



## **COLLECTION DEVELOPMENT POLICY**

(Revised August 2006)

The Southern Tablelands Regional Library (STRL) Committee has adopted the following Collection Development Policy to guide staff and to inform participating Councils and the public about the principles upon which the collections of the Southern Tablelands Regional Libraries are developed and maintained.

The Library collection supports the Mission of the Southern Tablelands Regional Library:

“To assist residents to fulfil their informational, cultural and recreational needs by providing appropriate library resources and services”

STRL acquires and makes available materials that inform, educate, entertain and enrich individuals within the Regional Community. Since no library can possibly acquire all print and non-print materials, every library must employ a policy of selectivity in acquisitions. The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value and timely materials on current issues. Within the framework of these broad objectives, selection is based on community demographics and evidence of areas of interest.

Other community resources and material available from other libraries are taken into consideration when developing collections. Through interlibrary loan, materials may be obtained from other sources. Additional information may be obtained through electronic access and the Internet. Information sources made available to the public via the Internet will be selected using the same principles that are applied to books and other formats. New formats will be considered for the collection when a significant portion of the community population has access to the necessary technology to make use of the format.

Impartiality and judicious selection will be exercised in all materials acquisitions practices. STRL supports the individual's right to access ideas and information representing all points of view. To this end, the library welcomes and solicits patron suggestions, comments and ideas about the collection and its development. STRL has adopted the Australian Library and Information Association's Statements on Free Access to Information, Libraries and Literacy, Information Literacy for all Australians, Library and Information Services to Remote Users, Library and Information Services for People with a Disability, Professional Conduct and Statement on Public Library Services.

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### **1.1 DEFINITION OF COLLECTION DEVELOPMENT**

A collection development policy is a document to assist, plan, build and maintain the library collection based on the library's objectives and the needs of the community. It takes into account the existing collection, the library's internal and external environment and the finances available.

### **1.2 PURPOSE**

The purpose of this Collection Development Policy is to clarify for the Southern Tablelands Regional Library (STRL) clients, the Regional Library Committee, the constituent Councils and the staff of the Library, the criteria used for selecting materials and the responsibility for the development of the collection.

There are many reasons for formulating a Collection Development Policy. Listed below are those considered of major importance to this service:

- to establish the strengths and weaknesses of the collection
- to prepare a guide and a basis for future collection development
- to identify and help rectify particular inadequacies within the collection
- to allow priorities to be established and funds allocated accordingly
- to inform the public of our selection policy in all areas
- to assist with internal communication and training
- to communicate to the public the scope and value of the collection
- to assist with acquiring funding from various sources

### **1.3 OBJECTIVES**

- Deliver a quality service that is client-focussed and responsive to the community needs
- Enrich the community through providing easy and equitable access to information, including those with special needs.
- Facilitate life-long learning for the whole community through promoting and developing information literacy skills
- Use technology in an innovative and efficient way to continuously improve services
- Ensure staff are highly skilled, professional and efficient in delivering services to the community

#### **Comments:**

The Collection Development Policy is revised on a regular basis. Comments and suggestions on the policy are welcome and should be directed to:

Southern Tablelands Regional Library  
Locked Bag 22,  
Goulburn NSW 2580

Phone: 02 4823 4435  
Fax: 02 4823 4440  
Email: [strl@goulburn.nsw.gov.au](mailto:strl@goulburn.nsw.gov.au)

**LIBRARY PROFILE**

**1.3.1 STRL Overview**

The library service is administered by the Goulburn Mulwaree Council on behalf of the Southern Tablelands Regional Library [STRL] Committee. The Library Committee consists of two delegates from each constituent council, and meets quarterly.

Services throughout the region are provided via a network of five branch libraries, in Crookwell, Goulburn, Gunning, Braidwood and Yass, a sub-branch at Murrumbateman and deposit station at Binalong. The individual Councils provide the buildings and maintain Internet access to Branches as well as employing Branch staff. The STRL funds the Regional Headquarters staff, whose responsibilities include coordinating selection, ordering and processing of library materials, collection weeding as well as overseeing and coordinating user services, and managing the library computer system.

The regional stock includes 104,570 items, made up of books, pamphlets, journals, audiocassettes, compact discs, CD-ROMs, videos, DVDs and microforms in English language only. Almost 300,000 items are borrowed annually. For people wishing to obtain materials in languages other than English, these can be obtained via inter-library loan (ILL) through the State Library of NSW.

Acquisitions for the STRL collection are dealt with as a whole, although demographic variations within our region may influence the specific needs of any one of the branch libraries. Both Goulburn Branch Library and the STRL central headquarters are located in Goulburn. Because it is co-located with the STRL headquarters, the branch holds general reference materials as well as more advanced/specialised materials, including LIAC (Legal Information Access Centre), ABS (Australian Bureau of Statistics) publications, NSW State Records' Archives Resources Kit and the Regional History Collection. These are used to supplement branch collections via inter-branch loan or reference request.

**1.3.2 Regional Overview – Demographic summary**

The STRL services a total population of 49,490 dispersed over an area of approx. 18,000 sq. km. It includes the constituencies of four member Councils – Goulburn Mulwaree Council, Upper Lachlan Council, Yass Valley Council and part of Palerang Council (STRL at this stage serves only the residents of the previous Tallaganda Shire).

The largest centre in the region is Goulburn Mulwaree. Yass and Palerang Councils are strongly affected by their proximity of Canberra, which influences their patterns of local library use.

Population of LGAs, 2005<sup>1</sup>

<b>Council</b>	<b>2005</b>
<b>Goulburn Mulwaree</b>	27112
<b>Palerang</b>	2834*
<b>Upper Lachlan</b>	73281
<b>Yass Valley</b>	12936
<b>Total</b>	<b>50210</b>

\*Only the part of Palerang LGA that was the former Tallaganda Shire is currently served by STRL.

