

# **Blue Mountains City Council Library Service**



# **COLLECTION DEVELOPMENT PROTOCOL 2009**

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## 1. BACKGROUND

The Blue Mountains City Council Library Service was established in 1974 to provide library services to the population of the Blue Mountains City Council Local Government Area.

Public libraries, by tradition, are expected to serve their communities without limits being imposed by particular customer groups. It is, however, impossible for any library to have, locate, or provide every item that is required by every enquirer and to service all to the same degree. The quantity and range of materials that can be purchased in any financial year are limited by budgetary considerations. The Library's collection building strategy is therefore based on clear priorities, with major collections and areas of perceived need being targeted on an annual basis for the purpose of allocating resources.

Library branches are located at Springwood, Katoomba and Blaxland, with part-time branches at Lawson, Blackheath and Wentworth Falls and a part-time mobile Book Express service on Katoomba and Springwood stations. Libraries are strategically placed within the local government area, and will be maintained and developed to align with Council's "A map for action: a 25 year plan".

Responsibility for the provision and management of library services is currently within BM City Services, a business unit of the Blue Mountains City Council.

## 2. INTRODUCTION

The Library's collection, both in traditional and new technological formats, is at the core of its service provision. The library's collection is a shared resource for the whole community and is held at designated Branch Libraries.

This Collection Development Protocol (CDP) document will provide the guidelines for developing a collection that is relevant to both current and potential customers and is supportive of Library and Council objectives. The CDP will formulate the principles by which the Library Service will continue to improve and manage the collection in support of its vision, role and objectives as reflected in the Library Services Strategic Plan 2004-2025. The purpose of the CDP is to clarify the planning and management issues of collection development. Collection Development is a professional responsibility which is to be undertaken by professional staff.

The Protocol will affirm the Library Service's philosophy as expressed in its vision statement:

***"To provide an innovative and sustainable library service that will be the pride of our community, will enrich the quality of life and will be a symbol of its potential and success. We will be the gateway for the community's journey to lifelong learning."***

### 3. AIMS & OBJECTIVES

- To deliver library services in a professional manner to meet Australian Library and Information Association (ALIA), State Library of NSW (SLNSW) and various international standards eg International Federation of Library Associations (IFLA), International Organisation for Standardisation (ISO)
- To provide a library collection developed to meet Australian Library and Information Association (ALIA), State Library of NSW (SLNSW) Standards as set out in *Living Learning Libraries 2008* and various international standards
- To reach the baseline of 2.2 items per capita as set out in *Living Learning Libraries: Standards & Guidelines for New South Wales Public Libraries 2008*, p14.
- To develop and maintain balanced collections, facilities and services that meet and reflect the needs and interests of both current and potential customers in the community
- To provide services and collections which encourage and promote the enjoyment of reading and promote the development of research skills
- To provide quality leisure, information and educational support materials in a wide range of suitable formats
- To provide appealing and popular resources
- To provide popular, current and a selection of classic material, both fiction and non-fiction, in a wide range of suitable formats
- To provide an Aboriginal Knowledge Centre which contains material by, as well as about, Aboriginal people and Torres Strait Islanders; ensures appropriate content and perspectives in materials and recognises the moral rights of Aboriginal people and Torres Strait Islanders as owners of their knowledge (Aboriginal and Torres Strait Islander Protocols, ALIA for ATSILIRN, 1994)
- To provide a non-lending reference collection which supports quality information service including Family History and Local Studies collections.

The Library aims to meet these objectives by the following means:

- Regular analysis of stock and circulation statistics to evaluate collection usage and determine purchasing requirements
- Making use of the area's demographic and geographic profiles to plan for the growth and development of collections
- Distributing collections as determined by need
- Resource sharing with other libraries and institutions, to ensure the requirements of special needs groups are addressed by providing access to materials which are outside the scope of the Collection Development Protocol.
- Using a variety of selection methods and resources to ensure a broad range of resources are considered for inclusion in the collections.

## 4. POPULATION PROFILE

The Blue Mountains Local Government Area (LGA) covers approximately 1431 square kilometres with a geography that scatters approximately 74,067 (2006) residents across 26 unique townships. These townships are located sequentially along nearly 110 kilometres of ridgeline, running from Lapstone in the East, at the edge of the Greater Sydney Region, to Bell in the West and Mount Irvine to the North.

The Blue Mountains LGA has been split by Council into four wards as listed:

- First Ward – The Mounts, Bell to Leura
- Second Ward – Wentworth Falls to Faulconbridge
- Third Ward – Springwood to Warrimoo
- Fourth Ward – Blaxland to Lapstone

Library membership in the Blue Mountains LGA in 2008 totalled 38,539 which represents 52% of total population, compared to the State average for this period which was 47%. (Public Library Statistics, 2006-2007). It is important to note, however, that many more people use public libraries than are registered members.

Blue Mountains City Council Library Service recognises that detailed statistics are an invaluable planning tool in the delivery of a quality library service and that it is important to plan services according to the demographic nature of the community.

