

Albury Libraries Collection Policy

1. Purpose

- 1.1. This policy provides the direction that will ensure a consistent approach to the Library's collection development and management.
- 1.2. The policy aims to:
 - support library customers life-long learning, community information and leisure needs through access to information, and materials.
 - support the provision of accessible and responsive library collections to the community.

2. Scope

- 2.1. This policy is to apply to all items in the Library's collection – physical and digital.
- 2.2. This policy provides direction for the acquisition, management, de-accessioning and retention of all items in the Library's collection
- 2.3. This policy applies to Libraries and Museum Team members.

3. Definitions

- 3.1. Collection - refers to the entire library collection, whether accommodated or accessed at any of the Library sites or online. The term includes: all physically held resources in print and non-print, all digital resources accessed through appropriate technology, and ephemera including community information material
- 3.2. Collection development - the process of building a library collection according to the needs of current and potential users.
- 3.3. Collection management - the process of repairing, replacing, and discarding items from the collection.
- 3.4. Information access - The provision of free, independent or assisted access to information resources, whether physical or online.
- 3.5. The Library - Refers to Albury Library Museum and Lavington Library, and future branches.
- 3.6. Library collection database - An electronic program used to catalogue, document loans and other information on an individual item within the library collection.

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- 3.7. Stock Selection Profiles – the Library creates Selection Profiles to assist approved suppliers in selecting library material, in a variety of formats and across a wide range of subjects and genres to satisfy community expectations and needs.

4. References

- 4.1 Relevant legislation includes:
- NSW Library Act (1939)
 - NSW Library Regulation (2018)
 - NSW State Records Act (1998)
 - Copyright Act 1968 as amended
 - Classification (Publications, Film and Computer Games) Act 1995
 - Public Library Exemption under the Classification (Publications, Films and Computer Games) Enforcement Act 1995 (NSW)
- 4.2 Relevant policy statements of the International Federation of Library Associations and Institutions (IFLA) and the Australian Library and Information Association (ALIA), including:
- ALIA Core Values Statement (2018)
 - Copyright and Intellectual Property Policy Statement (ALIA) (2018)
 - Free Access to Information Statement (ALIA) (2018)
 - Public Library Manifesto (IFLA/UNESCO) (2022)
 - Statement on Information Literacy for All Australians (ALIA) (Amended 2006)
 - Statement on Libraries and Intellectual Freedom (IFLA) (1999)
 - Statement on Online Content Regulation (ALIA) (Amended 2002)
 - Statement on Public Library Services (ALIA) (Amended 2018)
- 4.3 Library Council of NSW:
- Living Learning Libraries: standards and guidelines for NSW public libraries, 7th edition, August 2020.

5. Content

- 5.1. The Library's physical and digital collection will include the following major collection areas:
- Adult Fiction
 - Adult Non-fiction - including Legal and Health collections
 - Junior Fiction
 - Junior Non-fiction
 - Large Print
 - Audio Books – adult, young adult and junior
 - Picture Books
 - Young Adult Fiction
 - HSC collection
 - DVD – adult and junior
 - Newspapers
 - Magazines

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- Local Studies
- Community Information
- Information Databases
- Graphic Novels – adult, young adult and junior

5.2. The collection may include:

- material in English and other languages reflecting community demographics and catering to a wide spectrum of views and interests,
- non-fiction and fiction, and entertainment and recreational formats, suitable for people of all ages,
- material supportive of life-long learning,
- technology based formats which are current and in use within the community,
- material that caters for literacy and language learning needs,
- material in formats suitable for people with disabilities including hearing or vision impairment.

5.3. The Library will source material for the Collection from:

- approved library suppliers utilising Stock Selection Profiles developed by the Library team,
- participating in consortia purchases,
- suggestions from members of the community, both as individuals and as groups,
- donations.

5.4. The Library will consider additions to the collection using a range of criteria, including:

- anticipated public demand – through circulation statistics, industry publications,
- borrower requests,
- public voting tool for new titles,
- popularity of the author or subject,
- accuracy and currency of the item or information,
- authority of the author or publisher,
- replacement copies of damaged, lost or dated items,
- representation of a range of viewpoints on a given subject,
- emphasis on Australian content, Australiana, material on First Nation topics, and items of significance to local history,
- quality of the item or information resource; including: durability, presentation and print standards, and/or user-friendliness,
- licensing and other legal requirements,
- budget restrictions,
- relevant ratings and restrictions specified by the Classification Board, of the Office of Film and Literature Classification, in respect to material restricted under the Classification (Publications, Film and Computer Games) Act 1995.

5.5. The Library may not select or accept items for the Collection that are:

- specific curriculum needs of students, including tertiary students. Exceptions include Higher School Certificate study materials,
- workbooks which are composed mainly of pages in which to record data
- items in less durable formats, such as spiralbound,

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- items in languages not substantially represented in the community (these languages may be available through State Library NSW Language Bulk Loans service),
- items that contain disinformation,
- highly specialised technical material,
- works of limited interest or collection value, or out-of-date, old, or fragile items, unless specifically acquired for the Local Studies collection,
- self-published items, unless specifically acquired for the Local Studies Collection,
- items prohibited by law or in breach of copyright.

5.6. Collection De-accessions

5.6.1 The Library will regularly review the collection to assess its continuing relevance to the community and customer needs, and to ensure it remains responsive and accessible. Items may be de-accessioned based on:

- circulation rates,
- age and currency of information,
- physical condition,
- currency of the format, particularly regarding video and technological resources.

5.6.2 Damaged and missing items that are popular will be replaced.

5.7. The Local Studies collection:

- includes historical and contemporary publications documenting the social history, geography and topography of the Albury region and the lives and achievements of local identities in various media,
- the collection is primarily secondary material, including books, newsletters, microfilm, audio-visual and digital material,
- the collection also includes primary material: maps and ephemera,
- a majority of the collection is on open access to the community at Albury LibraryMuseum, with a small collection at Lavington Library,
- access conditions may be applied to items at the time of their inclusion into the collection,
- the collection is catalogued onto the libraries collection database,
- materials may be added to the Local Studies Collection by purchase or donation,
- this collection is exempt from the the Library's collection general selection, donation and de-accessioning criteria,
- the Local Studies Collection is retained indefinitely,
- significant items that are fragile or damaged may be digitised to facilitate public access to the items.

The Local Studies Collection is complemented by :

- AlburyCity Museum and Social History Collection
- Collections of State and National Institutions

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5.8. The Library Catalogue:

- All acquisitions will be catalogued onto the library collection database and all deaccessions will be deleted from the database.
- The Library catalogue is accessible through the AlburyCity website.

5.9. Censorship

- The Library supports the Australian Library and Information Association's (ALIA) Statement on free access to information.
- The 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.
- Library materials that have not been subject to federal and state restriction or prohibition should not be excluded on moral, political, racial, religious, sexist, language, or other grounds. Nor should library materials be included on these grounds alone. .

5. Documentation

5.1. AlburyCity Library Services Delivery Policy, Draft, 2022

5.2. Albury Libraries Membership and Loans Procedure, Draft, 2022

5.3. Museum and Social History Collection Policy, Draft, 2022

6. Authorisation

Owner	Directorate	Community & Place – Libraries and Museum team
	Responsible Officer	Team Leader Libraries and Museum
Authorisation	Insert 'Approved Executive' or 'Adopted Council' Include date approved/adopted	
Review Date	Insert date four years from last issue date, or earlier if required	
Register	Public Policy and Procedure Register.	
Record of Amendments	Insert date	Provide brief description of the change.
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