**1.4 COLLECTION BUILDING AND BUDGETING ALLOCATIONS**

“The public library, by tradition, is expected to serve everybody without the limits imposed by particular client groups. It is, however, practically impossible for any library to have, locate, or provide every item that is required by every enquirer and to service all to the same degree. Adequate resources to meet collection goals depend on the library’s budget. The quantity and range of materials that can be purchased in any financial year are limited by budgetary considerations. In any given year then, collection building is therefore based on clear priorities, with major collections and areas of deficiency targeted on an annual basis for the purpose of allocating resources.”<sup>2</sup>

<sup>1</sup> 2005 population figures based on ABS Preliminary Regional Population Figures for new LGAs (as at 30 June 2004)

<sup>2</sup> Collection Development Plan, Yarra Plenty Library, Victoria: [www.yprl.vic.gov.au/yprl/colldev.html](http://www.yprl.vic.gov.au/yprl/colldev.html)

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The collection will be supplemented by use of interlibrary loans from other libraries and provision of electronic information.

**1.5.1 Collection Building**

Three factors are used in determining which sections of the collection require development and the recommended budget allocations for each financial year. These factors are the size of the collection, its age and relevancy, and most importantly its use.

**1) Size of the collection**

The current size of the collection by category of material is as follows:

Stock by branch 2005/0006 (Annual Report)

Collection	Binalong	Braidwood	Crookwell	Goulburn	Gunning	Murrumbateman	Stack	Yass	TOTAL
<i>Adult fiction</i>	14	2102	3353	8764	3128	796	1140	3534	23031
<i>Adult non-fiction</i>	5	2393	3882	14318	1543	379	1601	4297	28418
<i>Junior fiction</i>	19	796	1085	2298	794	455	207	1439	7093
<i>Junior non-fiction</i>	0	914	966	2769	697	171	31	1276	6824
<i>Picture books</i>	10	545	586	1178	422	168	3	910	3822
<i>Young adult fiction</i>	8	400	424	1367	303	83	44	552	3181
<i>Young adult non-fiction</i>	0	132	266	924	61	32	6	277	1698
<i>Large print</i>	8	883	1204	3417	518	251	4	2061	8346
<i>Paperbacks</i>	0	416	432	1371	730	122	0	884	3955
<i>Audio books</i>	0	288	377	1192	280	74	11	550	2772
<i>Music</i>	0	264	381	1314	266	33	0	397	2655
<i>CD-ROMs</i>	0	59	57	150	76	2	0	73	417
<i>Videos and DVDs</i>	0	230	454	1154	118	2	0	367	2325
<i>Magazines</i>	8	409	636	1177	311	0	0	473	3014
<i>Reference</i>	0	244	389	1051	228	37	0	490	2439
<i>Local history</i>	0	1	0	4307	0	0	0	2	4410
<i>Miscellaneous</i>	0	0	34	177	21	4	0	34	270
<b>TOTAL</b>	<b>72</b>	<b>10076</b>	<b>14378</b>	<b>46928</b>	<b>9496</b>	<b>2609</b>	<b>3047</b>	<b>17616</b>	<b>104570</b>

**2) Age and relevancy**

Over the past 5 years the age of the collection has changed, so that the percentage of library resources purchased within the STRL during the last 5.5 years and 10.5 years has changed as follows:\*

Year	Last 5.5 years STRL	Last 5.5 years NSW Average	Last 10.5 years STRL	Last 10.5 years – NSW Average
1999/00	33.71%	51.29%	60.35%	83.43%
2000/2001	37.19%	51.53%	61.60%	84.38%
2001/2002	38.68%	44.20%	65.95%	87.07%
2002/2003	42.64%	46.43%	69.78%	89.32%
2003/2004	49.02%	48.49%	74.93%	90.07%

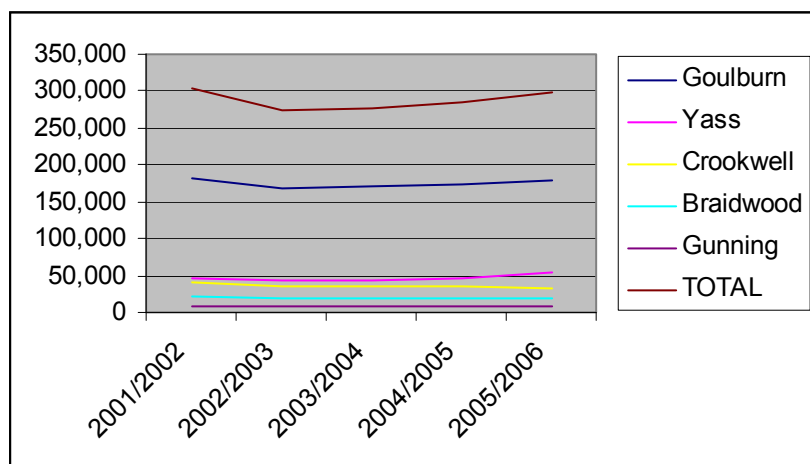
\* figures from Public Library Statistics – Tables “Age of Library Material...”

As part of this profile it is necessary to consider the accuracy and relevance of information, including whether the information has been superseded, is accurate, is needed for historical reasons, and is meeting the needs of the clients of STRL at the required standard.

