

Draft Library Collections Policy

1. Purpose

This policy guides staff in the planning and development of collections to meet current and future community interests and needs. This policy underpins the Library's *Collection Selection Profiles*, which will be revised over time, in line with changing community interests, budget constraints, space limitations, and the large volume of publishing.

This policy provides guidelines for the content, management, preservation, development and promotion of the general library and Local Studies collections as a community resource. It aims to:

- Establish principles for the management and development of collections which meets the needs of the community
- Ensure that library collections are relevant to community needs and interests in both scale and quality
- Ensure that library collections match the community's requirements and reflect the diversity of the City of Canada Bay community
- Provide a library collection developed to meet the Australian Library and Information Association (ALIA), Library Council of NSW and various international standards as well as the community's expectations
- Define responsibilities and accountabilities for the maintenance for the collection to ensure the provision of quality materials and to effectively mitigate risk.

2. Scope

This policy applies to all members of the public who use the City of Canada Bay Library Service, and City of Canada staff and volunteers. Updates and/or changes to library collections may be made from time to time, in line with Council's policies, guidelines, and relevant delegation of authority.

3. Definitions

Term	Meaning
City of Canada Bay Library Service or the Library	Refers to Concord Library, Five Dock Library and The Learning Space, Rhodes, and the resources and services provided by and within them
Collections	Refers to all print and non-print material and electronic materials held at the city of Canada Bay Libraries
Library members	Refers to members of the public that have joined the Library as full or online members
Library visitors	Refers to any members of the public who use the Library including library members, non-members, and general visitors

Staff	Refers to City of Canada Bay Council employees, contractors and volunteers that undertake tasks and deliver services
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4. Policy principles

4.1 Free access to information

This policy aligns with the principles outlined in the Australian Library and Information Association's *ALIA Free Access to Information Statement*, particularly the principle that freedom can be protected in a democratic society only if individuals have unrestricted access to information and ideas:

<https://read.alia.org.au/alia-free-access-information-statement>

4.2 Library collections

Council has three libraries, located at Concord, Five Dock, and The Learning Space, Rhodes. Each individual library collection reflects the needs and interests of the local community within the scope of this policy.

The aims of the library collections are to:

- Provide quality library materials for leisure, informational and educational support in a wide range of suitable formats
- Promote appealing and inviting resources
- Encourage and promote the enjoyment of reading in adults, children and youth
- Promote the development of research skills, information literacy and lifelong learning
- Provide a current collection of predominantly popular fiction and non-fiction, as well as a selection of classic material, in a wide range of suitable formats which may include print, serial, audio-visual and electronic formats
- Provide a non-lending Reference collection which supports a quality information service
- Provide a Local Studies collection and information service that collects and preserves the social and documentary heritage of the Canada Bay area for current and future generations.

4.2.1 Collection development standards and guidelines

The Library will achieve the aims of the collection by using the following standards and guidelines:

- Collections will be developed in line with the Australian Library and Information Association (ALIA), Library Council of NSW and international standards
 - In particular, library staff will monitor the use of the collections and compare the data with standards, including *Living Learning Libraries*, established by the State Library of New South Wales: <https://pls.sl.nsw.gov.au/managing-my-library/standards-and-guidelines/living-learning-libraries>
- Access to information and ideas is not restricted, while recognising that powers of censorship are legally vested in state and federal governments
- Balanced and diverse collections, facilities and services will be developed to meet and reflect the needs and interests of current and potential customers
- Collections will be located as determined by community need
- Collection and circulation statistics will be analysed to evaluate the level of use and to determine purchasing requirements
- The City of Canada Bay's demographic profile will be used to plan for the growth and improvement of the collection
- Basic English learning and English as Second Language (ESL) materials will be provided

- Resources will be shared with other libraries and institutions
- The requirements of individuals will be addressed, regardless of the individual's attributes
- Multiple copies will be purchased when appropriate, to be distributed between electronic collections and Concord and Five Dock Libraries in response to demand.

4.2.2 Selection criteria

Criteria for selection of material includes:

- Appropriate content, format, and language for the immediate and anticipated needs and interests of the community
- Existing subject coverage in the collection, and need to fill any identified gaps
- Popularity of an author/subject, relevance, and current demand
- Cost of the item
- Availability of the item
- Opinions of reviewers and critics
- Relevance to the community
- Local interest.

