

<b>POLICY:-</b>	
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<b>PROCEDURES/GUIDELINES:-</b>	
Date procedure/guideline was developed:	N/A
Procedure/guideline reference number:	N/A

<b>RESPONSIBILITY:-</b>	
Draft Policy developed by:	Director of Finance and Administration
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Director of Finance and Administration
Responsibility for review of Policy:	Manager Library Services

## **POLICY OBJECTIVE**

This policy provides an outline for the development, acquisition, and maintenance of the library collections of Goulburn Mulwaree Library and Upper Lachlan Shire Library Service.

The Policy serves as a guide for the identification, selection, and maintenance of library collection materials and resources to meet the current and future needs of Library and community members.

The Library is committed to providing free, impartial, and equitable access to collections and resources that meet the cultural, informational, educational, research, and recreational needs and interests of Library members. This policy supports the development of a collection that:

- Is a balanced and up to date collection of popular and enduring works
- Is diverse, uncensored, and freely accessible to all Library members
- Restricts access to materials only on the basis of National Classification Code classifications and in line with this policy.
- Promotes literacy and lifelong learning
- Is maintained in good condition
- Meets the needs of community demographic profiles as provided by the Australian Bureau of Statistics
- Meets the baseline standard of expenditure on library materials as stipulated by the State Library of New South Wales

Library collection development is undertaken with ongoing consultation with community and library members, benchmarking against state, national, and international standards, and comparisons with neighbouring and comparable public library services.

## **GUIDING PRINCIPLES**

The following principles underpin the Library Collection Development Policy. These principles are informed by and committed to the principles of intellectual freedom and access as described in the Statement on Free Access to Information by the Australian Library and Information Association and the IFLA Public Library Manifesto 2022.

- Access – our libraries' collection will support the information and recreation needs of the whole community, inclusive of differences in gender, sexuality, age, disability, ethnic origin, or economic status. The library will provide resources that respond to specific needs of the community, including those of Culturally And Linguistically Diverse (CALD), First Nations, and lesbian, gay, bisexual, transgender, queer, intersex, asexual, and other sexually or gender diverse (LGBTQIA+) communities, those who cannot visit the library in person, and people requiring accessible formats.
- Participation – our libraries actively encourage community participation and feedback.
- Human Rights – our libraries recognise that access to information and ideas through books and other formats is a basic human right.

- Cultural relevance – our libraries will collect resources which support the library-related needs of all sectors of our communities, including support for the creation and sharing of local content and stories.
- Quality and Range – our libraries will provide a wide range of materials with a strong focus on quality in terms of content and presentation.
- Information and Learning – our libraries will support lifelong learning with the provision of up-to-date and accessible library resources in a variety of formats.

## **GUIDELINES**

State Library of New South Wales (2020), Living learning libraries: standard and guidelines for NSW public libraries, 7<sup>th</sup> ed.

Australian Library and Information Association (2021), Standards and guidelines for Australian public libraries.

National Classification Code (2005)

## **POLICY STATEMENT**

### **Definitions**

“Library” refers to Goulburn Mulwaree Library and Upper Lachlan Shire Library collectively.

### **Selection and de-selection responsibility**

Selection of Library resources is undertaken by Goulburn Mulwaree Library staff for both Goulburn Mulwaree Library and Upper Lachlan Shire Library Service. Upper Lachlan Shire Library Service also selects their own resources from time to time.

Weeding and de-selection of Library resources is undertaken in accordance with the guidelines stipulated in this policy.

Library staff reserve the right to accept or refuse any addition to the Library collections, and to de-select and dispose of any collection materials, under the following guidelines.

### **Scope of the collection**

The Library’s collections will comprise a variety of materials suitable for children, young people, adults, and older people, with reading and learning abilities from birth to university entry level.

The following types of hard copy and electronic materials may be included in the Library’s collections:

- Reference materials
- Fiction
- Non-fiction
- Newspapers and magazines
- Audio visual materials
- Games
- Graphic novels
- Find Legal Answers and Drug Info, as stipulated by the State Library of New South Wales

The following types of materials are generally not included in the Library's collections

- Text books for formal courses of study
- Academic or specialist tests
- Curriculum materials
- Council documents
- Hardcopy reference materials where an online copy is available
- Fragile or easily damaged materials
- Second hand materials
- Materials that pose a risk to personal safety (e.g. small removable components etc.)
- Languages other than English, apart from materials on long-term loan from the State Library of New South Wales.

### **Expenditure on Library collection materials**

The State Library of New South Wales provides guidelines for expenditure on library collections and resources in *Living learning libraries: standards and guidelines for NSW public libraries*, 7<sup>th</sup> ed.

The Library will adhere to these guidelines and will meet the population cohort median standard for annual expenditure on library collections and resources per capita of Council's resident population as stipulated by the Australian Bureau of Statistics.

The Library will also make its greatest efforts to adhere to the standards suggested for number of acquisitions per capita, overall collection age, and stock turnover.

