



CITY OF VINCENT

LIBRARY AND LOCAL HISTORY SERVICES

LIBRARY COLLECTION MANAGEMENT POLICY



POLICY NO: 3.11.2

LIBRARY COLLECTION MANAGEMENT POLICY

OBJECTIVES

- To inform the community of the Library's Collection Management principles;
- To ensure the Collection meets the needs of the community it serves;
- To provide scope and guidelines in the selection of resources for inclusion in the Collection;
- To ensure that the Collection is unbiased and uncensored
- To provide Library staff with a guide to the development and maintenance of the Library's Collection;
- To highlight the overarching goals that the Library is to achieve in regards to its Collection; and
- To ensure the Collection and preservation of the community's heritage.

The scope of this Policy is to document the processes for developing and managing the City of Vincent Library and Local History Collection. It is also a tool for responding to community needs and expectations, including why materials and formats are selected. The scope of this Policy does not include materials accessed from the Worldwide Web using the Library public access computers.

This Policy refers to the Library's mission. (See Appendix 1, page 7).

This Policy includes reference to the following special collections, unless specified:

- Aboriginal Studies Collection;
- Community Languages Collection;
- Local History Collection;
- Local History Image Library;
- Local History Oral History Collection;
- Macedonian Literature Collection;
- Parents' Collection; and
- Rotary Collection of Western Australian History.

1. Description of the Collection

Total items in excess of 60,000; approximately 65% of the Collection is owned by the State Library of Western Australia (SLWA) with the remainder the property of the City of Vincent. All items have been selected by staff to meet customer expectations.

In keeping with the Australian Library and Information Association (ALIA) standards, the target age of the Collection is to have 50% published within the past five (5) years. The items held in the Local History Collection are not subject to this standard, as their age is not a criterion for disposal. On the other hand, items such as DVDs have a much shorter shelf life, and are expected to be replaced more frequently.

Formats currently in the Collection include:

- Books
- Books on Compact Disc
- Books on MP3 Disc
- CD ROMs
- DVDs
- eBooks and eAudiobooks
- Large Print items
- Magazines
- Maps and Plans
- Newspapers
- Puzzles
- Playaway Pods
- Photographs
- Music CDs
- Oral History Interviews
- Unpublished documents

1.1 Subject Areas Collected

This Library works to address topics of current affairs and controversy, with a balanced cross section of interesting material. The Library has identified that biographies, travel and cooking are the most popular topics to our members, with a second level of interest being interior and garden design and architecture, technology and the Arts.

The strength of this Collection is that all items are professionally selected to address members' preferences, and that the Library is supported with a healthy budget to purchase items to supplement those provided by SLWA. The Library is also able to provide items in a wide range of formats, as previously indicated.

The Library acknowledges that reading preferences change as the population changes and as new technologies make alternative formats (such as eBooks) available. Accordingly, it is important to remain flexible in the Collection planning.

The importance of ensuring that the Library hardware and software is maintained at best possible level, with regular upgrades is recognised, with the view to ensuring ready access to digital media.

1. Selection Guidelines

The Guidelines apply to all formats and categories in the Collection.

2.1 Responsibility

The Coordinator Library Services and the Young People's Services Librarian are responsible for the selection of Library stock. The Senior Librarian, Local History is responsible for selecting material for the Local History Centre.

2.2 Selection Tools

This list is a guide to the tools that Library staff may use to identify potential additions to the Library stock. Members of staff are encouraged to maintain current awareness of new releases, and changing trends in members' requirements or interests.

- Advance Order Lists (from SLWA);
- Awards Winners;
- Literary publications, including emails and websites;
- Rare book lists (for Local History Collection);
- Reviews in magazines and newspapers;
- Second Hand book sales (for Local History Collection); and
- Suggestions and requests submitted by staff and members.

2.3 Selection Principles

- **Subject Matter:** The Library will consider material that deals with topics that are popular, relevant to the community and at an appropriate reading level for the target reader. Australian content is highly supported.
- **Quality:** Items in all formats should be neatly presented, with clear indications of content and anticipated audience.
- **Value to the Collection:** Priority will be given to material that will strengthen the Collection, including availability in various formats.
- **Cost:** The cost is to be considered in relation to available funds and the availability of similar material or content within the Collection, or from alternative sources.
- **Duplicates:** Duplicates will be added to the Collection, subject to demand and historical value.

2.4 Censorship

The Library supports the Australian Library and Information Association (ALIA) Statement on Free Access to Information (See Appendix 2, page 8/9). The most significant element is:

- *Items cannot be selected or rejected on moral, political, racial, religious, sexist grounds alone.*

Parents are reminded that although due care is taken to shelve sensitive material in the adult shelves, that they are ultimately responsible for the items that their children select and read.