According to the Australian Bureau of Statistics, the estimated resident population of the Blue Mountains (Local Government Area) is 76,000 (51.5% females, 48% males). 20.4% are children aged between 0-14 years and 26% are persons aged 55 years and over. The median age in the Blue Mountains was 39 years, compared to 37 years for persons in Australia. Of the total population, 1.3% are Indigenous persons, compared with 2.3% Indigenous persons in Australia.

78.4% of persons usually resident in the Blue Mountains stated they were born in Australia. Other common responses were: England 6.2%, New Zealand 1.5%, Scotland 0.8%, Germany 0.8% and Netherlands 0.6%. English was stated as the only language spoken at home by 91.2% of persons. The most common languages other than English spoken at home were: German 0.6%, Italian 0.4%, Spanish 0.3%, Dutch 0.3% and Greek 0.3%.

70.5% of occupied private dwellings in the Blue Mountains are connected to the internet (compared to 63% Australia wide). 62.2% of the population over 15 years old indicated that they had post school qualifications. The largest occupation group is Professionals (27.9% of the employed population), followed by Clerical and Administrative Workers (14.3%). Unemployment rates are estimated at 3.7% (compared to the National estimate of 5.1%).

Click [here](#) to access the Blue Mountains Local Government Area Regional Profile from the Australian Bureau of Statistics.

## **5. COLLECTION DEVELOPMENT**

### **Definition of Collection Development**

The process by which information, educational, recreational and cultural resource materials are selected, acquired and managed in order to meet the Library's aims and objectives.

### **Aims of the Collection Development Protocol**

- To guide staff in the selection of materials
- To inform the public of the selection process
- To provide a resource that will clearly indicate the ways in which community needs will be met through the collections
- To provide Council with an effective tool for evaluating the effectiveness of its Library Service
- To demonstrate to the wider library services network our commitment to the development and management of quality collections for the Blue Mountains community

### **Revision of the Collection Development Protocol**

The Protocol will be reviewed every 2 years.

### **Other Issues**

The following are issues that may influence selection

- Suggestions for purchase by customers  
Items requested will be given serious consideration for purchase where they meet the selection criteria.
- Donations  
The library will accept donations of books and other materials that meet the selection criteria. The library reserves the right to dispose of donations through various means, including community book sales.
- Second-hand material  
As a general rule, second-hand material will not be purchased.
- Controversial Material  
The public library has a right and duty to keep on its shelves a representative selection of materials. These materials will cover topics of interest to its readers which are not prohibited by law and may include a range of opinions and controversial subjects.

Under no circumstances will print material be excluded from the adult or young adult collections on the grounds that it is not suitable for children. It is the responsibility of parents or guardians, rather than library staff, to make a final decision on what is suitable reading for the individual child. "MA" and "R" rated material may be purchased, but will be managed according to relevant guidelines of the Office of Film & Literature Classification.

Any assessment of complaints about controversial material is done using the ALIA policy statement on Free Access to Information (see appendix A) and the SLNSW policy statement Access to Information in NSW Public Libraries (see appendix B).

## **Literacy**

Literacy standards have been a longstanding concern for Public Libraries and is summarised in the ALIA Statement on Libraries and Literacy adopted in 1979 and amended in 1996 and 2006. (see appendix C)

Blue Mountains City Council Library Service supports the sentiments expressed in this statement and directs its efforts and resources to providing library collections that incorporate literacy materials.

## **6. MATERIALS SELECTION**

### **Basic Criteria for Selection**

Materials being considered for selection are examined with a number of factors in mind as specified below.

- Currency of material
- Reliability of content
- Popularity of an author/subject
- Suitability of format
- Cost of the item
- Emphasis on Australian material
- Availability for purchase

Textbooks may be included in the collection when they are the best authority available, cover high demand subject areas, or likely to be of interest to the broader community.

Generally, abridged material will not be purchased, however, some formats may be purchased to meet the special needs requirements of the community.

### **Selection Methodology**

Selection is carried out using a range of resources and bibliographic tools including:

- Online bibliographic databases
- Publishers' and booksellers' catalogues
- Library suppliers' promotional literature and visits
- Standing orders
- Bookshop and warehouse visits
- Suggestions for purchase from library customers and staff
- Evaluation of donations (see Appendix D)

## **7. THE COLLECTIONS**

### **ADULT COLLECTIONS**

These collections have been developed to meet the specific cultural, information and recreational needs of the adult and young adult community.

#### **Adult non-fiction**

##### **Aim**

This collection is intended to provide the community with access to current and accurate information resources. It is complemented by the Library's online resources.

##### **Content/Scope**

- Current, popular materials and standard works in broad subject categories
- Material covering subjects of high interest or emerging issues
- Materials with the emphasis on the general, non-professional reader
- Materials that originate from, or refer to, Australia
- Generally single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates

##### **Reasons for non-inclusion**

- Material is out of date, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source
- There are already suitable alternative titles in the collection on the subject
- The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area
- The item is of a highly technical or specialised nature which is unlikely to be widely used
- Material is a multi-volume set unsuitable for a lending collection
- Second-hand materials will not generally be purchased for this collection

##### **Access**

- For loan
- To ensure equity of access the Library reserves the option to limit the number of titles which may be borrowed from a subject area identified as in high demand

## **Adult fiction**

### **Aim**

This collection is intended to provide access to current adult fiction and selected classical works to accommodate a broad variety of reading interests.

