



WOLLONDILLY LIBRARY

COLLECTION MANAGEMENT PLAN 2023-2026

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1 INTRODUCTION AND PURPOSE

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

The Wollondilly Library Collection Management Plan 2023 – 2026 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.

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 contemporary 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 grounds. 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, 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
5. 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

6. 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.

Informed by the Wollondilly Community Strategic Plan 2033, Wollondilly Library aims to deliver services and resources that meet the vision of the community by providing outstanding hardcopy and digital collections. The library considers this Collection Management Plan to be a dynamic document, open to revisions and changes as library services develop.

The Collection Management Plan establishes guidelines for the way in which a library plans the growth and change of its collection, including adding material and removing it. It is a written statement which sets out these guidelines to inform the community, the staff, Council Management and the Councillors with guidelines concerning the breadth and depth of collecting in each category of library material, and to encourage a consistent approach to the selection, acquisition and withdrawal of library material.

The print and digital collections of Wollondilly Library are our lifeblood and form the core service. In addition, the library provides a range of ancillary activities and services. Use and loan of the collection resources remains the reason for the majority of library visits. Therefore, the Collection Management Plan is essential to ensure the maintenance of a current, visually inviting and accessible collection that meets information, recreation, educational and cultural needs of the Wollondilly Shire community.

The contemporary environment of global information, digital services and prolific publishing provides the ability to develop a current, relevant and accessible collection: an essential success factor for the public library. The collection and its use must be continually monitored and developed to ensure that it meets evolving needs. A key long-term success factor is to make significant investments in eliminating aged and non-value-adding collection items, identifying relevant collection items and securing the financial resources needed to acquire these items on a timely basis.

Wollondilly Library is committed to ensuring that new trends and developments are introduced in a timely and efficient manner to enable the community access to up to date technology and resources. Information sharing with other industry professionals and staff maintaining awareness and application of worldwide trends and developments in digital and information provision are vital to effective service delivery.

2 COLLECTION MANAGEMENT PLAN RATIONALE

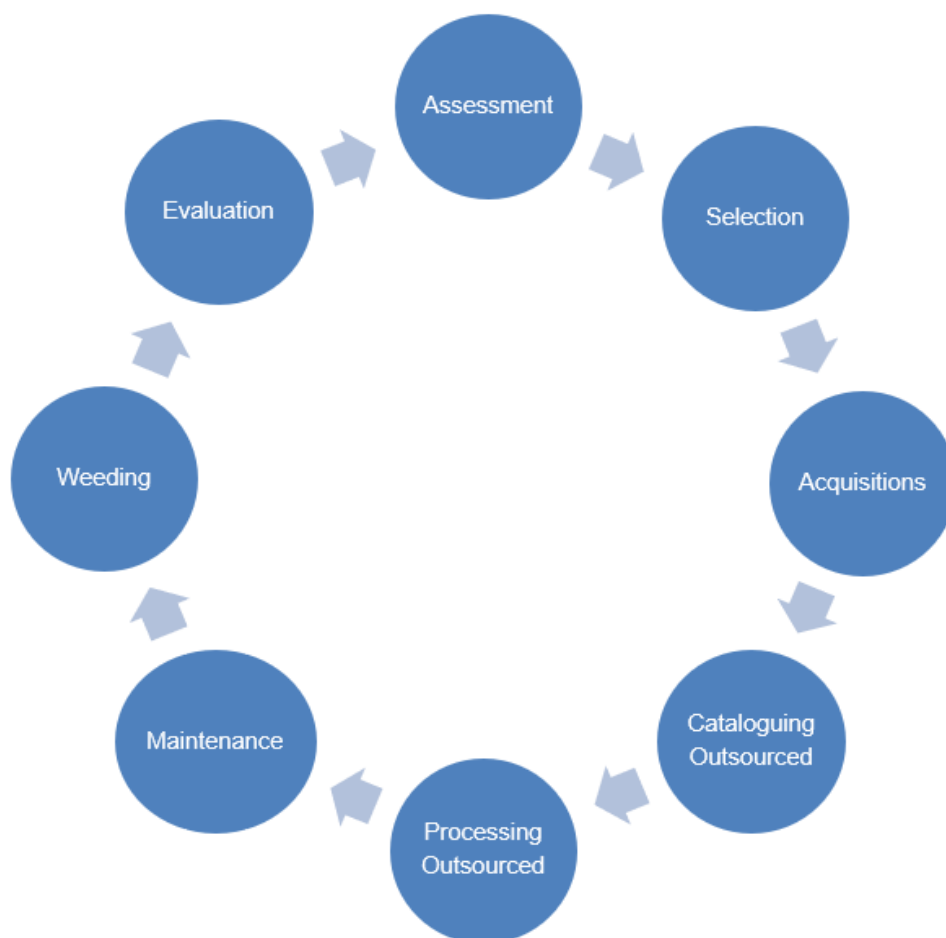
The Collection Management Plan is an essential component of effective public library collection management. Informed by professional standards, driven by community need and the strategic planning process, the Collection Management Plan defines the parameters of the collection and a framework for its development.

