WOLLONDILLY LIBRARY

COLLECTION MANAGEMENT PLAN 2024-2028

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1   INTRODUCTION

Wollondilly Library is committed to delivering a Library Service which provides a welcoming and safe environment for everyone in the community. Services are delivered under the conditions contained in the Library Regulation 2018 which is made under the Library Act 1939.

2   COLLECTION PURPOSE

The Wollondilly Library Collection Management Plan 2024 – 2028 is developed under the guiding principles of the Library Council's *Access to Information in NSW Public Libraries*;

Public libraries develop, maintain and provide access to 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. The continuous review of library collections is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials believed to be controversial, contentious, or disapproved of by sections of the community.

- 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 contemporary and historical issues, including controversial issues.
- 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.
- Everyone has the right to use a public library in person, via the internet and by other means, whatever their age, sex, race, religion, cultural identity, language, disability, socioeconomic status, individual lifestyle, political allegiance, or social views.

3   CENSORSHIP

Guiding principles of the Library Council's *Access to Information in NSW Public Libraries* document inform the issue of censorship;

- 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 grounds. Nor should library materials be included on these grounds alone; whatever pressure may be brought to bear by individuals or groups.
- The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, for example by holding them in special collections or available on request, can be an indirect form of censorship. No library materials should be held in closed access physically or digitally except for the

express purpose of protecting them from damage, theft or due to Australian Classification restrictions.

- Collections should not be limited because of the possibility that children may access those collections. Monitoring the reading of children is the responsibility of their parents or guardians.

4 COMPLAINTS

Community members have the right to choose the resources that they and their families engage with. From time to time patrons may disagree with opinions expressed in materials in the collection.

All complaints or requests for review of a selection decision are to be submitted in writing via a *Request for Reconsideration of Library Materials* form. The request will be assessed, and the queried title will be re-evaluated by the Library Team Leader in accordance with the *Collection Management Plan*, and the NSW Library Council Guideline *Access to Information Statement*. The complainant will be informed of the decision to retain, withdraw, or reallocate the item to another collection.

5 COLLECTIONS

5.1 Fiction

A broad range of popular and literary fiction, including bestsellers, contemporary and classic novels with an emphasis on Australian content and literary award winners.

5.2 Non-fiction

Information and factual titles covering an array of subjects aimed to assist with learning or recreational pursuits.

5.3 Graphic Novels

Presented in graphic art format rather than text. Titles are commonly purchased in series.

5.4 Digital Resources

Digital resources include eBooks, eAudiobooks, digital magazines, online journals, databases, and media streaming services. They are generally accessed anywhere via the internet.

5.5 Children's Picture books

Illustrated children's fiction and non-fiction, including beginner reader series and decodable phonetic collections for supporting early literacy development.

5.6 HSC

Materials that support the New South Wales Higher School Certificate curriculum.

5.7 Reference

Sources of current information including atlases, dictionaries, almanacs, and encyclopedias. Generally in digital format.

5.8 Audio visual

Physical CD and MP3 Audiobooks are an audio alternative to reading. Music CDs consist of a range of music genres. DVDs include new releases, popular titles and critically acclaimed films, television series, documentaries, and concerts.

5.9 Newspapers and Magazines

General interest magazines relevant to the Wollondilly community and select local and metropolitan newspapers are available in hardcopy. A variety of newspapers and magazines are available through digital platforms.

5.10 Local Studies

The collection consists of hard copy and digital material about the local area that can assist with current, historical, and genealogical research. It includes resources about people, places, events, geography, natural history, industry, and administration of the area. The physical collection is not for loan.

Special collections include;

5.11 Legal Resources

State Library of NSW *Find Legal Answers* digital resource. Law reference books in digital and hardcopy formats.

5.12 Large Print

Fiction and non-fiction in larger font.

5.13 Program support materials

Items such as boardgames, dementia kits and robotic kits

5.14 Temporary CALD (Culturally and Linguistically Diverse) collection

Lent by the State Library of NSW

6 ACCESS

Items in the collection can be verified in the Library catalogue, which is accessible through the Library website.

Physical collections are available at Picton Library and two Mobile Libraries that regularly

visit townships and community facilities throughout the shire. Digital collections are available online and the majority are accessible to members via their Library card credentials.

A Home Library delivery service is available for Library members who are housebound or have significant mobility issues. Collections are also distributed through outreach activities and programs.

7   REQUESTS FOR ITEMS NOT HELD IN THE LIBRARY

Wollondilly Library can source items from other Libraries for Library members to borrow as Inter Library Loans. A fee applies.

Members can also make suggestions for the purchase of items that are not currently held in the Library. Requests must meet standard selection criteria to be considered and will be reviewed by staff for suitability for inclusion into the collections.

8   SELECTION

Methods of selection include;

- Collection profiles developed and monitored by Library staff, and managed by authorised Library suppliers
- Prepublication orders for timely delivery to shelves
- Standing orders for popular authors and series
- Library member suggestions
- Specialist staff selections

8.1   Selection Criteria

Criteria considered when determining acquisitions includes;

- Collection profile guidelines
- Popularity or anticipated demand
- Literary merit, such as awards and prizes
- Authority and reputation of author, publisher, producer, or illustrator
- Community need and potential use
- Currency and accuracy
- Format and durability
- License or contract terms
- Sustained relevance
- Local emphasis
- Cost
- Quality
- Relationship to items already in the collection
- Availability
- Recent publication date

Items that are generally excluded;

- Material unavailable through library suppliers
- Textbooks
- Highly technical or specialised items of limited general interest
- Books designed to be written in
- Novelty or promotional items
- Self-published or vanity press items, unless acceptable for the Local Studies collection

9   MAINTENANCE AND DISPOSAL

Collections are monitored by staff and regularly evaluated to keep collections balanced and current. Items may be withdrawn for a range of reasons, including physical condition, relevancy, or lack of demand.

The withdrawal of items is carried out by evidence-based methodologies, and stock is moved on to make shelf space available for new incoming material. Withdrawn items are either repurposed, recycled or sent to a waste facility.

10   DONATIONS

The Library has limited capacity to accept donations. Generally, donations can only be accepted if they are

- Local Studies materials
- Self-published items acceptable for the Local Studies collection
- Materials donated by the State Library of NSW

All donations, once accepted, become the property of Wollondilly Library.

11 RELEVANT DOCUMENTS

Wollondilly Community Strategic Plan 2033
https://www.wollondilly.nsw.gov.au/council/corporate-planning-and-reporting/community-strategic-plan/

ALIA Website
http://www.alia.org.au/

ALIA Statement on Public Library Services
https://read.alia.org.au/statement-public-library-services

ALIA Statement on Free Access to Information
https://read.alia.org.au/alia-free-access-information-statement

Library Council of NSW
Access to Information in NSW Public Libraries: Library Council Guideline
https://www.sl.nsw.gov.au/sites/default/files/access_to_information_lcguideline_2023.pdf

Document Date	5 November 2024
Next Review Date	5 November 2028

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