### **Content/Scope**

- Current fiction and selected classics
- Popular and best seller fiction purchased in multiple copies
- Popular genres e.g. mysteries, family sagas, science fiction etc.
- Popular series titles
- Comprehensive selection of titles by major Australian authors
- National and international award winning novels

### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia
- Second-hand materials will not generally be purchased for this collection

### **Access**

- For loan

## **Large Print**

### **Aim**

The Large Print collection is intended to meet the needs of members of the community unable to read normal size print.

### **Content/Scope**

- Current material and selected classics
- Popular fiction and high demand non-fiction subject categories
- The collection may complement the Adult Non-fiction and Adult Fiction collections by supplementing titles in these collections thus creating greater availability of popular works
- Comprehensive selection of titles by major Australian authors
- Generally single copies only are purchased

### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia
- Generally requests for purchase are not accepted for this collection due to the standing order arrangements

- Second-hand materials will not be purchased for this collection

#### **Access**

- For loan

### **Paperback collection**

#### **Aim**

The Paperback collection is intended to meet the recognised public demand for a browsing collection of fiction paperbacks. It is collected primarily for its recreational appeal and is not necessarily balanced across fiction genres or complete in its coverage.

#### **Content/Scope**

- Popular and best seller titles.
- Leisure reading materials in all fiction genres.

#### **Access**

- For loan

### **Graphic Novels (Comics)**

#### **Aim**

This collection is intended to provide reading material in a popular and alternative format to add to the diversity of the collection.

#### **Content/Scope**

- Monographs, stand alone titles and collected editions
- High quality format
- Award winners (Australian and worldwide)
- Popular genres and series
- Popular series titles

#### **Reasons for non inclusion**

- Item is a comic which is published as a serial
- Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia
- Second-hand materials will generally not be purchased for this collection

#### **Access**

- For loan
- Loan limits apply

## **NON-PRINT COLLECTIONS**

These collections have been developed to meet the specific cultural, information and recreational needs of the community. New formats will be considered as they become available.

### **Music**

#### **Aim**

This collection is intended to provide access to popular and selected classical works to accommodate a broad variety of listening interests

#### **Content/Scope**

- Current material and selected classics
- All styles of music will be considered for the collection
- Material for children is included as part of the collection
- Multiple copies may be purchased for high demand material

#### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia
- Second-hand materials will generally not be purchased for this collection

#### **Access**

- For loan

### **Talking Books**

#### **Aim**

This collection is intended to meet the needs of those who are sight impaired, print disabled or physically unable to hold a book. This collection is also available for limited use by all Library members.

#### **Content/Scope**

- Current material and selected classics
- Popular fiction and high demand non-fiction subject categories
- Unabridged talking books are purchased wherever possible
- Items with professional production standards and no loan restrictions are preferred for purchase
- Material for children and young adults is included as part of the collection
- The collection is supplemented by bulk interlibrary loans from the State Library of NSW
- Generally single copies only are purchased

#### **Reasons for non-inclusion**

- Material is out of print, too expensive, yet to be published in Australia

- Second-hand materials will generally not be purchased for this collection

### **Access**

- This is a semi-restricted collection
- Unrestricted loans are available for customers who have a proven print-disability
- Loan limits apply for other customers

### **Videos**

Videos are no longer purchased.

### **DVDs**

#### **Aim**

This collection is intended to provide access to current material and selected classical works to accommodate a broad variety of viewing interests.

#### **Content/Scope of current collection**

- Current film and television material and selected classics
- Recreational, selected documentaries and DIY material
- Material for children is included as part of the collection
- Generally single copies only are purchased

#### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia
- The item is of a highly technical or specialised nature which is unlikely to be widely used
- Second-hand materials will not generally be purchased for this collection

#### **Access**

- Loan limits apply

## Online Resources

### Aim

This collection is intended to complement the Reference and non-fiction collections through collected Internet web sites and online databases. The Library recognises the growth of online resources and the high level of demand in the community for access to these resources. Blue Mountains City Council Library Service will continue to evaluate newly emerging technologies.

### Content/Scope of current collection

- Materials which cover subjects of high interest or emerging issues
- Well designed for easy access and browser compatibility

### Reasons for non-inclusion

- Database or online resource is too expensive
- Access is restricted
- The resource is of a highly technical or specialised nature and unlikely to be widely used
- Poorly designed interface

### Access

- Via the library computers or via the Library website (<http://www.bmcc.nsw.gov.au>) for remote access by Library members as appropriate

## Electronic Games

### Aim

The collection is intended to provide interactive entertainment within the Library

### Content/Scope of current collection

- Recreational material
- Material for children is included as part of this collection
- Generally single copies
- Popular titles
- Only G, G8+, M rated material will be purchased

### Reasons for non-inclusion

- Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia
- Material is MA or R rated
- Requests for purchase are not accepted for this collection

### Access

- For use in Springwood and Blaxland Libraries only

## **PERIODICALS**

This collection has been developed to meet the specific cultural, recreation and information needs of the community.

### **Aim**

This collection is intended to provide a current, topical resource that complements and supports the monograph collection.