The Collection Management Plan:

- Supports the development and delivery of identified strategic objectives and actions
- Supports the identification and allocation of collection funds for current and future priorities
- Ensures that objectively and professional rigor inform the selection and weeding processes
- Provides guidelines for the collection, including subject profiles, depth of coverage and resource formats
- Provides an essential tool for induction, reference and ongoing staff training.

3 THE COLLECTION MANAGEMENT PROCESS

The process of managing a public library collection is cyclical. It consists of the following key steps:



3.1 Assessment

Wollondilly Library Service strives to provide library services for all community members. We do this by defining who our customers are, determining their needs and tailoring collections accordingly.

We are aware of changing demographics of the local community and trends in the broader library and global environments. Demographic information, the profile of library users as indicated by the patron database, loans statistics, stock turnover rates, survey results, collection plans and current trends and priorities assist in collection development.

We anticipate trends as user needs change and new formats and technology emerge. New collections are identified by emerging needs and confirmed by statistical data if available.

3.2 Selection

Responsibility

Collection Managers are responsible for all collection formats within their specialist areas.

Selection Criteria

The following criteria are used to determine whether items are purchased.

- Popular interest
- Community need and potential use
- Currency
- Authority and reputation of author, publisher, producer or illustrator
- Physical format
- High quality presentation
- Literary merit (Award/Shortlist items)
- Long term relevance
- Suitability for different age levels
- Local emphasis
- Cost
- Favourable reviews
- Relationship to items already in the collection
- Representative of cultural diversity
- Supplier recommendation

In general books are only purchased if they have been published in the last few years.

Exceptions to this may include the replacement of damaged or lost items, classic titles, core items as required or at the discretion of the collection manager.

Wollondilly Library does not generally purchase self-published works unless they have significant local historical value.

Methods of Selection

- Blanket orders within specified criteria
- Standing orders for particular authors or series titles
- Online ordering via vendor and publishers websites
- Vendor selection using the Wollondilly Library's 'Selection Profile'.

Requests from library users

Wollondilly Library encourages recommendations for items not already in the collection. Recommendation for Purchase forms are available on the library website and catalogue. Requests can also be made in person by contacting staff. Items will be purchased where appropriate, in line with selection guidelines and budget considerations.

Inter Library Loans

Wollondilly Library cannot hold every item published, however if the library does not hold the item required we can try and find the item through our Inter Library Loan (ILL) service. Forms are available on the library website and catalogue. Conditions apply.

Donations

Donations are not generally accepted unless they are particularly noteworthy or of local importance. Due to limited shelf space, costs incurred processing donations, and the collection priorities outlined in this document, the Library reserves the right to not accept donations which are considered to be unsuitable for the collection.

