



Collection Expenditure rules and guidelines 2022-24

The following guidelines have been developed to assist councils operating Independent library services in the expenditure of annual Public Library Funding on the acquisition, development, and maintenance of library collections.

This document should be read in combination with the *Service Level Agreement for public library services 2022-24 (SLA)* and the *Public Library Funding rules and guidelines (2022-24)* available from the Public Libraries Connect website:

<https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/public-library-grant-funding-service-level-agreement>.

Both documents provide further information and clarity on rules and guidelines for expenditure of the annual Public Library Funding.

Overview

Public Library Funding 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:

<https://www.legislation.qld.gov.au/view/html/inforce/current/act-1988-029>.

Collections has been the focus of the Funding since 1994–95 in order to support Queensland public libraries to provide high quality, easily accessible, fit-for-purpose collections which meet the information, education, recreation and cultural needs of the community, and support the development of lifelong learning.

Public library 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.

Library service collections are contemporary, high quality and cover a wide range of popular topics, interests and formats for members of all ages. They express a variety of viewpoints and cultural understandings and represent a diversity of people, places, events, issues and ideas.

Objectives

The State Library of Queensland publishes the Queensland Public Library Standards and Guidelines (Standards and Guidelines) which include information to support public libraries to develop and manage their library collections: <https://plconnect.slq.qld.gov.au/managing-my-library/standards-and-guidelines>

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 library facilities and frequency of stock rotation. In general, smaller libraries should have a higher number of resources per capita, to ensure the collection's quality and usage.

Please refer to the current Standards and Guidelines for more detailed information on collection size, age, usage, and expenditure on electronic items.

Public Library Funding allocations

The Public Library Funding methodology determines how Queensland Government funding is allocated, including the formula used to determine direct allocations to local governments as a contribution towards collections, services, programs and operational costs.

Please refer to the Public Libraries Connect website for more information about the Public Library Funding methodology, including direct funding allocations to councils:

<https://plconnect.slq.qld.gov.au/managing-my-library/funding-and-reporting/review-public-library-grant-and-first-5-forever-methodologies>.

Collection expenditure

Eligible expenses:

Council may spend its annual allocation from the Public Library Funding on resources or collection items **which must be visible on the library catalogue and may be borrowed or used in-branch by members and/or library visitors** and which are subject to council's lending policies, including but not limited to:

- physical collection items
- electronic or digital collection items
- any specialist community collections or resources which are catalogued, warehoused and managed by the library.

For more details on library collections refer to the Standards and Guidelines:

<https://plconnect.slq.qld.gov.au/queensland-public-library-standards-and-guidelines>

In addition to resources or collection items, council may also use Public Library Funding on:

- 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 and be relevant to the local community.
- end processing costs (over and above the actual purchase price of the library materials) incurred to procure library materials in a shelf-ready state including costs for selecting, cataloguing, processing and maintaining library materials.
- subscription and/or licence costs relating to products and services (inc. Application Programming Interfaces (APIs)) associated with enabling and improving selection, cataloguing, processing and maintenance activities
- acquisition costs of and associated ongoing access fees for electronic collections, acquired through purchase, lease or license arrangements, including title-by-title acquisition, subscriptions, pay-per-view access and streaming services.
- 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

Ineligible expenses:

Council may not spend its annual Public Library Funding subsidy on

- the ongoing subscription, licence, cloud hosting or storage costs of the Library Management System
- hardware used by clients to access the collections

- depreciation

Funding acknowledgement

Councils must acknowledge the Queensland Government's financial assistance in the manner described on the Funding acknowledgement webpage

<https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/funding-acknowledgement>

Library Priority Project

Library Priority Projects enable Independent councils to apply Public Library Funding to emergent and priority projects relating to the provision of a public library service.

Council is able to request approval to divert up to 50% of its annual Public Library Funding subsidy in any one year to 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: <https://plconnect.slq.qld.gov.au/managing-my-library/funding-reporting/public-library-grant-funding-service-level-agreement>.

Unexpended funds

Annual Public Library Funding is to be expended within the financial year allocated, with the exception of any Library Priority projects already approved beyond 30 June.

Any portion of council's Public Library Funding 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).

Council must formally request approval to retain unspent annual subsidy funds on a template supplied by State Library during the annual reporting period, through the SmartyGrants portal: <https://slq.smartygrants.com.au/>.

If approved by State Library the unspent funds must be carried over to the next financial year and will be managed through an Addendum to the Service Level Agreement.

Further information

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

Local Government Coordination
State Library of Queensland
Tel: 07 3842 9049
Email: lqc@slq.qld.gov.au