### **Content/Scope of collection**

- General, popular and specialist periodicals are purchased to reflect customer needs and preferences at each individual branch
- Material for children is included as part of this collection
- An emphasis is placed on providing the Australian edition where possible
- Multiple copies may be purchased to satisfy demand
- Periodicals relevant to the area, newsletters and journals of local groups are collected for the Local Studies collection

### **Reasons for non-inclusion in collection**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia
- The item is of a highly technical or specialised nature which is unlikely to be widely used
- Generally requests for purchase are not accepted for this collection due to the standing order arrangements
- Second-hand materials will generally not be purchased for this collection

### **Access**

- Reference periodicals are for unrestricted use within the library
- Lending periodicals may be reserved at any branch.

## **NEWSPAPERS**

This collection has been developed to meet the current and topical information needs of the community.

### **Aim**

To provide Australian, international and local current and topical information.

### **Content/Scope**

- The Library actively acquires the Blue Mountains Gazette, in multiple copies. Local newspapers from adjacent Local Government Areas (LGAs) may also be acquired when there is a perceived need
- The Sydney Morning Herald and The Australian are purchased in multiple copies as part of a branch library's periodical budget. The Library holds one copy for six months in Stack
- Newspapers published in the Blue Mountains, both current and past, are held indefinitely on microfilm and/or hardcopy and are held at Springwood Library in the Local Studies collection

### **Reasons for non-inclusion in collection**

- Requests for purchase are not accepted for this collection
- Second-hand materials will generally not be purchased for this collection

### **Access**

- Not for loan

## **REFERENCE COLLECTIONS**

These collections have been developed to meet the specific cultural and information needs of the community. They comprise a general collection as well as the specialised collections of Family History and Local Studies.

### **General Reference**

#### **Aim**

This collection is intended to provide the community with access to current and accurate research resources. It is complemented by the online resources.

#### **Content/Scope**

- Popular and specialised materials across a broad range of subject areas will be selected, with greater depth as guided by local interests
- Material for children is included as part of this collection
- Highly transient information will be updated regularly
- Preference will be given to materials that originate from or refer to Australia
- Materials published or written overseas will be selected where the country of origin does not significantly affect the subject matter

#### **Reasons for non-inclusion**

- The item is of a highly technical or specialised nature which is unlikely to be widely used
- Generally requests for purchase are not accepted for this collection due to the standing order arrangements
- Non-Print materials (video, CD, CDROM, DVD, TB) are generally not selected for this collection due to difficulties with access and equipment
- Materials may be excluded, or purchased less regularly, if the items are too expensive
- Second-hand materials will generally not be purchased for this collection

#### **Access**

- This is a non-lending collection
- Materials may be available for transfer to other Branches for use within the Library
- Collections vary in their depth according to local needs

## **Family History**

### **Aim**

This collection is intended to provide in-depth genealogical research resources. It is complemented by the Blue Mountains Family History Society Inc., private collection which is housed adjacent to the Library collection.

### **Content/Scope**

- General and specialised information resources specific to genealogical research
- Microfiche, microfilm, CD-ROMs and websites to be included where they provide improved access to information
- Preference will be given to materials that originate from or refer to Australia. A range of international material will be acquired as demand requires.

### **Reasons for non-inclusion**

- There are already suitable alternative titles in the collection on the subject
- Items are already held by the Blue Mountains Family History Society Inc. for reference use by members of the public
- Second-hand materials will generally not be purchased for this collection

### **Access**

- This collection is held only at Springwood Library
- This is a non-lending collection. Materials are not available for transfer to other Branches.

## **Local Studies Collection**

### **Aim**

The aim of this collection is to preserve a wide range of relevant material covering all aspects of the Blue Mountains region and make it accessible in appropriate formats both within and outside the library.

### **Content/Scope**

- Material relating to the Greater Blue Mountains region from prehistory to the present.
- Council rate and valuation records and some miscellaneous local government records are held on microfilm and are for use by experienced researchers. Historic Minute Books are held at the Government Records Repository. Only current and recent Council Minutes are held by the library. Enquiries regarding Council files and meetings should be directed to Council's Public Officer at Council HQ.
- Personal papers, and archives of local societies and groups are not collected due to storage costs and space restraints, some archives of local societies collected in the past continue to be held.
- Monographs including books, reports, guidebooks, directories and souvenir booklets relevant to the area
- Vertical files: ephemeral material, including newspaper clippings, brochures etc. A particular emphasis is placed on tourist ephemera.
- Newspapers published in the Blue Mountains, both current and past, are held on microfilm in Springwood Library.
- Serials relevant to the area and a limited number of newsletters and journals of local groups.
- Photographs in slide, print and digital form, providing they are copyright free or copyright is owned by the library.
- Maps including parish, town, tourist, topographical, survey maps and land subdivision plans.
- Posters: tourist posters.
- Film, Videos and DVDs: tourist and other documentaries, and films set locally.
- Oral history recordings of people who have lived, worked in, or visited the Blue Mountains. The library does not have an active Oral History program of its own.

### **Reasons for Non-inclusion**

- Local Studies does not generally collect realia or works of art, but exceptions may be made at library management discretion.
- Acquisition, processing, conservation or storage costs are prohibitive.
- Material is not significant or lacks literary merit.
- A more appropriate agency exists to house the material. This may include authors' personal papers and other items of state or national significance.

