



**Bayside Council**

Serving Our Community

# **Library Collection Policy**

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Library Collection Policy

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# 1 Introduction

## 1.1 Background

Bayside Council endeavours to provide access to comprehensive and balanced collections that meet the needs of our communities as far as budget, space and availability of materials allow.

The purpose of the Policy is to establish a framework for the selection, acquisition, management and disposal of Council's Library collections.

The Policy:

- defines the principles that guides the selection, acquisition, management and disposal of materials which form the Library collections
- ensures that Library collections are relevant to community needs and interests in both scale and quality
- defines the extent of the Library collections
- ensures that Library collections match the community's requirements and reflect the diversity of the Bayside community
- defines responsibilities and accountabilities for the maintenance for the collection to ensure the provision of quality materials and to effectively mitigate risk.

## 1.2 Definitions

The definitions of certain terms are:

### ***Collections***

Refers to groups of resources in various formats held in the care and control of the Library that are made available to the public for research, learning and recreational activities

### ***Council***

Bayside Council

### ***Library***

Refers to all Bayside Council Libraries, Museum and Home Library Service (HLS)

### ***Library Materials***

Refers to those materials defined in the Library Act 1939, the Library Amendment Act 1992 and Library Regulation 2010

### ***Weeding***

Is the systematic removal of library resources for disposal in accordance with Council's disposal policy and procedures.

## 1.3 Policy statement

Bayside Council is committed to the provision of library collections that:

- reflect our diverse community
- connect with communities at a local level
- are provided in a range of formats and languages to engage and service our community
- are selected, procured, managed and disposed of in accordance with relevant legislation, policies, principles and guidelines.

## 1.4 Scope of policy

This Policy applies to all collections in the care and control of Bayside Council Library that includes all formats mentioned below.

# 2 Principles

The principles stated below guides all practices associated with the selection, management and disposal of Library materials.

### **Principle 1 – Transparency**

The selection, acquisition, management and disposal of Council's Library collections are undertaken in a considered, transparent and open manner in accordance with agreed policies, guidelines and procedures to ensure good governance and procedural integrity.

### **Principle 2 – Financial responsibility**

The Library's financial resources that support the selection, acquisition, management and disposal of collection materials is managed in a responsible, transparent and ethical manner in accordance with Council's procurement and financial management policy and procedures.

### **Principle 3 – Free and Open Access**

The Library provides free and open access to a balanced collection in various formats for viewing and loan with the exception of reference and community history materials which can only be viewed.

### **Principle 4 – Community Centric**

The Library continually reviews and updates collections in response to changes in community needs, interests and expectations. Council will provide the community with opportunities to participate in the selection of materials through suggestions for purchase and online voting for new books and e-resources.

### **Principle 5 – Decisions on Collections**

Decisions made in regard to selection, acquisition, management and disposal of collection materials is guided by collection data, community feedback, currency, and availability of space, resources and budget.

### **Principle 6 – Professionalism**

Staff continuously learn, develop and strengthen their knowledge and skills to provide exceptional service in the selection, acquisition, management and disposal of collections

**Principle 7 – Benchmarking with NSW public libraries**

Bayside actively works with the State Library of NSW to benchmark with libraries throughout NSW to strengthen and enhance the provision, management and disposal of collections.

**Principle 8 – Sustainability**

The Library applies strategies that mitigate wastage in the selection, acquisition, management and disposal of collections.

The Library disposes of the collections through environmentally sustainable methods where feasible including but not limited to repurposing, reselling, donation and/or recycling.

**Principle 9 – Record Keeping**

The Library maintains records and provides reports as required on the selection, procurement, management and disposal of collections.

## 3 Library Collections

### 3.1 General

The Library has a network of libraries that are located throughout the Bayside Council area:

Each individual library collection reflects the needs and interests of the local community within the scope of this Policy.

Other features of the library collection are:

- The Library promotes access to information
- Federal and State governments are responsible for the censorship of materials
- Materials prohibited by law will not be added to the collection
- Materials legally restricted to a particular audience will be labelled, shelved and loaned accordingly
- Parents or guardians are responsible for the suitability of materials used by their children within the provision of the law.