**3) Usage**

**Circulation by branch:**

Branch	2002/2003	% change	2003/2004	% change	2004/2005	% change	2005/2006	% change
Goulburn	168,000	-8.0%	171234	1.9%	174288	1.78%	177943	2.1%
Yass	43,399	-7.0%	42072	-3.0%	46498	10.5%	54371	16.9%
Crookwell	34,169	-17.48%	34506	0.98%	35157	1.88%	32958	-6.3%
Braidwood	18,730	-9.3%	18230	-2.6%	17971	-1.42%	18703	4.1%
Gunning	7,845	-15.2%	7366	-6.1%	7734	4.99%	8640	11.7%
<b>TOTAL</b>	<b>273,871</b>	<b>-9.8%</b>	<b>277814</b>	<b>1.4%</b>	<b>285320</b>	<b>2.7%</b>	<b>298284</b>	<b>4.5%</b>



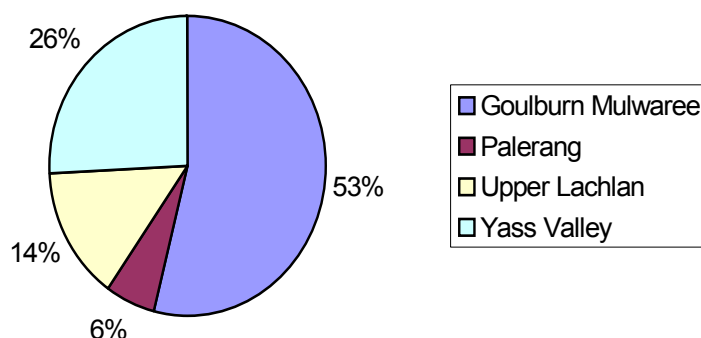
**1.5.2 Budgeting Allocation and regional contributions to the resources vote**

The following budget proportions are intended to be targets for expenditure on library materials. The actual expenditure or number of items purchased will vary depending upon availability of suitable titles, actual cost, currency fluctuations and publishing outputs. The expenditure/number of items purchased may therefore vary from the proportions outlined below. The funds are distributed across branches in proportion to contributions and grants monies received. The details of these proportions/percentages are set out in the charts below.

Currently member Councils contribute to the running of the STRL at a per capita rate according to a formula based on the populations within each Council area.

<b>Goulburn Mulwaree</b>	<b>Palerang (only former Tallaganda)</b>	<b>Upper Lachlan</b>	<b>Yass Valley</b>	<b>Total</b>
27112	2834	7328	12936	50210
54%	6%	14%	26%	100%

This percentage forms the basis of a formula for the allocations of resources purchased with these funds:



Further funds are allocated to the resources vote from grants to the participating Councils from the SLNSW. These grants are received as varying amounts paid to each Council, and the resources purchased from these funds are allocated as received.

**1.6 COLLECTION DISTRIBUTION**

To provide a comprehensive public library service to the communities covered by the STRL, library services are provided through a network of five branch libraries within the region: Braidwood, Crookwell, Goulburn, Gunning and Yass, with a sub-branch at Murrumbateman and deposit station at Binalong.

The participating local Councils cooperate with each other, other New South Wales public libraries and the State Library of New South Wales to ensure that all residents of the Southern Tablelands can receive high quality library and information services.

**1.7 MEASURES OF SUCCESS**

The success of this collection development policy can be measured in the following ways:

- New South Wales state average circulation per capita in 2003/2004 was 6.47 loans per capita
- The target is based on each item being on loan for 33% of the time or 17 weeks per year. With a three week loan period this equals 5.7 loans per item
- PLEG (Public Libraries Evaluation Group) survey statistics, with benchmarking against other public libraries in NSW

- Quarterly reporting on circulation statistics, catalogue searches and Internet usage of materials.
- Door counts for branches.
- Ability to effectively cater for special needs clients, including ILL services for resources from the SLNSW

### **1.8 COLLECTION RESPONSIBILITIES**

The development of the collection is the responsibility of the Regional Library Manager who may delegate the implementation of collection policy at his/her discretion. Selection and deselection activities are shared by staff of the Regional Headquarters with input from Branch library staff.

### **1.9 EVALUATION, SELECTION AND DESELECTION PROCESS**

The STRL's selection policy and philosophy is based on the Australian Library and Information Association (ALIA) Statements: *Free Access to Information* (Appendix A), *Libraries and Literacy* (Appendix B), *Information Literacy for all Australians* (Appendix C), *Library and Information Services to Remote Users* (Appendix D), *Library Services to People with Disabilities* (Appendix E), and *Public Library Services* (Appendix G).

With expanding areas of knowledge, changing social values, technological advances and increasing cultural differences, the library staff responsible for collection development require open mindedness, flexibility and responsiveness in the evaluation and re-evaluation of all library materials - old and new, as well as considerable subject/genre expertise.

### **1.10 CENSORSHIP (OR FREEDOM TO READ)**

The STRL believes in the principles expressed in the *ALIA Statement on Professional Conduct* (Appendix F). The public library is the institution in our society that should provide materials representing all views in all fields, including political, social and religious, no matter how controversial or objectionable these ideas may be to some people in a democratic society. Individuals should feel free to explore any and all ideas in order to decide which are meaningful to them.

Consequently:

- The Library has a role as an unbiased source of recorded knowledge and ideas.
- The Library must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.
- The Library should endeavour to provide comprehensive and balanced collections, as far as budget, space and availability of materials allow.
- Materials should not be excluded on moral, political, racial, religious, sexist, language, or other sensitive grounds alone, whatever pressure may be brought to bear by individuals or groups, except where subject to lawful Federal or State prohibition (e.g. by the Office of Film & Literature Classification).
- Collections should not be limited because of the possibility that material may fall into the hands of children. Monitoring the reading of children is the responsibility of their parents or guardians; staff should not exercise censorship in the selection of materials by rejecting, on moral, political, racial, religious, sexist, language, or other sensitive grounds alone, material which is otherwise relevant and meets the Library's standards.
- The arrangement of collections should facilitate access. Restricting access to certain titles or classes of materials, eg. by holding them in special collections available on request, may be an indirect form of censorship. Materials should not be held in closed access except for the express purpose of protecting them from injury/theft or where legal restrictions regarding access to material must be observed.
- Continuous review of material is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.