Decisions to not add material to the collection are based on:

- Physical condition of items
- Age of publication of titles
- Duplication of titles
- Popularity of titles (including considerations of narrow speciality or interest, and quality of publication).
- Materials offered by cultural groups and community organisations, including churches, will be assessed on the above criteria, and consideration will be contingent

on the likely public interest apparent or demonstrated, as is the case with purchased materials.

Items which are considered not suitable for the collection, depending on the donor's preference, may be:

- Returned to the donor
- Used in library book sales
- Discarded

Suitability of items for addition to the library collection will be at the discretion of library staff in consultation with Collection Managers.

Ephemeral material, e.g. pamphlets, periodicals, etc. will generally not be added to the library collection unless they have a relevance to the Local Studies Collection.

Controversial resources

Wollondilly Library aims to provide a representative collection on all subjects of interest to the community, with the exception of items prohibited by law. Powers of censorship are vested in Federal and State governments and material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the selection guidelines. Materials prohibited by law will not be included in the collection.

Items including DVDs and CDs are lent in accordance with classifications allocated by the Australian Classification Board, the Australian Record Industry Association (ARIA) and the Australian Music Retailers Association (AMRA). Items with an "R18+ - Restricted" classification cannot legally be lent to a library member under the age of 18 years of age. Items with an "MA15+ = Mature Accompanied" classification cannot legally be lent to a library member under 15 years of age. ... Parents and guardians have the right to guide the reading, viewing, listening and playing of their children but must give the same right to other parents/guardians.

Complaints and requests

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.

3.3 Acquisition

Acquisition is the term used to describe the process of selecting and purchasing items for the collection. The process involves selection of suppliers, placing of orders, receiving items and handling invoices.

Tendering

Wollondilly Library has a process of contracting for suppliers for acquisition of collection stock in compliance with legal requirements and to obtain the best value for money without compromising the quality of the collection. The library uses suppliers already contracted under Local Government Procurement and Procurement Australasia. Contracts are monitored on an ongoing basis. Contract processes are required to be conducted every three to five years.

Consortium purchasing

Wollondilly Library pursues consortium purchasing of materials when appropriate. Currently Wollondilly Library Service is part of the South East Zone libraries Consortium, which offers opportunities to acquire digital resources at reduced cost.

Standing Orders

The standing order process is an effective mechanism for automatically acquiring items of predictable popularity. Some areas of the collection are particularly suitable for this method of acquisition. These include popular adult fiction, children's and young adult popular series, non-fiction such as travel guides, and other items that are regularly updated. Standing order lists are reviewed on a regular basis, at least annually.

Pre-publication ordering

Wollondilly Library aims to order material prior to publication to ensure new material is available for loan in our libraries as soon as possible.

3.4 Cataloguing, Processing and Maintenance

The majority of capitalised library resources are catalogued and processed by external suppliers. A small number of specialist and local history resources are catalogued in-house according to Resource Description and Access Standards. Periodicals are catalogued and processed in-house.

Cataloguing

All new items are catalogued to ensure they are as accessible as possible to library users via the library catalogue, which is available in the libraries and via the library website. The standard classification, the Dewey Decimal System, is used for Wollondilly Library and all public library services across the state.

Processing

All new items are processed to ensure they are:

- Identified as belonging to Wollondilly Library
- Preserved in as good physical condition for their practicable lifespan
- As accessible as possible to library users e.g. clear spine labels indicating collection and location within the library
- RFID tagged for security and identification purposes

Maintenance

Damaged items are assessed for relevance by the collection manager and if relevant, replacement copies are purchased where available and appropriate.

3.5 Weeding

Withdrawal of material is necessary to preserve collections' currency and presentation, by maximizing the proportion of up-to-date, recent and relevant material on the shelves, optimising shelving and floor-space, and the appearance of material on shelves.

Withdrawals are the responsibility of the Technical Services team, in consultation with appropriate specialist library teams. The Library's withdrawal program is based on the sustainable collection size for each service area and the following criteria:

Poor Physical Condition

Damaged or worn material is withdrawn. (Popular titles may be replaced where appropriate and available, or considered for repair if no longer available).

