

	<p>Council Policy</p> <p>Library Collections Policy</p>	
---	---	--

Table of Contents

Table of Contents 1

Policy 2

 1 Objectives2

 2 Policy Statement.....2

 2.1 Collecting Areas.....2

 2.2 Selection, Acquisitions and Standards.....3

 2.3 Collection Evaluation & Maintenance5

Controlled Document Information 7

This is a controlled document. Before using this document, check it is the latest version by checking it on Council’s intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

Policy

1 Objectives

The primary objectives of this policy are to develop and manage the collections of Lake Mac Libraries. That:

1. Provide a balanced range of resources for the Lake Macquarie community for recreation, education, information, and lifelong learning
2. Is responsive to the changing needs of the Lake Macquarie community
3. Establishes the library as an unbiased source of recorded knowledge and ideas
4. Provide equitable and equal access to information for all the Lake Macquarie community.

The policy also has secondary objectives to:

1. Provide a framework for the planning, selecting and de-selection of materials.
2. Provide an instrument for responding to client needs and demands.
3. Provide a document, which contributes to fulfilling the requirements for the accountability of the organisation and aids in assessing performance.
4. Provide a framework within which materials will be collected, including the breadth and depth of the coverage.

2 Policy Statement

2.1 Collecting Areas

2.1.1 Adult Non-Fiction

Material purchased for this collection reflects popular or current topics, or are selected works in enduring subject areas. The Library also supports the State Library of NSW LIAC (Legal Information Access Centre) and Drug Info @ Your Library collections.

2.1.2 Adult Fiction

Material purchased for this collection includes contemporary works, selected classics, general fiction and best sellers.

2.1.3 Reference Collection

Reference works are provided to satisfy ready-reference enquiries. This includes print and electronic resources

2.1.4 Children's Collections

The aim of the Children's collection is to provide a well-balanced range of resources reflecting the needs and interests of children from birth to adolescence.

By providing as wide a range as possible of interesting material in various formats for young readers, the library aims to encourage the development of literacy skills and the habit of life long reading. The focus on literacy is continued with a specific collection of Early Readers for children taking their first steps into reading. The library also supports other reading programs such as the Premier's Reading Challenge.

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

2.1.5 Young Adult

Material in this collection caters for an age range of 12 to 17. This collection aims to cover the interest areas of this group. Nonfiction for this age group is based around popular culture, social issues, and curriculum support. This collection particularly supports key learning areas for the School Certificate and Higher School Certificate.

2.1.6 Large Print Materials

Lake Mac Libraries services a higher than average aged population and this population is growing. The large print collection aims to service a wide range of interests.

2.1.7 Audio Books

This collection covers the range of popular fiction, recreational and non-fiction titles. Spoken Word recordings are primarily produced in CD, and are part of the adult, young adult and junior collections. The audio collection also includes an extensive selection available through the library website as a digital download. (www.library.lakemac.com.au)

2.1.10 Stack Collection

This collection has been developed to keep within the library service a small number of print materials deemed worthy of retention due to their lasting appeal. Items identified for stack still contribute to the general quality of the collection, but their level of usage and/ or age and condition does not justify them being retained on the open shelves.

2.1.11 Aboriginal Knowledge Centre

A specific Aboriginal and Torres Strait Islander Collection is consolidated at Toronto, Library and housed under the name of The Aboriginal Knowledge Centre, with other material of local significance also housed in the general collection at Charlestown Library. These collections contain materials both about and by Aboriginal and Torres Strait Islander peoples. The new Windale community Centre will also house an Aboriginal Knowledge Centre. Selection of this material will occur with input from the local Aboriginal Community.

2.1.12 DVD Collection

The library provides a diverse collection of general entertainment and recreational DVDs for all age levels.

2.1.13 Music Collection

This library aims to provide a collection representing a broad range of musical interests. (Music scores and sheet music are not collected).

2.1.14 Periodical Collection

These titles are generally high demand titles published in Australia and overseas. A large collection of serials in digital format is also provided.

2.1.15 Newspapers

Local daily newspapers are provided in each branch as a response to local requirements. Some historical newspapers are also held on microfiche as part of Local Studies and Family History.

2.2 Selection, Acquisitions and Standards

Lake Macquarie City Library uses the [Living Learning Libraries: Standards and Guidelines](#) commissioned by the State Library of NSW. These standards provide guidance in collecting levels, age of collection and spending per capita population.

2.2.1 Selection Criteria

By applying the following selection criteria, the library aims to provide an organised, accessible collection of material, planned to meet the information and recreational needs of the local community. The Library seeks to balance current requests for popular material against the long-term needs for a high quality collection. The collection aims to reflect the changing needs of the community.

- Topicality - material should be current or anticipated interest
- The price and intrinsic value of an item
- Quality - material should be durable and strong enough for use by the intended readers
- The authority and reputation of author, illustrator, or publisher is taken into consideration.
- Favourable reviews
- The format chosen should be that which best encourages the use of the materials, and conveys the information to the user in the most appropriate way
- Emphasis to be given to Australian authors and subject matter
- Material is selected taking into consideration demand, price durability and availability
- Items are considered in the context of the overall balance of the collection.
- Titles, which are, or are anticipated to be in high demand, are purchased in multiple copies
- Material of a technical or highly specialist nature, including tertiary textbooks, is not selected. Interlibrary loans can be arranged for these items.

Resources not collected include:

- Expensive or rare items inappropriate for a public library service
- Ephemeral material of little value even in the short term
- Items of inappropriate physical dimensions, extremely small, large or heavy
- Old, out of date or fragile items – unless specifically acquired for the Cultural Collection
- Items prohibited by law, e.g. pornography
- Items unavailable through standard or appropriate specialist suppliers.