### **1.11 CRITERIA FOR SELECTION**

The following criteria are used in evaluating material for inclusion in the collection:

- quality of writing and/or production

- timeliness or permanence of the work
- reputation and significance of the author and/or publisher
- importance of the subject to the balance of the collection
- actual or potential community need and/or demand for the work
- arrangement/style
- physical presentation
- Cost

#### *Physical presentation criteria*

The format chosen will be that which will best encourage the use of the materials, and conveys the information to the user in the best and most appropriate way. Material should meet high standards of presentation including clarity and readability. Printed material selected should be durable and strong enough for use by the intended readers. Illustrations should be clear and easily related to the text. Material in formats not suitable for use in public libraries are not purchased – eg rag books for young children are not bought as they become unhygienic with use in the library environment. Where print is the chosen medium hardcover binding is preferred for its greater durability. Paperback materials are purchased, especially where the titles are published in this format first, and when the format meets the needs of the target client group. In recent years many more publications are being published in softcover format. For this reason, and because the increasing cost of hardcover books is becoming more prohibitive within our resource budget, more softcover books are being added to the collection.

There is a growing trend amongst information providers to use online format to disseminate information. For this reason, and because it is often the most appropriate method for providing access at all hours and from remote sites for our members, there is an increasing number of online products being added to the collection. It is therefore of great importance that the information technology support provided by participating Councils to our library branches is at a high level to facilitate continuous and fast access to this part of the STRL collections and services.

#### **1.11.1 Classified Materials**

The public library has a right and a duty to keep on its shelves books and materials which meet the selection criteria on topics of interest to readers and which are not prohibited by law, including material covering a range of opinions on controversial subjects. Material classified by the Office of Film & Literature Classification, i.e. G, PG, M, MA15+ & R may be purchased subject to the selection criteria set out in this policy. Material rated as 'MA15+' or 'R' by the Office of Film & Literature Classification, will not knowingly be made available for loan to persons under 18 years of age.

#### **1.11.2 Australian Emphasis**

There is an overall emphasis on quality Australian content across all areas of the collection. Particular attention is paid to coverage of Australian Aborigines in all subjects: particularly in literature, art and sport as well as religion, sociology and history.

#### **1.11.3 Duplication and replacement of materials**

Broad coverage rather than multiple copies is the preferred option for most collections. An exception is made for some reference works, and items in great demand, especially in adult, junior and young adult fiction. A maximum of three copies of one item is purchased for STRL. Additional, donated copies may be taken in to temporarily meet extra demands.

Where an item from a set/series becomes damaged beyond repair or is lost, then replacement will be considered after assessing the relevancy and need for the total series.

#### **1.11.4 Text Books**

Curriculum textbooks are not purchased as a general rule as the provision of such materials is seen to be responsibility of each educational institution. The Library will strive to provide material to supplement the information and recreational needs of students of all ages. Textbooks would be considered for purchase if no other suitable material exists on a given subject to meet general public demand.

#### **1.11.5 Suggestions for purchase**

Suggestions and requests for purchase by members of the public from the STRL region are encouraged. These suggestions are then considered subject to the selection criteria outlined within this Collection Development Policy. Materials are purchased where finances permit and if requests meet library priorities.

#### **1.11.6 Donations**

The Library welcomes donations of books and other material. It accepts donated material, with the proviso that the materials meet the guidelines of the Collection Development Policy. Donations of duplicate current or popular material will only be accepted to meet a short-term demand. As a general rule material older than three years will not be selected for inclusion unless it fills gaps in the collection or replaces missing or damaged items. Donations, which are accepted, become part of the regional collections and are subject to the same criteria for loan, weeding or transfer as other material in the collection.

When accepting donations Branch Managers may indicate which items they would like to include in their particular Branch Collection. These items will be catalogued and processed by regional library staff and returned to that particular branch to commence circulation. Branch Managers should make it clear to people donating material that if particular items are not required in the local library collection they will be donated to other branches within the Regional Library. Donations that are not suitable for inclusion in the regional collection are either:

- sold at library book sales
- given to charity
- sent for recycling

#### **1.12 INTER-LIBRARY AND BULK LOANS**

Material, which is not held by the STRL and is not available for purchase, or is of lower priority within the collection development policy, can be obtained for a fee through inter-library loan. Items requested by multiple clients may be considered for purchase.

Bulk loans of materials to suit special needs, can be obtained at no cost to the client, from the State Library of New South Wales through STRL. These include audio books, large print materials, and English as a Second Language (ESL) materials. Branch officers are able to access these individually, as required.

#### **1.13 SELECTION TOOLS**

Tools used for selection include:

- publishers' catalogues
- reviewing journals and newspapers
- pre-publication advice
- suppliers' information
- sighting items
- suggestions for purchases
- online sites and internet resources
- suppliers selection profiles

#### **1.14 WITHDRAWAL GUIDELINES AND DEPRECIATION**

A number of factors are used to determine whether or not an item should be retained in the collection. These tend to be the same as those used to select an item. For further details refer to the individual collection development policy selection criteria.

Standard criteria used are:

- Accuracy of the information
- The currency of the edition or version, and whether or not the information is obsolete

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- Physical condition and appearance of the item. Consideration will be given to re-binding items that otherwise meet retention conditions.
- Usage
- Items published in, relating to, or by a resident of the Southern Tablelands in most cases, to be retained.

Hardcopy reference items are not to be removed from Branch collections without consultation with Participating Councils; such consultation to be undertaken with the appropriate Officer as delegated by each Participating Council. If formal reports are required by Participating Councils for approval to discard hardcopy reference items from Branch collections, these should be prepared and presented by Branch Officers-in Charge of the relevant Council.

**Depreciation**

The depreciation period used for public library collections is 5 years. This period recognises that most material held by the library would be kept for a period of 5 years apart from those withdrawn due to damage. Newspapers and Electronic Subscription Services are expensed in the year of purchase and therefore not depreciated. While not a factor in determining whether or not an individual item should be retained the depreciation rate does reflect the period that an average item would be expected to remain either in a good enough physical state to be kept or for the content to remain sufficiently up-to-date.

## **1.15 COLLECTION DEVELOPMENT STATEMENTS**

### **COLLECTION: REFERENCE**

The aim of these collections and resources is to provide access to a comprehensive up-to-date range of materials and information sources, which facilitate the provision of ready reference information. All reference material is for use in the Library only. Within copyright, excerpts from reference materials may be electronically delivered to another Branch.