Inaccurate / Obsolete / Superseded

Material that has become inaccurate or irrelevant due to changes in circumstances or developments within a particular field is withdrawn. Some non-fiction subject areas are subject to particularly rapid change (e.g. computing, travel guides, law, finance, medical

technology, etc.).

Low Circulation

Material that is no longer of general interest or appeal, as indicated by circulation statistics, is withdrawn. Withdrawn material that is considered suitable is offered for sale to the public via a Book Sale.

These criteria may not be equally relevant for all collections. For example, the Wollondilly Library Local History collection is exempt from standard weeding processes. Some formats, notably audio-visual items, have a shorter practicable life than other hard copy resources.

3.6 Evaluation

Stocktaking

Stocktaking is undertaken to ensure that the database and collections are as closely matched as possible. They are a means of identifying collections where loss is a problem. With the introduction of RFID, a regular schedule for stocktaking will be considered due to the increased efficiency of the technology.

Discarded items

Discarded items may be:

- Given free of charge to charitable or not-for-profit organisations
- Sold
- Recycled or otherwise disposed of where they have reached the end of their practicable life

Evaluation methods

Wollondilly Library evaluates its collections by a variety of means including collection plans, statistical analysis, feedback from library users and staff assessment. Specialist staff identify collection gaps to support collection building. Statistics are regularly reviewed. Useful statistics include loans and turnover rates. The turnover rate for a collection is calculated by dividing the total collection number by the total number of loans for that collection in a given period. In general, very high and very low turnover rates indicate potential problems which need to be addressed. Feedback and data obtained from library patrons and trends is used to inform future decision making processes.

4 THE COLLECTIONS

All Wollondilly Library collections are available for loan to library members unless otherwise indicated. Library membership is free and open to all people in accordance with Wollondilly

Library guidelines. The majority of the collection floats. Floating collections refer to items that move from the Picton branch to the mobile libraries. When a patron returns a floating item to a different location from where it was borrowed, it is shelved at the new location instead of being returned to a 'home'. This process supports provision of more equitable access to materials, cuts the volume of delivery among libraries and reduces ergonomic strain on staff. The physical size of the library becomes less of a limiting factor since the collection is constantly refreshed through patron activity. There is a roster to ensure that that Mobile Van collections are completely changed over to maintain freshness also.

4.1 Adult Fiction

The Adult Fiction collection provides a broad range of currently popular fiction, including bestsellers, contemporary and classic novels, short stories, and a variety of genres. It covers all areas, catering to the full range of adult customer demand.

Target Groups - Adult readers.

Scope - Australian and international works. Multiple copies of bestsellers and popular works are purchased, in accordance with customer demand.

- Genre sub-collections include: Classic Fiction, Fantasy, Mystery, Romance, Science Fiction, and Western.
- Books that fit comprehensively within a specific genre have spine stickers and a catalogue sub-collection denoting the genre.
- Books of different genre sub-collections may be interfiled into one alphabetical sequence by author, or there may be separation of genre sub-collections into their own alphabetical author sequences.
- Indigenous Australians titles are identified in the catalogue record, and with a spine sticker on the item.

Format - Hardcover and paperback. EBooks are available via the supplier Apps and from the Library's website.

4.2 Adult Non-fiction

The Adult Non-fiction collection provides a broad range of titles containing factual information suitable for an adult. It covers a vast range of subject areas to cater to the full range of customer demand.

Target Groups - Adult readers.

Scope - The collection provides for informational and recreational reading.

- Works suitable to support educational needs of senior high school students. (The Junior Non-fiction collection can cover up to and including Year 8 high school level.)
- Australian and international works.
- Material relevant to the Wollondilly Shire is a high priority.
- Textbooks are not purchased unless they are considered suitable for general reading purposes or have broader interest.
- Academic works at a tertiary level are generally excluded from the collection.
- Subject sub-collections include: Biographies and Parenting. Books within one of these sub-collections have spine stickers and a catalogue sub-collection. Books of different sub-collections may be interfiled into sequence by call number, or there may be separation of some sub-collections into their own sequences.
- Indigenous Australian titles are identified in the catalogue record, and with a spine sticker on the item.
- 'Law Books for Libraries' and 'Drug Info @ Your Library' titles are identified in the catalogue record, and with a sticker on the item.

