concerned with inciting violence and/or hatred, especially racial, national, or religious hatred, and depicting and/or describing extreme, gratuitous violence

### 3.2.7 OTHER CONSIDERATIONS

Msunduzi Municipal Library Services may limit or exclude the selection of certain material and formats according to the following considerations:

- ❖ excessive cost
- ❖ limited usefulness
- ❖ inadequate funding
- ❖ sufficient similar, relevant material of good quality in the existing collection
- ❖ unsuitability for library use
- ❖ space limitations
- ❖ inadequate staffing
- ❖ unavailability of infrastructure and/or equipment required for use of the format
- ❖ legal deposit copy is sufficient to meet the level of user need
- ❖ free availability of, and easy access to, the item elsewhere locally
- ❖ poor security

### 3.3 MAINTENANCE

The collection will be maintained at a high standard by ongoing:

- ❖ addition of new material
- ❖ replacement of missing or discarded material, where desirable, especially to maintain the integrity of series and/or where items are still in demand
- ❖ replacement of older editions with the latest edition
- ❖ mending and repair, where feasible, of damaged material
- ❖ keeping/preserving the following:
  - Legal Deposit material including periodicals. (Certain items containing transitory or ephemeral information which is regularly superseded and is of no research value may be discarded after a period of time in accordance with the decisions of the national Legal Deposit Committee).
  - Africana
  - material which is unique and/or represents the only title on a subject
  - material which is a classic example of its genre
  - local history and works of historical interest or value
  - out of print material
  - irreplaceable works of literary or artistic merit, interest or value
  - material which may be needed for research
  - material which is likely to be of interest and value to users in the future
- ❖ discarding of outdated material, stock which is no longer useful or used, and material in poor, shabby and/or dirty condition. Periodicals that are not Legal Deposit material will be discarded after two to three months and weeding of other materials will be done according to the following criteria:
  - relevance
  - accuracy
  - usefulness
  - currency

- publication date
- physical condition
- collection contains multiple copies that are not needed
- author's reputation
- sufficient better material on the same subject in the collection
- expense and /or availability of replacement
- circulation statistics in collections for loan: titles that have not circulated or been used for two years are evaluated for discarding
- integrity of a series or completeness of works by an author
- space
- inconsistency with current selection criteria

### 3.4 STRATEGIES

---

To inform and support the objectives and principles of collection development Msunduzi Municipal Library Services will:

- ❖ analyse circulation and usage statistics and trends
- ❖ encourage, analyse and act on user feedback
- ❖ monitor demographic changes
- ❖ expose professional staff to the latest developments, trends and training in all fields of activity related and relevant to the library and information field
- ❖ provide professional staff responsible for book-buying with opportunities to obtain knowledge of, and access to, the widest possible selection of books and library resources
- ❖ engage in bilateral communication, co-operation and resource-sharing with other libraries and relevant organizations
- ❖ provide training and facilitate the professional growth and development of all its staff

## 4 THE VARIOUS COLLECTIONS

### 4.1 FORMATS

The total collection includes all widely used formats that are appropriate for library use in terms of size, shape, content, quality, durability, usability and price. These include:

- ❖ hardback books forming the core fiction and non-fiction collections
- ❖ paperback books. (Popular works, especially fiction, are purchased in both hardback and paperback format as a considerable percentage of users prefer paperbacks.)
- ❖ large print books in hardback and paperback
- ❖ newspapers, magazines, journals and other periodicals/serial documents
- ❖ easy readers (high interest/simple vocabulary) at all available levels for adults and children
- ❖ children's picture books in hardback and paperback
- ❖ board books suitable for use by infants
- ❖ compact discs
- ❖ audio-books on compact disc
- ❖ DVDs
- ❖ videos
- ❖ CD ROMs
- ❖ music scores
- ❖ music manuals
- ❖ maps
- ❖ pamphlets
- ❖ posters and charts
- ❖ toys and games
- ❖ ephemera
- ❖ microforms
- ❖ static electronic documents
- ❖ electronic resources available on the internet

Formats to be seriously considered and evaluated in the near future for inclusion in the collection:

- ❖ electronic resources including journals and books published electronically (e-journals and e-books) to supplement material already available in the Legal Deposit and Reference Collections, provided that the e-resource is the best and most cost-effective choice of resource in terms of content, design, ease of use, accessibility and user needs
- ❖ audio-books in "Playaway" digital format