Materials in all formats are included in this collection eg print, CD-ROM, online products with the particular format chosen to encourage the use of the materials and convey information to the user in the most appropriate way.

The central reference collection is located at Goulburn Branch Library, and operates as a regional resource. The reference collections at each branch are enhanced by the provision of access to electronic information through the library network and library Homepage and by providing public access Internet terminals in all branch libraries.

**TARGET CLIENT GROUP:** All members of the community.

**SCOPE:** Up to date and accurate ready reference resources covering all major topic areas, for use within the library only.

**FORMATS:** All formats.

**CRITERIA:** Currency: Purpose: Authority: Scope: Cost  
Format, Organisation of the content including indexing, consistency, to facilitate ease of use

- WEEDING/RETENTION:**
- Hardcopy reference items are not to be removed from Branch collections without consultation with Participating Councils; such consultation to be undertaken with the appropriate Officer as delegated by each Participating Council. If formal reports are required by Participating Councils for approval to discard hardcopy reference items from Branch collections, these should be prepared and presented by Branch Officers-in-Charge of the relevant Council.
  - Outdated and/or inaccurate materials are weeded.
  - Encyclopaedias should be replaced, in general, every 2-5 years, (then transferred to another branch, or made available for loan).
  - Encyclopedia Yearbooks not purchased.
  - Superseded editions may be relocated to lending collections to reflect local community needs

**FUTURE PLANS:** Maintain the currency of the collection, replacing outdated materials as required and as funds permit.

**NOTES:** The collection is supplemented by available Internet resources.

**COLLECTION: AUSTRALIAN BUREAU OF STATISTICS –  
LIBRARY EXTENSION PROGRAM**

All ABS publications are now available free online through the ABS web site <http://www.abs.gov.au/>  
In addition to free ABS Statistics online, STRL receives the CLIB census product and the LEP  
Flagship list of printed ABS publications.  
STRL provides public access to ABS statistics via links from the STRL web site.  
The ABS Flagship list publications make up part of the STRL Reference Collections and are  
accessible at Goulburn Branch Library.

- TARGET CLIENT GROUP: All members of the community.
- SCOPE: ABS publications from the LEP service.
- FORMATS: Online, printed, CD-ROMs.
- CRITERIA: Currency
- WEEDING/RETENTION: Online information is updated by ABS on a daily basis, printed and  
CD-ROM publications are updated as provided.
- FUTURE PLANS: Continue to be a participant of the ABS LEP Service.
- NOTES: The collection, as part of the central reference collection located at  
Goulburn Branch Library, is intended to serve as a regional  
resource.  
The ABS Year Book is held at each branch library.

**COLLECTION: LEGAL INFORMATION ACCESS CENTRE (LIAC)**

The STRL is a participant in LIAC [Legal Information Access Centre], a joint initiative of the State Library of New South Wales and the Law Foundation. The resources are provided mainly through online products accessible through the LIAC Website. The website provides online publications, references to printed publications and references to other legal information and sites. The resources in this legal information services kit are written in everyday language and cover legal information and information about where to obtain further advice and legal expertise.

The core printed LIAC collection is housed in the central reference collection at Goulburn Branch Library. A basic kit – the Legal Tool Kit – is housed in each branch library, and the resources of the State Library are available for more difficult queries.

**TARGET CLIENT GROUP:** All members of the community.

**SCOPE:** Up to date legal publications from the State Library of NSW list for LIAC libraries.

**FORMATS:** Serials, monographs. LIAC information is also accessible via the internet.

**CRITERIA:** Currency  
Authority

**WEEDING/RETENTION:** Outdated materials are weeded in accordance with directions from State Library of NSW LIAC.

**FUTURE PLANS:** Continue developing the collection according to the recommendations from the State Library of NSW LIAC.

**NOTES:** The collection, as part of the central reference collection located at Goulburn Branch Library, is intended to serve as a regional resource.

**COLLECTION: REGIONAL HISTORY**

The Regional History Collection is a reference collection of family and local history resources, the bulk of which is housed in the Regional History Room, Goulburn Branch Library. It is supplemented by the family history resources of the Goulburn District Family History Society Inc. (GDFHS), which are also located within the Regional History Room. The Library aims to complement existing collections held by local and/or family history societies, ensuring public access to library resources through the Regional History Room and Branch Libraries' collections.

This specialist collection is aimed at materials produced within the region, about the region, and by regional authors. The collection encompasses historical and some archival material. Materials pertinent to particular communities are also held within the reference collections of each branch. Local newspapers held at the appropriate branches, form part of this collection. For exact holdings ask staff at each branch, as not all items are catalogued as yet.

The local history resources of the Crookwell and District Historical Society (CDHS) are listed on the STRL catalogue. They are located in the Crookwell Archives attached to the Crookwell Memorial Hall, and permission to access these may be obtained through Crookwell Branch Library.

Materials relating to areas outside the current administrative and functional boundaries of the Southern Tablelands, but whose histories have impacted significantly on Goulburn and the surrounding region, for example Queanbeyan, the Monaro, and the Illawarra are also collected, though not actively.

**TARGET CLIENT GROUP:** Local and family history researchers, and students.

**SCOPE:** Materials dealing with the history of the Southern Tablelands region.

Materials of relevance to local and/or family history for the Southern Tablelands region.

Historical and current materials that have historical significance.

Material written by local authors with local and/or family significance.

**FORMATS:** Monographs, periodicals, ephemera, pamphlets, newspapers, manuscripts, maps and plans, photographs, digital resources, microforms.

**CRITERIA:** Purpose.

Scope.

Format.

**WEEDING/RETENTION:** Superseded editions are replaced.

Materials damaged beyond reasonable repair are weeded.

Weeded GDFHS materials are returned to the Society.

**FUTURE PLANS:** Continue to develop a comprehensive collection.

Further develop the photographic collection.

Collections for Yass, Gunning and Tallaganda are being developed.

