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| **Item** | **Agenda** | **Action** | **By** |
| **1. Attendance & Apologies** | **Attendance:** Sherrill Harvey (*Convenor*, Geelong RLC); Nicole Hunt (Hume); Barrie Gillespie (Kingston); Leanne Hornbrook (Casey-Cardinia); Lynne Alderton (Whitehorse Manningham RLC); Lachlan Turnbull (Wyndham); Michelle Donelly (Maribyrnong); Trevor Mackay (Bayside); Jane Grace (Mornington Peninsula); Radmila Sekulic (Wyndham); Patricia Kelly (Frankston); Susan Thomson (Greater Dandenong)  **Apologies:** Celia Rice (Moonee Valley); Kristina Purcell (Kingston); Jenny Ackroyd (Yarra); Anita Catoggio (Yarra Plenty RLC); Cindy Decker (Goulburn Valley); Caz Smith (Darebin); Julie McCulloch (Latrobe); Andrew McCrory (Stonnington); Naomi Barr (East Gippsland); Pam Sheean (Goldfields) |  |  |
| **2. Confirmation of Minutes** | Reviewed and approved by the meeting.  Noted that a summary of Jenny Lawrence’s (Brimbank) presentation on non-traditional collections has not yet been distributed to SIG members. | Sherrill Harvey to follow up | Next meeting (19 April 2018) |
| **3. Business Arising** | No business tabled. |  |  |
| **4. Meeting Themes for 2018** | PLVN SIG convenors met earlier this month with PLVN Executives Anne-Maree Pfabe, Felicity Macchion Tony Iezzi to discuss the role of the SIGs. The SIGs must be aligned to PLVN strategy and clear themes for each meeting will help ensure this alignment.  Meeting Themes for 2018:  19 April: Improving physical loan statistics (Radmila & Lachlan, Wyndham)  Please bring both real-world case studies and ideas for improving the marketing and community use of physical collections. Broad-based meeting about marketing of collections and focusing on collections appeal.  14 June: Advocacy (Jane, Mornington Peninsula)  Advertising our core business – literacy, reading, and access to books and resources.  23 August: Community-centred collections and community collaboration (need a facilitator for this)  How best to involve community in collection development decisions?  25 October: Donated materials (need a facilitator for this)  Policies on donations of books etc. to libraries, library relationships with local authors, etc. |  |  |
| **5. Presentations to SIG by vendors** | Discussion re offer by Theresa Wight from DLS. Decided that there was no interest at this stage. Not relevant to this year’s meeting themes. |  |  |
| **6**. **Collection Policies** | General discussion about the need to frame collections policies more strategically and whether it is useful to use policies to envision future development or trends in the collection.  Who uses community consultation to redevelop their collections policy? – Most libraries use regular consultation processes or involve their Council’s Research teams in this work.  For some libraries, collection development plans/policies are tied into annual budgeting processes (and grow from annual plans).  Wyndham City Libraries revisits its collections policy at least annually. The Wyndham policy focuses on establishing selection criteria for each part of the collection and guiding selection. It is framed by a discussion of Wyndham’s demographics.  Geelong RLC has a collections policy that includes specific provisions that impact upon collection management – e.g. the definition of Dead items in CollectionHQ is set out in the policy.  Discussion around the fact that collection development policies are akin to ‘change management’ policies for some libraries. |  |  |
| **7. Magazine collections** | Some libraries have genrefied their magazine collections, in keeping with their approach to e.g. non-fiction, and have done away with ‘not for loan’/current copies – i.e., everything goes out as available for loan immediately. This hasn’t always worked out well with library users, so some titles have had to be put back on current issue ‘not for loan’.  Annual reviews of magazines are useful to track usage and assist with discontinuation decisions.  Many libraries with RBdigital eMagazines have used magazine cover labels to indicate when a title is also available for loan through the RBdigital platforms.  Some libraries are also creating MARC records for eMagazines so they are discoverable through the catalogue/discovery layer.  Most libraries are no longer covering print magazines (although they may cover particularly flimsy or easily damaged titles).  There are also a range of approaches to loan periods and limits, with some trying to align magazine and DVD loan periods. |  |  |
| **8. Kanopy** | Many libraries are either investigating or have signed up with Kanopy.  Kanopy is a movie streaming platform with a pay-per-use model. General discussion of terms and conditions.  Kanopy content may also be usable for library movie programs (e.g. movie afternoons/evenings). |  |  |
| **9. Collections & Reader Development SIGs Seminar** | Upcoming event in mid-late September 2018.  Organisers are hoping for:   * a high-profile keynote speaker * a presentation on the state of library audiobook collections * information on initiatives supporting reading for wellbeing/brain health * a presentation on IFLA and the Sustainability Goals * workshops * lightning talks * Christmas 2018 new releases to watch out for   This event is not to be missed! Confirmation of date and more details closer to the time. |  |  |
| **10. Site Reports** | Frankston   * Libraries Australia holdings update is currently in process.   Wyndham   * Focused on writing and reviewing profiles/standing orders for Junior and Young Adult collections * Medium-term project around a new library at the Wyndham Integrated Community Learning Hub in Werribee, currently very much in early planning stage.   Whitehorse Manningham   * Introduced eAudiobooks into Overdrive.   Maribyrnong   * Have gone live with Kanopy * Signed up for Lynda.   Mornington Peninsula   * Revising Adult standing order * New supplier arrangements are working well   Casey-Cardinia   * Lynda has gone live * Added eAudiobooks to the RBdigital platform * Trialling no overdue fines for 12 months – borrowing restrictions for borrowers with overdue items, but no monetary penalty for late returns.   Bayside   * Library Futures Report went before Council and was adopted * New Sandringham Library on the horizon * GoChips have arrived * Standing order through James Bennett * Now have Lynda * Libraries Australia holdings update too.   Kingston   * Library Management System tender has gone out * Gone live with Lynda   Greater Dandenong   * Part of a study being done by Monash University around LOTE collections and community needs, gaining feedback from both library users and non-users   Hume   * Working on standing orders and budget planning * Sunbury sod-turning was recently, with a planned completion date in June 2019 * Now have MARC records for Kanopy, StoryBox and Tumblebooks content to enhance discoverability * Have Comics+ and PressReader * Launchpads are working well * Introducing a Classics print collection and also a VCE English/Literature collection (no textbooks, just the texts being studied) * Have started a Next Chapter book club for children with a disability and their carers   Geelong   * New Leopold Library is underway with expected October 2018 opening * Undertaking mediated selection in Non-Fiction for the Leopold ODC * New Friends of the Library group has launched. |  |  |
| **Meeting dates for 2018** | * 19 April * 14 June * 23 August * 25 October |  |  |