### **Access**

- The Local Studies collection is housed in Braemar House, adjacent to Springwood Library with archives, duplicates and literary works in the Springwood Library Stack Collection.
- This is a non-lending collection, although items held in duplicate may be available for overnight loan or ILL at the discretion of the Local Studies Librarian.
- Materials are generally available for transfer between branches for use within the Library, unless they are classified as rare and/or fragile.
- Registered library members may apply for a Readers Ticket to gain regular access to the collection.

## **JUNIOR COLLECTIONS**

These collections have been developed to meet the specific cultural, information and recreational needs of the junior community.

### **Junior Non-Fiction**

#### **Aim**

This collection is intended to provide the community with access to current and accurate information resources. It is complemented by the Library's online resources. The age group served by this collection spans the years from infancy to approximately 12 years.

#### **Content/Scope**

- Current, popular material and standard works in broad subject categories
- Material covering subjects of high interest or emerging issues with particular emphasis on school curriculum support.
- Materials that originate from, or refer to Australia.
- Multiple copies will be purchased for this collection

#### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia.
- There are already suitable alternative titles in the collection on the subject
- The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area
- Second hand material will not generally be purchased for this collection

#### **Access**

- For loan
- To ensure equity of access the library reserves the option to limit the number of titles which may be borrowed from an area identified as being in high demand

### **Junior Fiction**

#### **Aim**

This collection is intended to provide access to current junior fiction and selected classical works to accommodate a broad variety of reading interests.

#### **Content/Scope**

- Story books containing illustrations that enhance the text
- Award winners (Australian and worldwide)
- Popular and best-seller titles
- Popular series titles
- Children's classics
- Multiple copies will be purchased of popular titles

### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia.
- Second hand materials will not generally be purchased for this collection

### **Access**

- For loan

## **Easies/Picture Books**

### **Aim**

This collection is intended to provide access to quality picture books that encourage and promote the enjoyment of reading.

### **Content/Scope**

- Story books where illustrations are the primary focus
- Award winners (Australian and worldwide)
- Popular and best seller titles
- Fiction and Non-fiction
- Children's classics
- Board books
- Multiple copies will be purchased of popular titles

### **Reasons for non inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia.
- Second hand material will not generally be purchased for this collection

### **Access**

- For loan

## **Readers**

### **Aim**

This collection is intended to provide access to graduated readers for use in the development of literacy skills

### **Content/Scope**

- Focus on children learning to read
- Titles that form a part of a graduated reading scheme
- Multiple copies will be purchased of popular series

### **Reasons for non inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia.

- Second-hand materials will generally not be purchased for this collection

**Access**

- For loan

## **Junior Talking Books**

**Aim**

This collection is intended to provide access to current and selected junior fiction to encourage and promote the enjoyment of reading as well as to meet the needs of those who are sight impaired or have difficulty reading. It is a subset of the Talking Book collection.

**Content/Scope**

- Refer to page 12 of this document.

**Reasons for non-inclusion**

- Refer to page 13 of this document.

**Access**

- Refer to page 13 of this document.

## **CD-ROMs**

**Aim**

This collection is intended to provide a selection of popular informative and recreational CD-ROM products of appeal to the junior community

**Content/Scope of current collection**

- Recreational, educational and informative material
- Generally single copies

**Reasons for non-inclusion**

- Material is not copyright cleared
- Generally requests for purchase are not accepted for this collection due to the standing order arrangements
- Second-hand materials will never be purchased for this collection

**Access**

- For loan

## **Toys**

### **Aim**

This collection is intended to provide safe, educational and imaginative toys for children for age group birth to 12 years.

### **Content/Scope**

- Toys which encourage cognitive development, the development of imagination and hand/eye coordination
- Toys which are easy to clean
- Toys which appeal to both genders
- Toys which are durable and likely to withstand continuous use
- Toys for which replacement pieces can be purchased
- Toys with multi-sensory appeal

### **Reasons for non-inclusion**

- The item does not meet necessary safety, hygiene or durability standards
- The item contains too many pieces or components, or is too large or too small to make it practical for a library collection
- The item is too expensive
- Requests for purchase are not accepted for this collection.
- Second-hand materials will not be purchased for this collection

### **Access**

- For loan. Loan limits apply
- Held at Library Headquarters, Springwood, for transfer between Branches
- Annual fee applies

## **Babytime Kits**

### **Aim**

This collection is intended to provide safe, educational and imaginative toys in a kit format for children for age group birth to 2 years.

### **Content/Scope**

- Kits which encourage cognitive development, the development of imagination and hand/eye coordination
- Kits which are easy to clean
- Kits which appeal to both genders
- Kits which are durable and likely to withstand continuous use
- Kits for which replacement pieces can be purchased
- Kits with multi-sensory appeal are sought for special needs children.