Comprehensive data on loans and stock are kept by the library services staff. This data can be used to follow trends in the circulation of collections and, by combining this data with population growth and demographic changes, be used to make forecasts regarding demand for library collections.

The Library aims to provide a balanced and diverse collection reflecting a range of points of view and does not have powers of censorship. As a result, some material may be seen as controversial by some community members. The following statements reflect the Library's position:

- Controversial material:
 - The Library has a right and duty to keep a representative selection of material which meets the selection criteria, and which is not prohibited by law, and freedom of information including material covering a range of opinions and controversial subjects and in a variety of formats
- Print material will not be excluded from the adult collection on the grounds that it is not suitable for children.
 - It is the responsibility of the parent/guardian, rather than the library staff, to decide what is suitable material for an individual child.
 - "MA" and "R" rated audiovisual items may be purchased and will be managed according to classification laws
- These statements are based on the positions of organisations such as the Australian Library and Information Association, the State Library of New South Wales, and the Attorney General's Department (National Classification Scheme).

Each collection has a selection profile which includes a description of its scope, and the access provided, to further define the type of collection being maintained. This provides guidance to library staff and suppliers.

Donations are accepted by applying the same collection development principles used to purchase new materials, to decide if donated materials will be included in the collection. If donated items are not suitable to be included in the collection, they may be sold, recycled, or disposed of.

Existing library materials are assessed regularly using guidelines provided in this document and as a result items may also be sold, recycled, or disposed of.

4.2.3 Format

The Library provides collection materials and information in a variety of formats and languages that are chosen for ease of use, durability and appropriateness to the particular subject area or intended audience.

Formats include, but are not limited to, the following:

- Print books, magazines and newspapers
- E-resources including books, magazines, audiobooks, films and databases
- DVDs, audiobooks, and CDs
- Materials in digital format.

New formats may be added to the collection when there is anticipated demand in the community, demonstrated by trends and data provided. Other formats may be removed from the collections as demand declines.

4.3 Procurement

The City of Canada Bay Library Service has outsourced the majority of the selection of library material through Local Government Procurement contracts. As best practice, the Library will work in partnership with preferred vendors under the *NSW Local Government Procurement Tender Library Books, Furniture and Resource Materials (LGP 507-4)*. New library materials are provided by vendors fully catalogued and in shelf-ready format.

Suppliers and selectors use annually reviewed selection profiles and standing orders, along with the principles from section 4.2.1 to 4.2.3 above, to select stock for the Library.

5. Responsibilities

Role	Responsibility
General Manager	Ensuring compliance
Director Community, Culture & Leisure	Implementation
Manager Library & Community Services	Ensure staff awareness of the policy
All Library Staff	Adhere to and apply the policy

6. Laws and standards

- Local Government Act 1993 No 30 (NSW)
- Library Act 1939 No 40 (NSW)
- Library Regulation 2018 (NSW)
- Australian Library and Information Association (ALIA) Statement on Free Access to Information
- Living Learning Libraries: Standards and Guidelines for NSW Public Libraries
- International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom (updated 2015)

7. Related City of Canada Bay policies and procedures

- City of Canada Bay Libraries Collection Selection Profiles (updated annually)
- Children and Young Person's Protection Policy and Child Safe Code of Conduct
- Children, Young People and Library Services Policy
- Library Art Exhibition and Displays Policy

- Library Membership and Use Policy
- Library Public Internet, WiFi and Computer Use Policy

8. Consultation

[Describe the internal and external consultation carried out in relation to this policy / procedure, including details of any public consultation.]

9. Approval status

The General Manager / Council approved this policy / procedure on [insert date].

10. Approval history

Stage	Date	Comment	ECM ID
Original Policy	19 July 2011	Approved by Council	2923363
Reviewed	July 2024	Full review – updated to comply with current legislation and changes in library services.	
Next review	July 2024		

11. Ownership and approval

Responsibility	Role
Author	Library Services Manager
Owner	Manager Library & Community Services
Endorser	City of Canada Bay Executive
Approver	Council