**REGIONAL HISTORY COLLECTION: PHOTOGRAPHS & IMAGES**

The Regional Photographic Collection is housed in the Regional History Room, Goulburn Branch Library. The Library aims to complement existing collections held by local history societies, providing public access to images through the Regional History Room and ultimately, online via the internet to some of these images. (refer Digitisation Policy)

This specialist collection is aimed at materials produced about the region, which will promote an understanding of the Southern Tablelands Region in the historical and current context.

Images relating to areas outside the current administrative and functional boundaries of the Southern Tablelands, but whose histories have impacted significantly on Goulburn and the surrounding region, for example Queanbeyan, the Monaro, and the Illawarra are also collected, though not actively.

**TARGET CLIENT GROUP:** Local and family history researchers.

Students.

Newspapers.

Commercial and non-profit organisations.□

**SCOPE:** Images dealing with the history of the Southern Tablelands region.

Images of relevance to local history for the Southern Tablelands region.

Historical and current images that have historical significance for the region.

**FORMATS:** Hard copy, eg photographs, pictures, prints, posters, maps, plans.

Digital images.

**CRITERIA:** Provenance

Subject

Author or producer

**PRESERVATION:** The Library will take appropriate measures to ensure the long term preservation of images in the collection.

**WEEDING/RETENTION:** Items whose relevance is unable to be identified or confirmed following realistic investigation, may be discarded.

**FUTURE PLANS:** Continue to develop a comprehensive collection.

Develop the capacity to store and retrieve digital images.

Develop online access to photographic and other image collections.

**COLLECTION: STATE RECORDS – ARCHIVES RESOURCES KIT**

Through Goulburn Branch Library, STRL provides a community access point for NSW State Records' Archives Resources Kit. This Kit comprises microform copies of those colonial records most commonly used by local and family historians, as well as guides, indexes and explanatory materials. The Kit is located in the Regional History Room of Goulburn Branch Library, and supplements the regional history collection. Further resources are accessible via the NSW State Records and Archives web site at [www.records.nsw.gov.au](http://www.records.nsw.gov.au).

**TARGET CLIENT GROUP:** Local and family history researchers.

**SCOPE:** Materials as supplied by NSW State Records.

**FORMATS:** Microforms including microfilm and fiche; printed materials, and electronic resources providing access to the Internet

**CRITERIA:** Relevant to research undertaken in the STRL  
Within priorities of the Regional History collection development guidelines.

**WEEDING/RETENTION:** Titles damaged beyond repair are weeded and replaced in accordance with NSW State Records advice.

**FUTURE PLANS:** Develop the collection according to recommendations of NSW State Records.

**NOTES:** The Kit is intended to serve as a regional resource and is available on request through Inter Branch loan.

**COLLECTION: ELECTRONIC RESOURCES**

The library provides online services, both via the Internet in the form of subscribed products and free information, electronic publications accessed via the catalogue and other electronic media such as CD-ROM. The following criteria are applied to the selection of the electronic resources:

- provide information relevant to the Library and its services
- provide an online equivalent to standard types of reference materials
- provide government information at the federal, state and local level
- provide resources that support the K-12 curriculum
- assist the general public in self-education and exploration as fostered by public libraries
- provide information specifically of interest to residents in the STRL service area

The Internet is used to electronically provide access to the wealth of information and recreation resources from around the world. The Library collections held by the STRL are part of, and enhanced and supplemented by, information, which is available via the Internet. The availability of information via the Internet should be considered when selecting materials, particularly for reference collections.

Public Internet Access terminals are available at all branch libraries., and additional terminals will be provided based on the demand for the information accessed through them, and the ability of the library to provide the supporting infrastructure and user education.

**TARGET CLIENT GROUP:** All members of the community.

**SCOPE:** To supplement the main collections. For use in-house or for loan.

**FORMATS:** Electronic, including online subscription services, CD-ROMs for in-library use, links to online publications from the library catalogue and linking to relevant sites from the STRL home page.

**CRITERIA:** Meets the needs of STRL clients.

Price, licensing, updating and archiving arrangements should be considered.

**WEEDING/RETENTION:** Currency and functionality of links and information  
Technical requirements superseded for most clients  
Program is difficult to use / has bugs.

**FUTURE PLANS:** Expand coverage in the higher use subjects as funding becomes available.

## **LENDING COLLECTIONS**

Lending collections are provided from all libraries in the STRL system. Materials in all formats are included in these collections, with the particular format chosen to best encourage the use of the materials, and convey information to the user in the most appropriate way.

With the exception of the Rayner Collection (Yass), which was a bequest specifically restricting the use of those materials to Yass Shire Council residents and ratepayers, all items in the lending collection are available through all libraries in the system, regardless of the item's allocated location. Stock is regularly rotated across the region to facilitate access to material.

### **COLLECTION: ADULT NON-FICTION**

The adult non-fiction collection provides a comprehensive up-to-date range of material to meet the information, recreational and cultural needs of the community. The aim is to ensure comprehensive coverage of Australian popular material. The Library aims to be responsive to client demands and general trends, and reflect the needs of the individual communities within the region. This is reflected in the composition of different branch collections.

**TARGET CLIENT GROUP:** Adult community, including young adults.

**SCOPE:** Materials are collected to suit adult readers to approximately university entrance level. Some subjects have wider coverage and more stock than others, depending on interest and use.

**FORMATS:** Monographs, both hardcover and paperback, videos, DVDs, audiobooks and CD-ROMs.

**CRITERIA:** Accuracy and currency.

Authority of publishers and authors.

Scholarship involved in the work.

Popular demand.

Ease of use, comprehension and relevance to the intended audience.

Physical quality of the item and value of the book in relation to its price.

Appropriate emphasis to be placed on the acquisition of Australian material.

**WEEDING/RETENTION:** Information is dated.

Perceived usage with reference to circulation statistics and in-house use.

Books damaged beyond repair.

Relevance to Stack.