**Reasons for non-inclusion**

- The Kit does not meet necessary safety, hygiene or durability standards
- The Kit contains too many pieces or components, or is too large or too small to make it practical for a library collection
- The Kit is too expensive
- Requests for purchase are not accepted for this collection.
- Second-hand materials will not be purchased for this collection

**Access**

- For loan. Loan limits apply
- Available only for Babytime Club members at Babytime sessions
- Held at Library Headquarters, Springwood, for transfer between Branches
- Annual fee applies

## **YOUNG ADULT COLLECTIONS**

These collections have been developed to meet the specific cultural, recreation and information needs of the 13-18 year age group.

### **Young Adult Non-Fiction**

#### **Aim**

This collection is intended to provide a small selection of teenage specific non-fiction leisure material.

#### **Content/Scope**

- Only popular leisure based non-fiction aimed directly at young adults will be included in this collection.
- Multiple copies will be purchased in areas of high demand

#### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia.
- There are already suitable alternative titles in the Library collection.
- Second-hand materials will generally not be purchased for this collection

#### **Access**

- For loan

### **Young Adult Fiction**

#### **Aim**

This collection is intended to provide access to current young adult fiction and selected classical works to accommodate a broad variety of reading interests.

#### **Content/Scope**

- Current fiction and selected classics
- Popular and best-seller titles
- Popular series titles
- Popular genres
- Award winners (Australian and worldwide)
- Multiple copies will be purchased of popular titles

#### **Reasons for non-inclusion**

- Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia
- Second-hand materials will generally not be purchased for this collection

#### **Access**

- For loan

## **Young Adult Talking Books**

### **Aim**

This collection is intended to provide access to current and selected Young Adult fiction and non-fiction to encourage and promote the enjoyment of reading as well as to meet the needs of those who are sight impaired or have difficulty reading. It is a subset of the Talking Book collection.

### **Content/Scope**

- Refer to page 12 of this document.

### **Reasons for non-inclusion**

- Refer to page 13 of this document.

### **Access**

- Refer to page 13 of this document.

## **INDIGENOUS COLLECTION**

### **Aboriginal Knowledge Centre**

#### **Aim**

This collection aims to be instrumental in the preservation of indigenous knowledge, whilst respecting traditions and restrictions required by the indigenous culture.

#### **Content/Scope**

- Material mainly sourced from reputable Indigenous publishers
- Material covering subjects of high interest or emerging issues
- Material with the emphasis on the general, non-professional reader
- Material with cultural sensitivity
- Material with local content
- Variety of formats eg CD, DVD
- Spans from the children to adult age group
- Generally single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates

#### **Reasons for non-inclusion**

- Material is out of date, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source
- There are already suitable alternative titles in the collection on the subject
- The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area
- The item is of a highly technical or specialised nature which is unlikely to be widely used
- Material is a multi-volume set unsuitable for a lending collection
- Second-hand materials will not generally be purchased for this collection

#### **Access**

- For loan
- Collection is based at Katoomba Library

## **COMMUNITY LANGUAGES**

The Blue Mountains Local Government Area (LGA) has a small multi-cultural presence speaking a wide variety of languages. Approximately 91.2% of the population speaks English only at home.

As a result, the demand for Languages Other Than English (LOTE) material has always been fairly low. It is recognised however, that a small demand for leisure reading in languages other than English does exist. At this stage, the library is choosing to use the SLNSW Multicultural Service for its LOTE needs. Monitoring of the community needs will be undertaken to ensure that any significant growth in LOTE speaking communities will be catered for.

### **Alliance Francaise Blue Mountains**

This donated collection is held at Springwood and Katoomba Libraries. Available for loan via reservation system at all Library branches. Donations are accepted but the Library is not actively purchasing for this collection.

## **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.

### **Aim**

This collection is intended to supplement the main library collections by making available items which would otherwise need to be withdrawn.

### **Content/Scope**

- Select Reference material e.g. Yearbooks and back issues of serials
- Classic works of non-fiction
- Classic works of literature

### **Reasons for non-inclusion**

- Item has been assessed as suitable for discarding – refer to page 31.

### **Access**

- The collection is housed at LAHQ and acts as a resource for branch libraries.
- Reference Stack items are not for loan
- All other items are available for loan on request

## **8. COLLECTION MAINTENANCE PROTOCOL**

### **Aim**

The Library aims at all times to maintain a well-balanced, current and functional collection. The collection requires continuous revision and evaluation in order to ensure that it is relevant to local community needs and is in good physical condition.

### **Criteria for discarding an item**

- Item is superseded by a new edition or a better source
- Items with information which may now be misleading and/or inaccurate
- Item is in poor physical condition, replacements to be ordered if necessary
- Infrequent use
- Items where the subject matter of the item is no longer of current interest

### **Replacement guidelines**

Some titles in the fiction collections are considered to be standard titles and are continually replaced as they wear out. Very few non-fiction titles are treated in this way, the majority being replaced by other new titles on the same subject or updated editions.

Items which become out of date regularly include geography and travel, annuals, science, medicine and technology, history, psychology, sociology, political science and computer science.

### **Disposal Guidelines**

Discarded material, including unwanted donations, may be:

- Offered for sale at a library book sale
- Given to recognised social or civic organisations
- Materials that are in poor physical condition and of limited appeal to the general populace and are therefore unsuitable for a book sale are disposed of using environmentally approved recycling methods where possible.