Formats for possible future inclusion in the collection:

- ❖ digitized collections and/or compilations of periodicals
- ❖ any other format, produced by advancing technology, that is adopted by the general public and is suitable for library use and which augments the benefits of public library use
- ❖ books in Braille

#### 4.1.1 PRESENT LIMITATIONS

While the variety of formats in branch libraries and mobile services is limited for a number of reasons, notably inadequate funding, inadequate staffing and insufficient space, branch libraries in particular are targeted for future development, and an increased range and improved quality of services incorporating a greater diversity of formats is envisioned.

#### 4.2 SUBJECT COVERAGE

Materials in the fiction collections will cover the widest possible range of genres and themes and materials in the non-fiction collections will include the widest possible range of subject matter known to humankind, excluding material which is highly specialized or of foreign local interest and unlikely to be of any interest or use to South African users. Although subject matter most commonly needed by our users will be given extra weight in the collection, in accordance with our responsibility as a major public library we will provide representative coverage of all subjects falling under the broad classification groups of the Dewey Decimal Classification System:

- 000s Computer Science, information, general works
- 100s Philosophy, parapsychology and occultism, psychology
- 200s Religion
- 300s Social Sciences
- 400s Language (all South African and major widely-used international Languages will be included)
- 500s Natural sciences and mathematics
- 600s Technology (Applied sciences)
- 700s The arts – Fine and decorative arts
- 800s Literature (Belles-lettres) and rhetoric (only South African languages and a small, representative selection of major works used, or of interest, locally, e.g. German, French, Portuguese)
- 900s History, geography and auxiliary disciplines, including travel.  
Biography

#### 4.3 COLLECTIONS FOR LOAN

##### 4.3.1 THE ADULT LENDING COLLECTIONS

(in the Bessie Head Adult Lending Library, Mobile Services Department, Music/Audio-visual Library and the Branch Libraries)

These collections include fiction and non-fiction, in English and, where available, in Afrikaans and isiZulu, and are built upon a commitment to provide citizens of Pietermaritzburg/Msunduzi, who are eighteen years of age and over, with an exceptional range of general information and recreational material to stimulate their imaginations, increase their knowledge and enrich their lives.

The collections are also available to young adults, thirteen years of age and over, who have advanced reading tastes and ability and who seek information at a more complex level than that found in the children's and young adults' collections.

##### 4.3.1.1 NON-FICTION

The Adult Lending non-fiction collections offer the widest possible range and choice of materials to provide adult citizens of Pietermaritzburg/Msunduzi with:

- ❖ information they may require during the course of their daily lives and which enables them to improve the quality of their lives
- ❖ resources that advance their understanding of humankind and of the world in which they live
- ❖ general information which enhances business, vocational and recreational pursuits
- ❖ resources which inspire creativity, increase knowledge and skills, broaden horizons and motivate beneficial activities and enterprises and a better lifestyle
- ❖ general works offering a diversity of view points, on a broad spectrum of subjects, that will promote critical thought
- ❖ resources which stimulate aesthetic appreciation and artistic, cultural and literary endeavours
- ❖ information for personal development and physical wellbeing
- ❖ material that is enjoyable and entertaining and enriches life

---

#### 4.3.1.2 FICTION

---

The collections will contain as broad a range as possible of popular, contemporary and classic works, including:

- ❖ bestsellers
- ❖ the various fiction genres: romances, mysteries, crime and detective stories, thrillers, suspense, westerns, science fiction/fantasy, historical novels, Christian fiction, family sagas, humour, gothic novels
- ❖ South African and African fiction
- ❖ fiction in English by Indian authors
- ❖ winners of major international prizes
- ❖ critically acclaimed works from other cultures in English (and/or Afrikaans and/or isiZulu) translation.

