Overview

The Public Library Grant is paid to councils to support investment in, and development of, library collections which cater for the diverse needs of the whole community. Library collections are broadly defined in section 70 of the Libraries Act 1988.

Collections has been the focus of the Grant since 1994–95 in order to support Queensland public libraries and Indigenous Knowledge Centres (IKCs) to provide high quality, easily accessible, fit-for-purpose collections which meet the needs of the community and support the development of lifelong learning. Public library and IKC collections should represent the widest possible coverage of subjects, formats and genres to cater for the diverse needs of the whole community, while adapting to emerging trends and formats as appropriate. Electronic formats including ebooks are growing significantly in number and popularity; and libraries and IKCs must adjust their collection development to cater for format preferences of their communities.

The State Library of Queensland (State Library) publishes the Library Collections Standard to support public libraries and IKCs to develop and manage their library collections. The standard sets out the expectation that every library’s collection should be large enough to meet its community’s requirements. The size of collections will vary depending on population catchments served, numbers of branches and frequency of stock rotation. In general, smaller libraries should have a higher number of resources per capita, to ensure the collection’s viability and comprehensiveness. The standard provides the following guideline for collection size (including ebooks):

<table>
<thead>
<tr>
<th>Population Range</th>
<th>Minimum Collection Size</th>
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<tbody>
<tr>
<td>Under 50,000</td>
<td>3 items per capita</td>
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<tr>
<td>50,000 to 100,000</td>
<td>2–3 items per capita</td>
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<tr>
<td>Over 100,000</td>
<td>1.5–2 items per capita</td>
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The introduction of eresources has meant that libraries and IKCs must change the shape of their collections with greater emphasis being placed on purchasing non-print resources to meet the demand of the community.

Collection expenditure

Permitted:

Councils may spend its annual allocation from the Public Library Grant on the following expenditure items:

- materials listed in section 70 of the Libraries Act 1988, namely:
  - a book, or a part or division of a book
  - a newspaper, magazine, journal or pamphlet
  - a map, plan, chart or table
  - printed music
  - a film, tape, disk or other like instrument or thing supplied to the general public and designed to reproduce visual images, sound or information
- acquisition and associated preservation costs of unique unpublished local history/studies material including photographs, manuscripts, diaries, ephemera and original art works. These works must be documenting local stories, scenes or people. The material must be relevant to the local government,
end processing costs (over and above the actual purchase price of the library materials) incurred to produce library materials in a shelf-ready state including costs for selecting, cataloguing, processing and maintaining library materials, (see End Processing Guidelines)

- costs for access to electronic collections including annual subscriptions for complete collections, subject collections, collections by year, or costs for title-by-title acquisitions,
- consortia fees, initial set up fees, licence fees and annual platform fees for electronic collections,
- costs of digitising resources to make collections or content available to the community in electronic format,
- costs of production of new electronic content, for example, digital stories,
- any specialist community collections which are catalogued, warehoused and managed by the library including:
  - technology gadgets and devices (e.g. laptops, ereaders, tablets, ebook readers, wearable devices, digital cameras and recorders, micro-electronics, etc)
  - tool lending libraries (lathes, garden tools, sewing machines, soldering irons, science tools, telescopes, etc)
  - sporting equipment (pedometers, basketballs, soccer balls, netballs, footballs, cricket sets, athletics equipment, nets, juggling kits, fit balls, golf clubs, dumb bells, group fitness kits, fishing rods, etc)
  - educational toys, puzzles and games
  - musical instruments
  - any other resources/collection items which may be borrowed by members and which are subject to Council’s lending policies.

Note that the development of specialist community collections should be based on sound evidence of community demand, trends, interests or need, and aligned to Council’s broader strategies (e.g. active communities, creative communities, literate communities, etc).

**Not Permitted:**

Councils may not spend its annual allocation from the Public Library Grant on the costs of the Library Management System, software, applications and hardware.

**Library Priority Project**

Library Priority Projects enable Councils to apply Public Library Grant funds to emergent and priority projects relating to the provision of a public library service. From 1 July 2014, Councils have been able to request spending up to 50% of its grant allocation in any one year on an approved Library Priority Project. All such requests must be submitted to the State Librarian and CEO for consideration prior to the project commencing. Additional information about Library Priority Projects is available on the Public Libraries Connect website.

**Unexpended grant**

Any portion of Council’s Public Library Grant allocation which remains unspent at the end of the financial year must be preserved for the sole use of the library service for the purpose of developing collections (i.e. not returned to Council’s general revenue fund). The unspent funds must be carried over to the next financial year and added to that year’s allocation for library collections.

**Further information**

For further information about collection expenditure from the Public Library Grant, please contact:

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