## **9. ACKNOWLEDGEMENTS**

In preparing these guidelines, Blue Mountains City Council Library Service wishes to acknowledge those libraries that have made their collection development policies freely available on the Internet. These policies have been of assistance to us in the writing of this document.

# **APPENDIX A**

## **STATEMENT ON FREE ACCESS TO INFORMATION**

### **ALIA OBJECTS ADDRESSED**

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

### **PRINCIPLE**

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

### **STATEMENT**

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

### **RELATED DOCUMENTS**

Article 19 of the United Nations Universal Declaration of Human Rights  
<http://www.un.org/Overview/rights.html>

Article 19 of the International Covenant on Civil and Political Rights  
[http://www.unhchr.ch/html/menu3/b/a\\_ccpr.htm](http://www.unhchr.ch/html/menu3/b/a_ccpr.htm)

International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom

<http://www.ifla.org/faife/policy/iflastat/iflastat.htm>

Replaces: **Free library services to all, Freedom to read**

Adopted: **2001**

## **APPENDIX B**

### **Library Council of New South Wales**

#### **Access to Information in New South Wales Public Libraries Guideline**

##### **Introduction**

This guideline is framed with reference to the *Library Act 1939* and the principles expressed in the Australian Library and Information Association Statements on Free Access to Information and Online Content Regulation and the International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom.

##### **Policy Statement**

The State Library of New South Wales and the statewide network of public libraries provide free and equitable access to information for the people of New South Wales.

##### **Collections**

Public libraries develop and maintain collections of resources to meet the information needs and interests of their communities. Libraries have collection development policies and guidelines to assist in the selection of library material.

1. A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.
2. Libraries should endeavour to provide access to comprehensive and balanced collections that meet the needs of their communities as far as budget, space and availability of materials allow.
3. Library materials that have not been subject to Federal and State restriction or prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other sensitive grounds alone. Nor should library materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.
4. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, eg. by holding them in special collections available on request, can be an indirect form of censorship. No materials should be held in closed access except for the express purpose of protecting them from injury, theft or due to Office of Film and Literature Classification restrictions.<sup>1</sup>
5. Adult collections should not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading of children is the responsibility of their parents or guardians.

<sup>1</sup> Australian Government Office of Film and Literature Classification <http://www.oflc.gov.au/>

##### **Library Use**

6. Everyone has the right to use a public library whatever their age, sex, race, religion, cultural identity, language, disability, socioeconomic status, individual lifestyle, political allegiance or social views.
7. Library clients must be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens located in public areas (see explanatory note). Clients viewing material which is pornographic or illegal will be requested to cease accessing the site and may be removed from the library in accordance with the *Library Regulation 2005* and library policies.<sup>2</sup>
8. The Library Council does not support the use of censoring software as it inhibits free access to information (see 3) and it does not provide adequate protection for children from all material that may be harmful on the Internet.
9. The Library Council supports the right and responsibility of parents and guardians to direct the use of the Internet by their children. Parents and guardians who wish to limit or restrict access by their children should personally oversee their use of the Internet and other forms of electronic information.<sup>3</sup>

### **Role of Public Librarians**

10. Librarians should not exercise censorship in the selection of materials by rejecting, solely on the grounds mentioned in (3), material which is otherwise relevant and which meets the standards of the library concerned.
11. Notwithstanding their opposition to censorship, librarians must strictly observe laws, which may ban or restrict access to certain material.
12. Librarians have a role in educating clients in the safe and informed use of the Internet, guided by acceptable use policies. The continuous review of library materials is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.

<sup>2</sup> New South Wales Library Regulation 2005 <http://www.legislation.nsw.gov.au/> <sup>3</sup> Australian Library and Information Association Guidelines relating to online content regulation <http://www.alia.org.au/>

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File number: 8547 & 8450

**Explanatory note:** The *Library Regulation 2005, Section 17(1)(b)* states that library users may be directed to leave if the person's conduct or manner is likely to give offence to any person in the library or to interfere with any other person's use of the library. This may include accessing websites that may reasonably be considered to offend. Examples may include displaying images of deceased persons which can cause offence to Aboriginal and Torres Strait Islander people, or displaying adult content. Alternatively, there may be legitimate reasons for accessing such material requiring special arrangements to be made with the library staff.

## **Related documents**

Library Regulation 2005 [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

Library Council of NSW Children's Policy Guidelines for NSW Public Libraries March 2005  
[http://www.sl.nsw.gov.au/pls/policies/pdf/childrens\\_policy\\_2005.pdf](http://www.sl.nsw.gov.au/pls/policies/pdf/childrens_policy_2005.pdf)

ALIA Statement on Free Access to Information <http://alia.org.au/policies/free.access.html>

ALIA Statement on Online Content Regulation  
<http://www.alia.org.au/policies/content.regulation.html>

International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom <http://www.ifla.org/V/press/pr990326.htm>

Library Council of NSW, 24 April 2006 [www.sl.nsw.gov.au/pls/policies/](http://www.sl.nsw.gov.au/pls/policies/)

Review date: March 2008 Information on this Guideline is available from the State Library of NSW, Public Library Services division.