---

#### 4.3.1.3 MUSIC

---

This collection is both a recreational and an educational resource. It will contain the widest possible range of classical music and a representative selection of traditional and contemporary music to suit a wide variety of tastes:

- ❖ All forms and genres of classical music including opera, oratorio and ballet
- ❖ Vocal, choral, instrumental and orchestral music
- ❖ South African music, including Kwaito, African Hip Hop, traditional and house music
- ❖ African music
- ❖ Jazz
- ❖ Popular
- ❖ Reggae and Blues
- ❖ Fusion
- ❖ Rock
- ❖ Gospel and other religious music
- ❖ Indian music
- ❖ World and Folk music
- ❖ Dance music
- ❖ Music for meditation and relaxation
- ❖ Musicals
- ❖ Christmas music



#### 4.3.2 THE CHILDREN'S LENDING COLLECTIONS

(in the Bessie Head Children's Lending Library, Music/Audio-visual Library, Mobile Services Department and the Branch Libraries)

The collections serve children from birth up to seventeen years of age (inclusive), parents, carers, teachers, student teachers, researchers in children's literature, any adult who desires to use children's books.

The Children's Lending Collections are built upon a commitment to provide the children of Pietermaritzburg/Msunduzi with an exceptional range of general information and recreational material to support their progress from dependent, pre-language infancy through to becoming independent readers with critical thinking skills and the ability to interact confidently, creatively and appreciatively with the world around them. The collections will offer the widest possible range and choice of materials in English and, subject to availability, in isiZulu and Afrikaans.

##### 4.3.2.1 NON-FICTION

These collections will provide resources to enhance the social, cognitive and spiritual development of children from infancy to young adulthood. For children at every level of development, these resources will:

- ❖ reveal and explain their world and the universe to them
- ❖ develop their understanding of society and of human behaviour
- ❖ increase their general knowledge and their literacy and language skills
- ❖ support general educational, psychological, social and spiritual needs
- ❖ provide information to foster good health and positive human relationships
- ❖ improve their communication skills
- ❖ stimulate their imaginations and aesthetic appreciation
- ❖ provide pleasure, fun and enjoyment
- ❖ promote their progress towards confident, informed, socially competent maturity and a fulfilled life

##### 4.3.2.2 FICTION

The collections will contain as broad a range and choice as possible, at all reading levels, of popular, contemporary and classic works, including:

- ❖ the various children's fiction genres: fairy tales, nursery rhymes, fables, myths and legends, adventure, school stories, animal stories, humour, family stories, mysteries, detective stories, fantasy, science fiction, historical stories, ghost stories, suspense, romances for older children and young adults
- ❖ bestsellers
- ❖ South African fiction and relevant fiction from other African countries
- ❖ winners of local and international awards and prizes
- ❖ critically acclaimed works from other cultures in English (and/or Afrikaans and/or isiZulu) translation.

##### 4.3.2.3 MUSIC

This collection is both a recreational and an educational resource. It will include:

- ❖ Works introducing children to the world of classical music and to a wide variety of musical instruments
- ❖ Nursery rhymes and children's songs
- ❖ Vocal, choral, instrumental and orchestral music
- ❖ South African music suitable for children

- ❖ Works introducing children to Jazz
- ❖ Music for movement, dance and exercise
- ❖ Folk music from around the world
- ❖ Choral music suited to children's choirs
- ❖ Children's and family musicals
- ❖ Lullabies and other bedtime music
- ❖ Christmas music

#### 4.4 COLLECTIONS NOT FOR LOAN

---

##### 4.4.1 THE ADULT REFERENCE COLLECTIONS

---

(In the Bessie Head Adult Reference Library and the Branch Reference Libraries)

These collections are built upon a commitment to supply adult citizens of the Pietermaritzburg/Msunduzi region with the information they require to meet their reference, business, professional/employment, research and ongoing educational needs. The collections include a representative selection of classic fiction, and the widest possible range and choice of non-fiction, in English and, where available, in Afrikaans and in isiZulu, including:

- ❖ general reference works: almanacs, atlases, dictionaries, directories (including a selection of overseas directories likely to be of use to local users), encyclopedias, maps, and all other generally useful reference material
- ❖ material to inform and enhance professional, business and government enterprises
- ❖ material supporting a broad and diverse range of education at tertiary level, including tertiary-level prescribed text books
- ❖ material for improving life skills and/or professional/work-related skills and skills required to become economically self-supporting
- ❖ informational material at a more advanced and/or detailed and specialized level than that supplied in the Adult Lending collection
- ❖ information on specific subject matter that is not included in the Adult Lending collection
- ❖ information in simple language and easy format suited to the needs of adult information-seekers for whom the required information is not available in their mother tongue and/or whose school education was incomplete or sub-standard
- ❖ works containing information for which there is such a great demand that the Adult Lending library would not be able to supply sufficient quantities on loan to meet user demand
- ❖ duplicates of Legal Deposit materials for which there is great user need
- ❖ material of particular South African, and/or African, interest

The Bessie Head Adult Reference Library collection both supplements and is supplemented by the Legal Deposit collection.