Format - Hardcover and paperback. Items with a DVD/CD must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone format. EBooks are available via the supplier Apps and from the Library's website.

4.3 Language Learning & Literacy

The Language Learning & Literacy collections aim to assist adult members of the community to achieve their desired competency in English and other languages.

Target Groups - Members of the community who wish to improve their proficiency in the English language. Members of the community interested in self-education in a range of languages. Members of the community with a low level of English literacy

Scope - Works appropriate to all levels of English and literacy proficiency. Includes grammar texts, novels, and some non-fiction containing practical information.

- Preference is given to works in plain English published or produced in Australia.
- The Language Learning collection includes basic language for travellers, and language courses, ranging from elementary to advanced levels.
- Includes resources for teaching English as a second language.

Format - Print and non-print formats. Online language learning via the library's website.

4.4 Large Print

The Large Print collection consists of Fiction and Non-fiction works in a magnified print format, with Fiction accounting for approximately 90% of the collection.

Target Groups - Adult readers and visually impaired readers. Approximately 90% of Home Library Service customers use this collection.

Scope - Fiction forms the bulk of the Large Print collection, with a smaller proportion of popular, general interest non-fiction.

- All fiction genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.
- Australian and international works.
- Generally, single copies of each title are purchased, with extra copies acquired to cater for customer demand.
- Genre sub-collections include: Mystery, Romance, Science Fiction, and Western. Books that fit comprehensively within a specific genre have spine stickers and a catalogue sub-collection denoting the genre. Books of different genre sub-collections may be interfiled into one alphabetical sequence by author, or there may be separation of genre sub-collections into their own alphabetical author sequences.

Format - Hardcover and paperback in large print format.

4.5 Magazines (Adult, Junior, Youth)

The Magazines collection provides a range of popular and informational titles. The collection aims to provide information, instruction and entertainment.

Target Groups

- Junior Magazines - suitable for children aged 0-12.
- Adult Magazines - suitable for adults.

Scope - Emphasis is placed on Australian content.

The collection consists of:

- Popular informational journals e.g. National Geographic.
- Popular hobby and recreational journals e.g. Better Homes & Gardens.
- Lifestyle journals e.g. On The Road.
- Current affairs journals e.g. Time.
- Children's and young adult magazines e.g. National Geographic Kids

Format - Printed magazines. Digital eMagazines are available from the Library's website.

4.6 Audiobooks (Adult, Junior and Youth)

The Audiobooks collections provide popular, recreational audio reading for adults, children and youth.

Target Groups - Adult, youth and junior Audiobook readers.

Scope - Fiction forms the bulk of the Audiobook collections, with a smaller proportion of popular, general interest non-fiction.

- All fiction genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.
- Australian and international works.
- Generally, single copies of each title are purchased, with extra copies acquired to cater for customer demand.

Format - MP3 CDs Audio CDs and eAudiobooks. Digital eAudiobooks are available via supplier Apps and the Library's website.

4.7 DVDs (Adult, Junior)

The DVD collection is aimed at providing information, instruction and entertainment. Included in this collection are documentaries, movies and television productions for adults, youth and children. Classification and restriction of borrowing of titles is in accordance with the guidelines published by the Australian Classification Board; however responsibility for what a child views or borrows is at the discretion of the borrower's parent or guarantor.

Target Groups

- Junior DVDs - suitable for children aged 0-12, G and PG classifications only
- Adult DVDs - suitable for young adults and adults, and are either G, PG, M. MA15+ classification for over 15 years only.

Scope - The DVD collection aims to provide a wide range of material including: –new release movies and documentaries, television series, cult TV and movies, anime and music.