### 3.2 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.

### **3.3 Access**

Access to the Library collections is available to the public by visiting any of the Bayside Libraries and via the Library website. As part of a reciprocal arrangement the Library supports inter-library loans requests from other Councils.

Where an item is available in an electronic/digital format, the Library does not guarantee access to it in physical form.

A person may request an item that is not in the current collection. The item may be sourced via inter-library loan process and/or the Library may consider purchasing the item to add to the collection. Its availability is dependent on whether the item will meet broader community need and interests not just the needs and interests of one individual.

### **3.4 Budget**

The budget for acquisitions of collection items is allocated to each collection type and format based on community need and interests, emerging trends and collection data including turnover of items.

### **3.5 Collections**

The Library collection comprises the following, located at each or some of the libraries, depending on community need and interests:

#### **3.5.1 Formats**

- Books
- DVDs
- CDs
- Audiobooks
- Magazines
- Newspapers
- E-resources as on-line learning platforms and databases
- 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.

#### **3.5.2 Genres**

- Adult English literacy
- General non fiction and fiction
- Children and youth
- Community languages
- Community history
- Reference.

### 3.6 Exclusions

Council Libraries do not purchase the following:

- Highly technical or specialised works and works of limited interest, however, *requests for this material may be satisfied through interlibrary loans or referral to a more appropriate library*
- Text books which are readily available in the libraries of relevant tertiary educational institutions (*with the exception of materials to support primary and secondary school students and HSC support materials*)
- Items with a considerably higher purchase price to similar materials
- BluRay discs
- Novelty books (*with the exception of VOX books, and storytelling resources*)
- Workbooks and Activity books (*with the exception of ESL materials*)
- Games and Toys
- Music scores and sheet music.

### 3.7 Weeding and Disposal of Collections

Council regularly reviews collection data and withdraws materials from its collections in accordance with guidelines and procedures. This process ensures the collections remain current, relevant and responsive to the community's needs and expectations.

Weeding also enables the shelf space to be adequately managed to accommodate new, additional and/or replaced items.

Environmentally sustainable methods are applied where feasible to dispose of materials that have been weeded, including but not limited to repurposing, reselling, donating and/or recycling.

### 3.8 Stocktake

An inventory or **stocktake** is an important part of library management. It means that Council can;

- Identify missing resources
- keep the collections database updated and;
- maintain an accurate record of all library resources
- confirm the valuation of library resources

Council will conduct a full stocktake of the library collections at least **every 2 years**.

### 3.9 Donations

The Library may only accept donations from the following sources:

- a Community history materials
- b Local authors
- c Titles donated by visiting authors for Library events
- d Materials donated by the State Library of NSW.



Council is guided by the following criteria when considering whether donations are accepted.

- a the condition of the collection items
- b relevance to the community and area
- c date of publication
- d whether the material meets community needs
- e whether the material adds value to the current collection
- f whether the Council already has sufficient copies of the collection material.

All material accepted as donations becomes the property of the Council.