## **APPENDIX C**

### **STATEMENT ON LIBRARIES AND LITERACIES**

#### **ALIA OBJECTS ADDRESSED**

To promote and improve the services provided by all kinds of library and information agencies

#### **PRINCIPLE**

Rapid social change, the emphasis on lifelong learning, the increasing rate of technological development and the movement towards an information-based society are factors which suggest, as never before, that literacies are an essential instrument for effective participation in society.

The scope for access to information resources is growing and will be increased enormously as communications technology becomes more sophisticated. Nevertheless, the communications media of the foreseeable future will continue to assume the user's capacity to read and understand the written word.

The illiterate person can be substantially disadvantaged. It is essential to democratic processes of government that citizens have the skills and opportunities to inform themselves on matters of community and national interest and participate in the decision-making process. It must be acknowledged that information literacy is part of a continuum of literacies that includes oracy if it is to have the power to promote social inclusion for all people. (Alexandria Proclamation, 2005)

The Australian Library and Information Association believes that:

- Libraries are lifelong learning centres with education as an essential part of their mission and should acknowledge their responsibility for supporting and supplementing education within their communities, in a variety of formal and informal as well as cultural contexts (Schamber, 2006)
- Libraries must actively commit time and resources to coordinating literacy activities at all levels and to promote literacy among all members of their community, users and non-users alike.
- Libraries are part of the solution to many community problems. Libraries help children and adults become literate, productive citizens and help people of all ages lead more satisfying lives.

#### **RELATED DOCUMENTS**

Alexandria Proclamation on Information Literacy and Life Long Learning, Egypt, 2005

<http://www.ifla.org/III/wsis/High-Level-Colloquium.pdf> [678kb pdf]

Schamber, Linda The role of libraries in literacy education accessed 13/04/2006

<http://www.libraryinstruction.com/literacy.education.html>

ALIA Information Literacy Forum. A Library advocate's guide to building information communities: ALIA Information Literacy Forum Advocacy Kit (2003)

Adopted: **1979** Amended: **1996, 2006**

## APPENDIX D

### DONATIONS GUIDELINES

The Blue Mountains City Council Library Service Collection Development Protocol states that: “The library welcomes donations of books and other materials that meet the basic selection criteria.” Donations are accepted on the understanding that it is the prerogative of the library to dispose of material as it sees fit.

***These guidelines do not apply to Local Studies and any material relating to any aspect of the Blue Mountains (regardless of currency; quality; format e.g. souvenirs & photos; physical condition; series e.g. newspapers; interest level or readership) is of potential interest to Local Studies and should be forwarded to the Local Studies Librarian for assessment.***

The following guide to accepting or rejecting donated material is based on the existing selection criteria and its aim is to ensure that only suitable items are sent for accessioning.

#### Basic Selection Criteria

	Physical Condition	Format	High Interest	Series	Readership	Quality	Currency
Fiction: AF, YA, Junior	✓	✓	✓	✓			
Paperbacks	✓	✓	✓	✓			
Non-fiction: ANF, JNF	✓	✓	✓	✓	✓	✓	✓
Music	✓	✓			✓		
DVDs	✓	✓	✓	✓	✓	✓	

#### PHYSICAL CONDITION

Reject anything that doesn't look new:

- Yellowed, dog-eared, watermarked, or grubby pages
- Faded, damaged covers

- Damaged spines or binding
- Underlining or highlighting
- Scratched surfaces (music CDs, DVDs)
- Musty, mildew or other unpleasant odour

## **FORMAT**

Reject:

- Material which cannot stand up to the demands of library life (eg: flap books, puzzle books, tiny books, loose-leaf folders, spiral binding)
- Superseded formats (eg. floppy disk, music cassettes, videos)
- Non-user-friendly layouts (e.g. too much print per page, infrequent or no subject headings, no index or contents guide)
- Material where content level and audience do not match (e.g. preschool picture books with too much text; introductory guides lacking diagrams and illustrations)
- Software that can still be operated once installed on a PC even though the CD-ROM has been returned to the library (breach of copyright); or does not include installation instruction or computer requirements.

## **HIGH INTEREST**

Although some obscure titles might be worth holding, as a general rule only accept material that is likely to be of moderate or high interest to the majority of the borrowers.

## **SERIES**

Accept:

- Complete series - if **all** items meet the other relevant criteria
- Titles (in good physical condition) that fill gaps in a series we already hold

Reject:

- Incomplete series (e.g. no's 2 & 4 of a 6 part series) unless we already hold all or most of the other titles.

## READERSHIP

Accept:

- Material suitable for primary or secondary students or general interest readers

Reject:

- Highly academic material
- Material only of use to advanced hobbyists, tertiary students, or professionals in the subject area.
- R & X rated material (CDs, DVDs, CDRoms)

## QUALITY

Accept:

- Material by recognised authors and/or publishers
- Material that appears to be professionally compiled and produced

Reject:

- Material that has an amateurish, DIY feel about it
- Material that has been produced by lobby/political/religious/etc. groups as pseudo-educational material.

## CURRENCY

*Although there may be the occasional worthy exception, as a general rule you should reject:*

- All material over 5 years old

\*\*\* Exceptions may be made if the item meets **all** other criteria and the content is considered fairly “ageless” (eg. art history, classic fiction) or fills a gap in a series.