Superseded editions of reference material may be relocated to branch lending collections to reflect local community needs.

Items weeded from one branch may be transferred to another branch to reflect local community needs.

**FUTURE PLANS:** Continue regular weeding and updating the collections.

Respond promptly to suggestions for purchase.

Identify gaps in collections and fill these as funding becomes available.

**COLLECTION: JUNIOR NON-FICTION**

The junior non-fiction collection provides a comprehensive up-to-date range of material to meet the information, recreational and cultural needs of children within the Southern Tablelands. The aim is to ensure that the coverage of relevant Australian material is as comprehensive as possible. The Library aims to be responsive to client demands and general trends, and reflect the needs of the individual communities within the region. This is reflected in the composition of different branch collections.

- TARGET CLIENT GROUP:** Junior members of the community to approximately age 12 or upper primary school level.
- SCOPE:** Materials are collected in most subjects from elementary reader level to upper primary. Some subjects have wider coverage and more stock than others, depending on interest and use.
- FORMATS:** Monographs, both hardcover and paperback, videos, DVDs, audiobooks and CD-ROMs.  
The Library will not purchase or actively collect toys, games or puzzles. However, donations of games to be used within library branches may be accepted and donations of puzzles appropriate to pre-school age may also be accepted by some branches for lending.
- CRITERIA:** Accuracy and currency.  
Authority of publishers and authors.  
Scholarship involved in the work.  
Popular demand.  
Ease of use, comprehension and relevance to the intended audience.  
Physical quality of the item and the value of the book in relation to its price.  
Appropriate emphasis to be placed on the acquisition of Australian material.
- WEEDING/RETENTION:** Information is dated.  
Perceived usage with reference to circulation statistics and in-house use.  
Books damaged beyond repair.  
Relevance to Stack.  
Superseded editions of reference material may be relocated to branch lending collections to reflect local community needs.  
Items weeded from one branch may be transferred to another branch to reflect local community needs.
- FUTURE PLANS:** Continue regular weeding and updating the collections.  
Respond promptly to suggestions for purchase.  
Identify gaps in collections and fill these as funding becomes available.

**COLLECTION: YOUNG ADULT**

Youth culture is characterised by fast changing popular trends and collections must reflect this. Young adult collections cater to the differing levels of maturity and ability amongst teenagers. Paperback items are most commonly selected to appeal to users wanting up-to-date popular material.

Fiction materials are selected to appeal to readers who are influenced greatly by peer pressure and the media and who have often lost interest in reading fiction. Non-fiction titles provide a comprehensive up-to-date range of materials to meet the information, recreational and cultural needs of young adults, with particular emphasis upon study support materials. The Library aims to be responsive to client demands and general trends, and reflect the needs of the individual communities within the region. This is reflected in the composition of different branch collections.

- TARGET CLIENT GROUP:** Young adults - teenagers 12-17 years (this age range is only an approximation as some young adults read Adult Fiction).
- SCOPE:** Fiction and non-fiction catering for the reading interests and needs of this age group. All fiction genres are collected.
- FORMATS:** Monographs in hardcover and paperbacks, although paperbacks are more popular with this age group and are purchased whenever possible, especially for the more ephemeral fiction (such as graphic novels).  
Videos, CD-ROMs, audiobook titles.
- CRITERIA:** Fiction:  
Literary merit.  
Imaginative and original writing.  
Well sustained plot with effective characterisation.  
Attractive presentation.  
Current reading trends as reflected by borrower requests.  
An emphasis on Australian titles.  
Non-Fiction:  
Accuracy and currency.  
Authority of publishers and authors.  
Scholarship involved in the work.  
Popular demand.  
Ease of use, comprehension and relevance to the intended audience.  
Physical quality of the item and value of the book in relation to its price.  
Appropriate emphasis to be placed on the acquisition of Australian material.
- WEEDING/RETENTION:** Information is dated.  
Perceived usage with reference to circulation statistics and in-house use.  
Books damaged or worn out.  
Lack of interest.  
Relevance to Stack.  
Items weeded from one branch may be transferred to another branch to reflect local community needs.
- FUTURE PLANS:** Continue regular weeding and updating the collections.  
Monitor, and respond to, current reading trends, keeping the collection as up-to-date as possible.  
Identify gaps in collections and fill these as funding becomes available.

**COLLECTION: ADULT FICTION**

The fiction collection provides clients with access to the broadest possible selection of popular and contemporary fiction and literary classics. This includes writers in English from throughout the English-speaking world and translation of works of major non-English speaking writers.

Many genres are collected: best sellers, contemporary fictions, award winning titles and foreign language material translated into English. While the aim is to achieve a broad coverage of all adult fiction multiple copies of popular materials are only purchased to meet actual demand, and usually a maximum of three copies of one title is purchased unless the number of reserves is particularly high.

The separate paperback collections mainly include popular and contemporary fiction. Many of these are donated by the public. This material is shelved for browsing, not necessarily in any order.

However, many new authors' works being published in Australia are increasingly in paperback format only so the purchase of this type of item is increasing in the general adult fiction collection.

**TARGET CLIENT GROUP:** Adult community, including young adults.

**SCOPE:** Adult fiction by well known as well as new writers.

Popular fiction in local demand.

Award winners, particularly Australian authors.

All genres.

**FORMATS:** Monographs in hardcover and paperback, audiobooks and CD-ROMs.

First and second copies of fiction usually bought in hardcover edition wherever possible. Additional copies may be bought in paperback edition or all copies if only paperback format is available.

**CRITERIA:** Literary merit.

Original and imaginative writing.

Accurate description of the era, or country or subject.

Well sustained plot and effective characterisation.

Popular demand.

**WEEDING/RETENTION:** Books damaged or worn out.

Items 15 years old or greater, or borrowed less than twice in the last two years.

Relevance to Stack.

**FUTURE PLANS:** To monitor, and respond to, current reading trends, keeping the collection as up-to-date as possible. Continue purchasing across all genres. Respond promptly to suggestions for purchase.