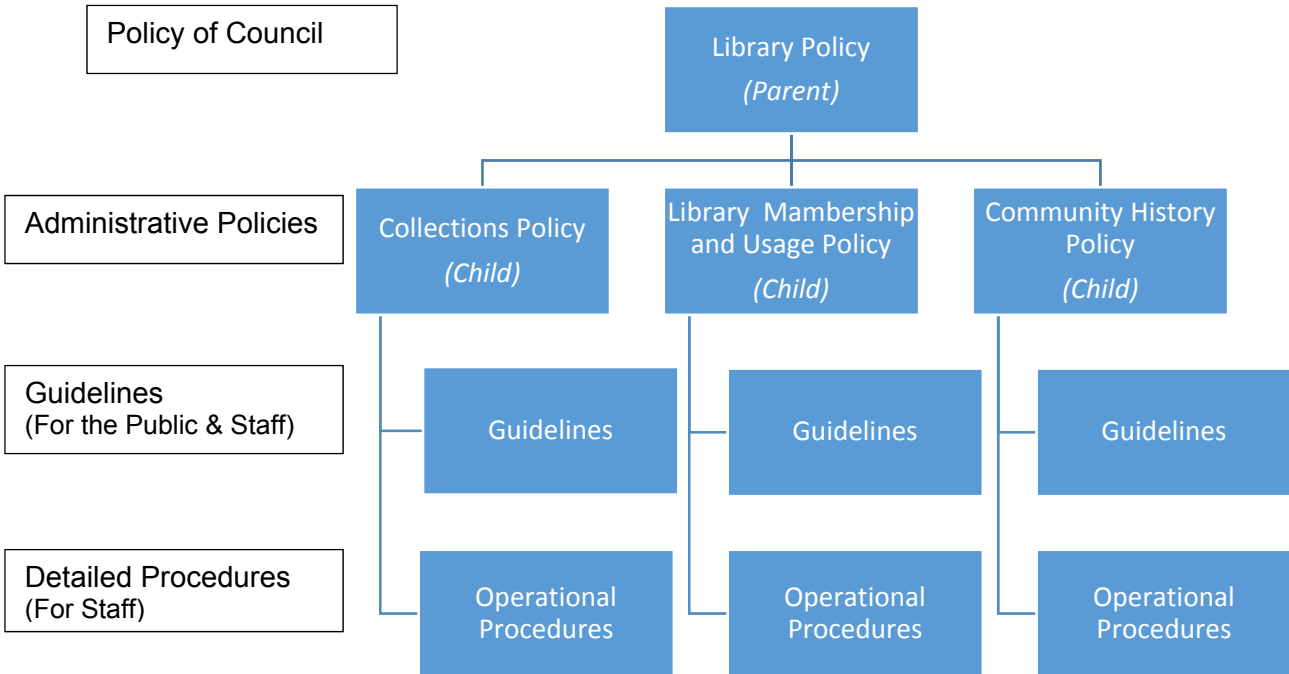
### 3.10 Complaints about items in the Library collection

Any complaints about the collection are assessed in accordance with Council's Complaint Management Policy and Guidelines.

Complaints specifically about controversial material are assessed in accordance with the Library Council of NSW Policy Statement Freedom of Collection and Access for Local Government Libraries and the Australian Library and Information Association's (ALIA) Policy Statement on Freedom to Read as the basis for decisions.

## 4 Policy implementation

### 4.1 Library Governance Hierarchy



## **4.2 Policy responsibilities**

- a The Director City Life has overall responsibility for this Policy
- b The Manager Customer Experience is responsible for administering and maintaining this Policy
- c The Coordinator Customer Experience is responsible for its implementation, including acquisition and disposal in accordance with delegations
- d All Library staff are responsible for complying with the policy and related guidelines, processes and procedures

## **4.3 Guidelines and Procedures**

Guidelines and Procedures that support this policy may be approved by the Director City Life from time to time that address such issues as Library administrative workflows and membership.

## **4.4 Breaches**

Any breaches of this Policy will be referred to Coordinator Customer Experience in the first instance and may be referred to Manager Customer Experience.

Sanctions for a breach of this Policy will be determined in accordance with the provisions applied under the Council's Code of Conduct.

# **5 Document control**

## **5.1 Review**

This Policy is to be reviewed at least every four years and when relevant legislation changes occur.

The Manager Governance & Risk may approve non-significant and/or minor editorial amendments that do not change the policy substance.

## **5.2 Related documents**

This document should be read in conjunction with:

- Bayside Council Library Services Policy
- Bayside Councils Library Collection Guidelines
- Bayside Council Library Membership and Usage Policy and Guidelines
- Bayside Council's Community History Collection, Preservation and Disposal Policy and Guidelines (*to be developed*)
- Library Act 1939
- Local Government Act 1993
- State Records Act 1998 General retention and disposal authority - Local government records (GA 39) (see sections 3.8.0 onwards especially for collection records)
- Tendering Guidelines for NSW Local Government
- Classification (Publications, Films and Computer Games) Enforcement Act 1995 (NSW) 53 Exemptions for public libraries

- Statement on free access to information ALIA (Appendix I)
- Statement on information literacy for all Australians (Appendix II)
- Access to Information in New South Wales Public Libraries Guideline, Library Council of NSW, 2006 (updated 2007) Appendix III
- Bayside Community Profile

### 5.3 Version history

Version	Release Date	Author	Reason for Change
1.0	30/07/2020 (Executive)	Coordinator Customer Experience	Review and Harmonise Policy - approved by Executive.