- All DVDs must be suitable for public library lending purposes with consideration to appropriate licensing agreements.
- Purchase of all film ratings as set by the Australian Classification Board <http://www.classification.gov.au> for distribution in New South Wales is acceptable.

Format - Region 4 Digital Video/Versatile Discs (DVDs).

4.8 eBooks, eAudiobooks, eMagazines (Adult, Junior and Youth)

The eCollections provide a range of fiction, non-fiction and magazine titles with popular appeal.

Target Groups - Adult, youth and junior.

Scope - All genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.

- Works by Australian and overseas authors.
- Non-fiction items with a popular appeal are purchased, e.g. biographies, travel narratives.
- Factors affecting the availability of eBooks, eAudiobooks and eMagazines include lending limitations applied by publishers and changing technology and commercial options.

Format - Downloadable files via supplier Apps and the Library's website.

4.9 Graphic Novels (Adult, Junior and Youth)

The Graphic Novels collections provide reading material in a graphic art format, suitable for adults, youth and children. A selection of series titles.

Target Groups

- Junior Graphic Novels - suitable for children aged 0-12
- Youth Graphic Novels- suitable for youth aged 13-18
- Adult Graphic Novels - suitable for adults.

Scope - Australian and international works. Multiple copies of bestsellers and popular works are purchased, in accordance with customer demand.

Format - Hardcover and paperback. Spiral and ring bound items are generally excluded from the collection.

4.10 Music CDs

The Music CD collection provides broad popular appeal across all musical styles.

Target Groups – Adults, Children.

Scope - The Music CD collection aims to provide a wide range of material covering all popular musical styles, including pop, rock, urban, alternative, dance, children's, country, soundtracks, world music, jazz, blues, classical, and new age.

Format - Compact discs (CDs).

4.11 Picturebooks

The Picturebook collection provides a range of fiction for children up to approximately 7 years of age.

Target Groups - Children up to approximately 7 years of age.

Scope - The collection aims to assist in the literacy and language development of young children and ignite their curiosity about themselves and the world around them.

- Australian and international works.
- Selection includes a range of board book titles, "lift the flap", and tactile books.
- There are some dyslexic friendly books in the collection.
- Primacy is given to engaging, quality literary texts and award winning titles and authors.

Format - Hardcover, paperback and board books. Spiral and ring bound items are generally excluded from the collection. Items with a DVD/CD must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone. Sturdy and durable items are preferred.

4.12 Junior Fiction

The Junior Fiction collection provides current fiction works for children aged approximately 5 to 12 years. The collection includes award winning fiction titles by new and local authors with an emphasis on Australian fiction.

Target Groups - Children 8 to 12 years.

Scope - The collection aims to foster and encourage a lifelong love of reading and literature.

- Australian and international works.
- Multiple copies of bestsellers and popular works are purchased, in accordance with customer demand.
- All genres and areas of reading material for children are included, with emphasis on material which has literary merit, is of interest to children in primary school and includes latest trends. There are some dyslexic friendly books in the collection.
- High priority is given to literary merit and award winning titles and authors.

Format - Hardcover, paperback and board books. Spiral and ring bound items are generally excluded from the collection. EBooks are available via the supplier Apps and from the Library's website.

4.13 Junior Non-fiction

The Junior Non-fiction collection provides informational, educational and recreational reading material for children. Junior Non-fiction materials are selected for their currency, accuracy and utility as well as for their capacity to enrich, entertain and inform.

Target Groups - Children between the ages of 5 and 14 years.

Scope - This collection provides a range of information texts.

Material will be selected to suit various reading levels (illustrations, vocabulary) and different developmental stages (language, themes)

Format - Hardcover and paperback. Items with a DVD/CD must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone format.

4.14 Beginner Readers

The Beginner Readers collection consists of a range of fiction and non-fiction readers and decodable phonics texts for supporting early literacy development in emergent readers.

Target User Groups - Children with a reading age of up to 7 years.

Scope - This collection provides a range of levelled readers for children learning to read.