2.2.2 Donations

The library reserves the right to refuse donations that are of an age greater than twelve months. The library reserves the right to discard donations at any time and by any means considered appropriate. Items donated to the library become the property of the library.

2.2.3 Requested Items not held in the collection

The library will endeavor to obtain items requested either by purchase or Inter-library loan. The decision to purchase items requested for the collection is made after consideration of the above selection criteria, and budget availability, with particular emphasis on:

- Price
- Popularity
- Topicality
- Availability from publisher
- Availability from other libraries

- The library does not guarantee purchase of items requested for the collection and patrons will be notified if a request has been unsuccessful.

2.2.4 Format

In today's society, informational, recreational, and educational resources are available in a variety of formats. Non-book and online materials are regarded as an integral part of the library collection. The Library continues to monitor the need for new and alternate formats. Decisions on format are based on consideration of cost as well as appropriateness. Developments in new and emerging technologies are monitored for library suitability.

The increased availability of information and publications on-line also influences the makeup and acquisition of the library's hard-copy holdings, particularly in the areas of reference and community information. Government legislation, Australian Bureau of Statistics publications, for example, are no longer held in hard copy.

2.2.5 Controversial Materials

Lake Mac Libraries seeks to provide the residents of Lake Macquarie with a balanced library collection while responding to a broad range of customer needs. Lake Mac Libraries is obliged to comply with the decisions made by the Office of Film and Literature Classification in regards to restrictions placed on access to publications (www.oflc.gov.au).

Supervision of material read or accessed by persons under 18 years of age remains the responsibility of the parent or legal guardian.

2.2.6 Policy Frameworks

Lake Mac Libraries supports the Australian Library and Information Associations (ALIA) policy statements on access to information, especially their statement on "Freedom to Read." These policy statements are available from www.alia.org.au/policies.

ALIA has also outlined how public libraries support and contribute the UN Sustainable Development Goals 2018. Literacy, in all its forms, (reading, numeracy, digital, financial, citizenship) will play a direct or indirect role in achieving the Sustainable Development Goals. Lake Mac Libraries operate in accordance with the New South Wales Library Act 1939 to support provision for the establishment, maintenance and management of libraries, library services and information services

2.3 Collection Evaluation & Maintenance

2.3.1 Evaluation of the Collection

Fair and equitable access to the collection is a key objective. Loan limits and periods are responsive to customer needs, reflective of the scope of current collections, compliant with digital rights management and State Library of NSW reporting guidelines.

Collections are evaluated on a regular basis against *Living, Learning Libraries* guidelines to ensure ongoing effectiveness.

Continuous evaluation is done by:

- Review of subject coverage in relation to success in satisfying user requests
- Customer input, including requests, surveys and comments
- Circulation and collection statistics reflecting use and age

2.3.2 Collection Maintenance

De-selection practices support the discard standards in *Living Learning Libraries* and ALIA's *Towards a Quality Service* publication. De-selection is an essential part of collection management, and is undertaken on an ongoing basis.

Items are deselected to ensure a relevant and current collection. Deselecting allows current formats and content to be maintained, and provides an ongoing mechanism for ensuring the collection reflects the needs of the community.

Items are removed if they are out of date, contain inaccurate information, are in poor physical condition, or are no longer relevant to the collection. Items that have been superseded may be replaced with new editions, or updated subject material.

2.3.3 Deselecting Exceptions

On occasion, items that meet the de-selection criteria may be retained. Examples include:

- Works of literary merit
- Works related to Cultural Collections

These items still need to be in suitable physical condition.

Deselected items not retained by the library may be:

- Sold at library book sales.
- Offered to suitable community groups and organisations
- Recycled

Controlled Document Information

Authorisation Details

Folder No:	F2013/00254	TRIM Record No:	D09459425
Audience:	External - Library Staff		
Department:	Arts, Culture and Tourism		
Officer:	Cultural Support and Assets Coordinator - Katherine McNaughton		
Review Timeframe: Max < 4 years	4 Years	Next Scheduled Review Date:	2 February 2024
Authorisation:	Adopted by Council - 2 February 2020		
Authorisation - Council Adoption Date:	2 February 2020		

Related Document Information, Standards & References

Related Legislation:	(Legislation Name)	(Relationship/Context)
Related Policies (Council & Internal):	(Policy Name)	(Relationship/Context)
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	(Document Name)	(Relationship/Context)
Standards COP's & Other References	(Standard, COP or Other References)	(Relationship/Context)

Definitions

Term / Abbreviation	Definition
Material	Includes digital, hardcopy and online.
Stack	a range of items, usually classics or series, deemed to be valuable to the collection but not suitable for general circulation due to currency issues or physical condition. This material is located at Speers Point Library and is available to the public
Local History	material relevant to Lake Macquarie, includes books, photographs, newspaper clippings and other ephemera
Family History	a collection of resources to support genealogical research
Jones-Mashman & Pickering Collections	<p>The Jones-Mashman collection is a collection of photographs and documents pertaining to the history of Martinsville collated by Mr Graham Jones-Mashman (1949-1997) a teacher, local historian and long-time resident of the area.</p> <p>The Pickering collection is a collection of photographs and documents pertaining to the history of Charlestown collated by Mr Alf Pickering (d.1981), a local business owner, long-time resident and LMCC Alderman from 1965 to 1981.</p>

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Arts Culture and Tourism, Executive, Councillors and external stakeholders
---	--

Version History

Version No	Date Changed	Modified By	Details and Comments
1	10/1/2012	Joanne Smith	New Policy
2	21/2/2017	Joanne Smith	Lake Macquarie City Library now known as Lake Mac Libraries
3	15/9/2019	Katherine McNaughton	Removal of reference to family History and Local Studies Collections. Now form part of Cultural Collections Policy. Other minor amendments to reflect current practice.