2.5 Donations

The Library is grateful for the generous donations of books from members of the community: items will only be accepted if they meet the standards established in this Policy. A simplified set of Guidelines is attached as Appendix 3, page 11.

2.6 Complaints

Members may use the *Request for Consideration of Library Item* form (see Appendix 4, page 12) to lodge a complaint about any item in the Collection. The Collection Management staff will review the complaint and advise the person of the outcome by mail within 10 working days, subject to the availability of the item for review.

Deselection and Disposal

Decisions relating to deselection and disposal of Council owned stock are based on the item's value to members. Items that have not had a process for more than two years are to be removed from the Collection and donated to a charity, such as the Save the Children Fund. Please note that items in poor condition should have been identified and removed prior to this stage. Items held in the Local History Collection are excluded from this process.

SLWA stock is returned when it no longer has value to our members.

2. Local History Collection

Whilst items collected for the Local History Collection meet standards set in this Policy, they are not available for loan, and may only be accessed inside the Local History Centre. See Policy No. 3.11.2 for comprehensive details.

APPENDIX 1



CITY OF VINCENT

LIBRARY AND LOCAL HISTORY CENTRE

MISSION AND VALUES STATEMENT

“Enhancing and celebrating our diverse community”

The Library Mission:

We support our community

We provide free and equitable access to the finest possible collections, services, and technology. We promote lifelong learning and the love of reading, and support the exploration of ideas, culture, and knowledge in a modern and friendly atmosphere, which enriches the lives of our community and is a reflection of our cultural history and diversity. We provide expertly trained staff that is recognised for their excellent customer service.

The Library Vision:

We inspire our community

We are our community’s gateway to contemporary and historical knowledge and information. We support their quest for knowledge, as it relates to their home, business, hobby and lifelong learning. The Library is a vibrant community hub which enriches the lives of all members of the community.

The Library Values:

We value our community

The Library service is dedicated to providing and supporting:

- Excellence and Service;
- Honesty and Integrity;
- Innovation and Diversity;
- Caring and Empathy; and
- Teamwork and Commitment.

APPENDIX 2

ALIA 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; and*
- 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.*

APPENDIX 3

City of Vincent Library & Local History Centre

Guidelines Regarding Donation of Items

The City of Vincent Library and Local History Service and Library members are grateful for all items that are donated. The generosity of our community members is well known, and much appreciated by those who have access to a wider variety of items because of that generosity.

However, there are times when members of the community offer items that are not appropriate for use in a public Library. Library staff is then obliged to sort and store such items until an opportunity to donate them to charity arises. In order to ensure that staff is no longer required to take on this task, this Policy is in place as a guide for members of the community wishing to donate items to the Library.

The following items will not be accepted in the Library:

- Dirty or damaged items;
- Any books older than five years;
- Computer books older than two years;
- R-rated videos, DVDs or music CDs;
- Jigsaw puzzles in damaged boxes, or with pieces missing;
- Magazines, unless a previous agreement is in place;
- Used textbooks with highlighting, or other markings throughout;
- Paperback novels, that have been exchanged at a book exchange, and which bear the book exchange stamp;
- Sets of encyclopaedias, irrespective of age or condition; and
- Readers Digest condensed books.

Please contact the Save the Children Fund if you wish to donate your used books to a worthy cause. They hold an annual book sale to raise funds.

Magazines are often welcome at refuges, hospitals or medical surgeries.

The Library management reserves the right to reject items that are offered.

APPENDIX 4

**CITY OF VINCENT LIBRARY AND LOCAL HISTORY CENTRE
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Thank you for your interest in the Library Collection. A team of qualified staff will review your request and provide a written response within 10 working days of receipt of your request. You may view the Library's Collection Management Policy No. 3.11.1 at

http://www.vincent.wa.gov.au/Your_Council/Council_Matters/Policies

You may mail your completed request to the Library at:

City of Vincent Library
PO Box 82,
LEEDERVILLE WA 6902

OR submit online at mail@vincent.wa.gov.au

PLEASE PROVIDE YOUR DETAILS:

Name: _____

Address: _____

Your Membership Number:

DETAILS OF LIBRARY ITEM – please tick format

Book	DVD	Book on CD	Music CD	Magazine
<input type="checkbox"/> eBook	<input type="checkbox"/> eAudiobook	<input type="checkbox"/> CD-ROM	<input type="checkbox"/> Magazine	<input type="checkbox"/>

Title: _____

Author: _____

Publisher: _____

Library Item Barcode

1. Did you read/listen to/view the whole item? _____
2. To which aspects of the item do you object? (Please provide page number, magazine edition, part of DVD etc)

3. Can you explain why you object to these aspects? _____
4. What do you recommend the Library do with this item?

5. Any further comments _____

Please use the back of this form if more space is required.