- The collection aims to provide both recreational reading and literacy development, with titles of age appropriate content.
- Phonics and decodable texts
- Australian and international works.
- High priority is given to literary merit and award-winning titles and authors.

Format - Hardcover and paperback. Spiral and ring bound items are generally excluded from the collection. Sturdy durable items preferred.

4.15 Young Adult Fiction

The Youth Fiction collection provides currently popular fiction works for youth. The collection includes popular and award winning fiction and titles by new and local authors with an emphasis on Australian fiction.

Target Groups – Youth aged approximately 12 years and over.

Scope - Australian and international works.

- Multiple copies of bestsellers and popular works are purchased in accordance with usage demand.
- The collection aims to foster and encourage a lifelong love of reading and literature.
- All genres and areas of reading material for youth are included with emphasis on material which has literary merit, is of interest to children in primary or early secondary school, includes latest trends, and is award-winning (titles and authors).

Format - Paperback and hardcover. EBooks are available via the supplier Apps and from the Library's website.

4.16 Young Adult Non-Fiction

The Junior Non-fiction collection provides informational, educational and recreational reading material for youth. Young Adult Non-fiction materials are selected for their currency, accuracy and utility as well as for their capacity to enrich, entertain and inform.

Target Groups- Youth aged approximately 12 years and over.

Scope – This collection provides a range of information texts.

- Material will be selected to suit various reading levels (illustrations, vocabulary) and different developmental stages (language, themes).
- Higher School Certificate (HSC) resources

Format - Hardcover and paperback. Items with a DVD/CD must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone format

4.17 Reference

Wollondilly Library provides a small collection of reference print resources covering major subject areas, for use within the library only (not for loan).

Target Groups - All members of the general public. Primary, secondary and tertiary students. Community groups and institutions. Wollondilly Council staff and officials. Small business groups and organisations. Historians including Family Historians.

Scope - The Reference Collection aims to meet the basic general information needs of the target groups.

- Emphasis is on the collection of reference resources in the form of almanacs, dictionaries, handbooks and atlases.
- Textbooks/workbooks are generally not purchased.
- Resources to support HSC students are considered for purchase.
- Australian and overseas works.

4.18 Subject areas/Collections

Law Books for Libraries

The 'Find Legal Answers' tool kit is a collection of plain language books to answer everyday questions about the law. Lists of recommended titles are distributed by the State Library of New South Wales, titles being selected by specialist law librarians as being the most useful and relevant practical guides to the law in NSW. Subjects include: renting, wills and estates,

family law, drink driving, facing a criminal charge in court, neighbours and the law, bankruptcy, debt and credit problems and consumer law. Titles are identified in the catalogue record and have an identifying sticker on the item. Drug Info @ Your Library
The Drug Info book collection is a collection of plain language books about alcohol and other drugs. Titles are distributed by the State Library of New South Wales. Titles are identified in the catalogue record and have an identifying sticker on the item.

Reference Periodicals

Subscriptions to reference periodicals are regularly reviewed according to customer needs. Retention periods vary according to current needs and availability in other formats as electronic formats are phasing out hardcopy titles.

Newspapers

Newspapers held are regularly reviewed according to customer needs. Retention periods vary according to current needs and availability in other formats.

4.19 Local Studies

The Local Studies Collection consists of material in a variety of formats which contributes to documenting past and present life in the Wollondilly Shire. The objective of the collection is to preserve and make accessible material about the local area, including information relating to the people, events, the environment, the geography, the industry and the history of the area. Originals or copies of material may be included. This collection is for use in library only.

Target Groups - Members of the general public. Primary, secondary and tertiary students. Community groups and institutions. Wollondilly Shire Council staff and officials. Small business groups and organisations. Historians including Family Historians. Consultants.

Scope - The geographic scope of this collection is defined by the Wollondilly Shire Local Government Area (LGA). Donated material outside of this established geographic region is included on a highly selective basis and at the discretion of staff.

Format - All formats are collected.

5 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 September 2023
Next Review Date	5 September 2026