

Willoughby Library Collection Policy

1. OBJECTIVE

To outline how the library service identifies, selects and manages print, non-print and digital resources to meet the changing needs of the Willoughby community.

2. POLICY STATEMENT

Council recognises the Willoughby City Library collection is a significant community asset that requires effective and accountable management, particularly in the dynamic global information technology environment, where the provision of both print and ever-expanding range of digital resources must be balanced. The Library Collection Policy sets a consistent direction for the collection including breadth, depth and formats. It establishes priorities for use of allocated funds as part of broader library strategic planning, and ensures the library provides for the diverse Willoughby community. Through the policy, Council commits to balance the range of resources that cater for current and projected community needs.

3. PRINCIPLES

3.1 Collection Objectives

Unless otherwise indicated, all collections are available for loan or online access to library members. Library membership is free and open to everyone.

The collection will provide a mix of material that will assist the community meet its cultural, intellectual, vocational and recreational aspirations and include:

- Popular, contemporary material and classic/enduring works in a variety of formats
- Current and historical information on the local area and Willoughby City Council
- Access to resources in languages reflecting the cultural diversity of Willoughby
- Sources on a large range of general subjects with gateways to specialist information
- Material to support primary, secondary and independent students excluding textbooks, which are considered the responsibility of the educational institution.

3.2 Selection Criteria

Selection is undertaken by specialist staff using their professional judgement in applying the following criteria:

- Popularity of author/artist
- Community demand
- Authority of the source
- Literary/artistic merit/positive reviews
- Currency
- Suitability of format/robustness of access
- Relevance to intended audience
- Relationship to existing collection and alternative free sources
- Local interest
- Price/Licencing
- Australian

3.2.1 Donations

The library accepts quality donations which then become the property of the library. They will be evaluated according to 3.2 Selection Criteria. If not added to library stock they will be put into library-sponsored book sales or recycled.

3.2.2 Intellectual Freedom

The library aims to provide a representative collection on all subjects of interest and will collect in accord with the principles of freedom from censorship as outlined in the Library Council of NSW guidelines.

Material prohibited by law will not be included in the collection and the library complies with the advisory categories as classified by the Australian Classification and Review Board.

Parents/guardians are responsible for determining the suitability of resources used by their children

3.2.3 Branch Library Collections

Willoughby Library branches are stocked with general materials selected to meet the particular needs of their surrounding communities. These collections are small and frequently refreshed to ensure they are attractive to local users.

3.2.4 Closed Collections

The library retains closed access collections of junior and adult materials of enduring demand/merit which should be retained but may be of low demand or in unsuitable condition for general shelf access. These items can be used in the library and most can be borrowed.

3.3 Deselection

The collection will be maintained to a high standard with ongoing repair, withdrawal and replacement. Ongoing deselection ensures the relevance, currency and quality of the collection and applies to print, audio visual and digital collections. Withdrawal criteria include:

- Currency of material
- Relevance to the community
- Physical condition
- Circulation data
- Relationship to existing collection
- Duplicates of material no longer in heavy demand
- Online alternative available

The library recognises that there will be works of enduring merit which should be retained or replaced if available. This particularly applies to the library closed collections.

Withdrawn material may be put into the library book sale or recycled.

4. SCOPE

The selection criteria outlined in this Policy are applied to all of the following collections:

- Adult Non-Fiction
- Adult Fiction
- Audio Visual
- Newspapers and Magazines
- Reference and Information (Not for Loan)
- Local Studies (Not for Loan)
- Childrens
- Young Adult
- Community Languages
- Language learning and English Literacy

5. LEGISLATIVE REQUIREMENTS

Library Act 1939

Library Regulation 2010

6. ROLES & RESPONSIBILITIES

Council

- In accordance with the Local Government Act 1993, have regard to the long term and cumulative effect of its decisions.

General Manager

- Ensure the establishment, and implementation of a Library Collection Policy
- Provide adequate resources to effectively implement the Library Collection Policy

Community, Culture and Leisure Director

- Oversee the establishment and implementation of the Library Collection Policy;
- Allocate resources to effectively manage the library collection;

All Library Staff

- Adopt and implement the Library Collection Policy into operational activities;
- Ensure compliance with the Library Collection Policy in the performance of their duties;

7. AUTHORISED BY

General Manager

8. APPROVAL DATE

September 2016

9. REVIEW DATE

October 2018