#### 4.4.2 THE LEGAL DEPOSIT COLLECTION

In terms of the Legal Deposit Act (Act 54 of 1997), Msunduzi Municipal Library is required to receive, accession, catalogue, retain, preserve and ensure freedom of access to copies of all materials published in South Africa. The Legal Deposit collection includes material in a wide variety of formats in all official South African languages. The Reference Library and the Periodicals Department in the Bessie Head Library will provide and monitor access to this collection.

#### 4.4.3 THE CHILDREN'S REFERENCE COLLECTIONS

(in the Bessie Head Children's Reference Library and in the Branch Libraries)

The Children's Reference collections are built upon a commitment to meet the very great needs in the Msunduzi Municipal region for educational support material for learners from Grade 3 to Grade 12 (Matriculation). The collections will provide the widest possible range of information on all subject areas at all levels within the user group and will include:

- ❖ general reference works: atlases, dictionaries, encyclopedias, posters and charts
- ❖ comprehensive information on all subjects covered by, or related to, the school curriculum
- ❖ study guides
- ❖ set works
- ❖ school text books
- ❖ examination papers for Grade 12
- ❖ language usage guides
- ❖ compilations (for example, newspaper and magazine cuttings) of information on highly topical subjects and/or historical or political events

#### 4.5 THE PERIODICALS COLLECTIONS

The Periodicals collection provides users with access to current information, specialized knowledge, research material and recreational and professional reading. This collection consists largely of Legal Deposit material supplemented by a selection of periodicals from overseas and, for current general use, extra (purchased) copies of Legal Deposit material for which there is a high demand.

##### 4.5.1 PERIODICALS AVAILABLE FOR LOAN

(in the Bessie Head Adults' and Children's Lending Libraries and in the Branch Lending Libraries)

- ❖ popular lifestyle and fashion magazines
- ❖ sports and hobby magazines
- ❖ general interest and current affairs magazines
- ❖ children's magazines containing informational, educational and/or recreational material

##### 4.5.2 PERIODICALS NOT AVAILABLE FOR LOAN

(in the Bessie Head Periodicals Department and Reference Library and in the Branch Reference Libraries)

- ❖ daily and weekly newspapers
- ❖ local newspapers
- ❖ professional and academic serials
- ❖ Legal Deposit copies of periodicals

## 5 FUTURE DEVELOPMENTS

Library Services are dynamic entities which constantly have to adapt to societal, intellectual and technological developments and to change and grow in order to serve their valuable purpose both in the local community and in society at large.

Anticipating the challenges of the future, Msunduzi Municipal Library Services' Collection Development Policy envisages the provision of the technological infrastructure and equipment necessary to give Branch Library and remote users wider access to electronic and digital library resources.

Future developments to enhance access to information and collections will include:

- ❖ improved access to online resources
- ❖ education of users in accessing non-book resources
- ❖ development of access to electronic resources at Branch Libraries
- ❖ development of a library website as an information resource
- ❖ remote access to the online collection
- ❖ cataloguing of web sites
- ❖ electronic publishing of selected library resources
- ❖ compilation of information packs on specific subjects for learners

## 6 CONCLUSION

This Collection Development Policy serves to ensure that, through its Library Services, Msunduzi Municipality provides its citizens with ready access to comprehensive and up-to-date library and information services and resources which will empower them to participate meaningfully and successfully as members of modern society and as justly proud residents of Pietermaritzburg - the City of Choice.

---

MOIRA ANDERSON

CHAIRMAN: COLLECTION DEVELOPMENT COMMITTEE

---



---

JENNY PHOENIX MANDLA NTOMBELA PRANISHA PARAG  
COLLECTION DEVELOPMENT COMMITTEE MEMBERS

---

MARCH 2008