### **Selection principles**

- We will provide a collection which reflects the spectrum of community viewpoints
- Acquisitions will be guided by our community
- We will collect material of importance to the entire local community and support local creators, where possible
- Our collection will be in a broad range of formats
- We will ensure that our collection is accessible
- Materials prohibited by law will not be included in our collection
- Materials will not be rejected on moral, political, racial, or religious grounds if they otherwise meet the selection criteria

### **Selection criteria**

The following criteria are used in evaluating material for inclusion in the Library collection:

- Popular interest or current demand
- Current reading trends
- Relevance and interest to Library members
- Creative, literary and technical quality
- Relevance and accuracy of content
- Currency and permanency
- Reputation, popularity, and significance of the author/publisher/genre/subject
- Actual or potential community need and usage
- Relevance of the subject area to the rest of the collection

- Suitability of the format (ease of use, ease of storage, durability)
- Availability of similar information online
- Australian and/or local perspectives
- Cost (including purchase price, processing requirements, ongoing fees etc.)

For electronic resources, the following criteria are also applied:

- Accessibility and ease of use
- Vendor support
- Hardware and software requirements

The Library will generally only purchase a single copy of each item, unless in very high demand or for book club use.

Library staff may use a variety of tools to assess and select collection materials, including but not limited to:

- Supplier selection profiles and standing orders
- Promotional literature and catalogues
- Reviews
- Suggestions for purchase and recommendations from Library members
- Personal knowledge and professional experience

### **Electronic resources**

Goulburn Mulwaree Library and Upper Lachlan Shire Library Service are consortium members of the NSW Public Libraries Association South East Zone, and will participate in shared zone subscriptions and utilise the NSW.net suite of databases. Subscription to these resources is subject to consortia and licensing agreements.

Subscription to additional databases may also be undertaken as required.

### **Restricted materials**

The Library will not purchase or accept into the collections any materials which have been refused classification, are banned, or are classified as R18+ and above by the Australian Classification Board.

### **Suggestions for purchase**

Library members may make suggestions for the purchase of Library collection materials. Suggestions will be reviewed by Library staff to ensure they satisfy the guidelines stipulated in this policy, and may be purchased for the Library collection if they are deemed suitable. Library staff reserve the right to accept or decline suggestions as required.

### **General Donations**

The Library may accept donations of books and other resources, provided the materials are:

- Not already held in the Library collection
- Less than two years old, or filling gaps in the collection
- In 'as new' condition with no wear or damage

Any materials donated to the Library become the sole property of the Library, and Library staff reserve the right to transfer, discard, sell, or otherwise dispose of materials as required. Terms and conditions cannot be stipulated by the donor.

Any materials donated to the Library that are not accepted into the collection will be sold or disposed of at the discretion of Library staff.

### **Weeding and de-selection**

Library collections will be reviewed and weeded regularly to maintain the integrity and quality of the collection. Material may be chosen for de-selection under any of the following criteria:

- Factually inaccurate, or misleading content
- Aged and out-dated, or obsolete content
- Newer editions, online editions, more up to date, or superior works available
- Damaged or in poor physical condition
- Low usage and borrowing rates
- No longer relevant to the Library collection
- No longer relevant to user needs
- Unnecessary duplicate copies

### **Disposal**

Materials chosen for de-selection may be:

- Sold at library book sales
- Donated to other libraries, Government bodies, charities, community groups, or retirement homes
- Destroyed or otherwise disposed of

Magazine and hardcopy newspaper issues will be retained for a maximum of two years and then destroyed or otherwise disposed of.

### **Replacement Items**

Titles missing or withdrawn from the Library's collection are not automatically replaced. The decision to replace items is based on the following criteria:

- Title is still in print and available to purchase
- Availability of other copies or editions in the collection
- Community interest and ongoing demand
- Adequacy of coverage in the subject area
- Cost and availability
- Usage of previous copies

### **Local Studies**

Local studies collections are exempt from the general selection, donation, weeding, and de-selection criteria.

Local Studies collections are specifically for the use of local history and family history research, and are generally not available for loan. The collections will include current and historical resources relating to Goulburn Mulwaree Council and Upper Lachlan Shire Council LGAs respectively, including resources about people, places, events, geography and natural history, industry, and administration of the area from the earliest times up to the present day.

Local Studies collections are not limited by format, and may include both hard copy and electronic materials. Formats may include, but are not limited to:

- Published and unpublished monographs and indexes
- Newspapers, newsletters, and periodicals
- Pamphlets, ephemera, and objects

- Photographs
- Maps
- Sound and video recordings
- Microfilm and microfiche
- Electronic materials, both digitised and born digital

Materials may be added to the Local Studies collections by purchase, donation, or long term loan. Access conditions may be applied to unpublished donations or long-term loans at the time of their inclusion into the collections.

Local studies staff may also undertake digitisation activities to increase access and ease of use of particular collection materials. All copyright and other access conditions will be adhered to during any digitisation activities.

Selection, donation, weeding, and de-selection activities may occur at any time at the discretion of Local Studies staff in each Library.

### **Request for reconsideration**

Under certain circumstances Library members may request a review of collection materials and removal of material should they believe it is not appropriate for the Library collections. A formal request must be made to the Library Manager as per each library's specific request for reconsideration procedure.

### **LEGISLATIVE PROVISIONS**

NSW Library Act 1939

NSW Library Regulation 2010

Classification (Publications, Films and Computer Games) Enforcement Act 1995

Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

Child Protection (Working with Children) Act 2012;

Child Protection (Working with Children) Regulation 2013;

Children and Young People (Care & Protection) Act 1998.