**NOTES:** The use of revolving collections ensures titles are regularly rotated around the branches to meet the needs of local communities.

**COLLECTION: JUNIOR FICTION**

The collection allows children to discover and maintain an enjoyment of reading. Titles are provided for all reading levels and abilities including children who are reluctant readers or have reading difficulties. This collection caters for popular reading tastes and reflects latest trends in children's reading.

The culture is characterised by fast changing popular trends and collections must reflect this. Items classified as paperbacks are selected to appeal to users wanting up-to-date popular material.

- TARGET CLIENT GROUP:** Junior Fiction - children 6-12 years (this age range is only an approximation as some juniors read Young Adult Fiction).
- SCOPE:** Fiction catering for the reading interests of this age group. All genres are collected.
- FORMATS:** Usually paperbacks. Paperbacks are more popular with this age group and are purchased whenever possible, especially for the more ephemeral fiction.
- CRITERIA:** Literary merit.  
Original and imaginative writing.  
Well-sustained plot with effective characterisation.  
Attractive presentation.  
Current reading trends as reflected by borrower requests.  
An emphasis on Australian titles.
- WEEDING/RETENTION:** Books damaged or worn out.  
Items 15 years old or greater, or borrowed less than twice in the last two years.  
Relevance to Stack.
- FUTURE PLANS:** To monitor, and respond to, current reading trends, keeping the collection as up-to-date as possible.

**COLLECTION: JUNIOR READERS**

The collection caters for the younger readers who require further extension of their reading skills prior to reading junior fiction material.

**TARGET CLIENT GROUP:** Parents, and children (approximately 7-10 years)

**SCOPE:** Books to stimulate young readers eg. chapter books of short to medium length which include pictures and straight-forward text, books in a picture book format which contain concepts applicable to children in the age range. Series specifically designed for the young independent reader.

**FORMATS:** Usually softcover books.

**CRITERIA:** Books to stimulate and interest children.

Imaginative storylines.

Literary merit.

Interesting characters.

An emphasis on Australian titles.

**WEEDING/RETENTION:** Books damaged or worn out.

Books no longer of interest to the target group may be discarded or transferred to another branch.

**FUTURE PLANS:** Weeding of the Leap Frog collections at all branches to remove unsuitable material from the collections. Concentrate on

purchasing books specifically designed for young readers.

Weeding on a yearly basis of out-dated material will continue.

**COLLECTION: JUNIOR PICTURE BOOKS**

The collection aims to introduce children to books and reading as enjoyable and rewarding experiences. It provides materials in a variety of illustrated formats introducing language, concepts and themes that stimulate and appeal to babies and young children.

**TARGET CLIENT GROUP:** Children from babies to early school students. It should be noted that material will probably be read by, and is often selected by, adults.

**SCOPE:** Books for non-readers ie. board books, alphabets, counting, nursery rhymes etc. and picture story books for parents to read to pre-schoolers. Also easy to read picture books. Collection to include works by local and Australian authors, recognised classics, both Australian and international award winning titles.

**FORMATS:** All formats, including audiovisual, although predominantly printed format.

**CRITERIA:** Literary merit.  
Original and imaginative writing.  
High quality illustrations that compliment the story line.  
Well-sustained plot and effective characterisation.  
Books to stimulate imagination and speech.

**WEEDING/RETENTION:** Books damaged or worn out.  
Books no longer in demand.  
Copies of classics, works by local authors, etc. will be replaced if at all possible.

**FUTURE PLANS:** Weeding at some branches is needed. The emphasis on buying books by popular Australian and overseas authors and illustrators will continue.

**COLLECTION: REGIONAL STACK**

The Regional Stack, located in the Goulburn Branch Library, has a support function for the Regional collection. It houses older material of value, including classic fiction, important non-fiction works, Australiana and works by local authors (see Appendix G). Back issues of selected newspapers are also kept in Stack.

The Stack does not hold duplicates of items on open shelves unless the item has been identified as one where high demand may need to be met or where the item has particular local value. Hardback copies of titles are retained in preference to paperback copies.

**TARGET CLIENT GROUP:** All members of the community.  
**SCOPE:** Supplement the regional lending collections.

**FORMATS:** Monographs – preference for hardcover over softcover.  
Newspapers.

**CRITERIA:** Fiction:

- Representative collections of works of enduring interest, including classic works regardless of age, works by Australian authors, and works by local authors.
- Deposits considered with reference to guidelines/advice from recognised authorities in the field, and the interests of local communities.

Non-Fiction:

- Culturally significant works and works of importance in all subject areas including histories.
- Representative collections of works of enduring interest, including classic works regardless of age, works by Australian authors, and works by local authors.
- Deposits considered with reference to guidelines/advice from recognised authorities in the field and the interests of local communities.

Newspapers:

- At Goulburn, issues will be located in Reference for 1 month from date of issue, then sent to stack.
- In Yass, the current daily issues are available for reference, with past issues (up to 3 months) available by request from branch staff.

**WEEDING/RETENTION:** Fiction & Non-Fiction:

- As per deposit criteria with reference to circulation statistics and changing needs of local communities

Newspapers:

- Goulburn Post to be retained for 12 months, then checked against Regional History Room holdings to fill gaps, with duplicates to be discarded
- Sydney Morning Herald to be retained for 6 months, then discarded
- All other newspapers to be retained for 6 months, then discarded

**FUTURE PLANS:** Ensure Stack continues to meet the needs of STRL communities

**COLLECTION: LARGE PRINT**

The collection caters for readers of all ages with a need or a preference for large print publications with the broadest possible selection of contemporary fiction, selected classics and a limited range of non-fiction. Whilst hardcover books are preferred due to their durability, cost often makes this prohibitive and soft cover books are increasingly being purchased. Also, some soft cover books better meet the physical needs of some clients.

**TARGET CLIENT GROUP:** The adult community who require or prefer their reading matter in large print format.

**SCOPE:** Popular fiction and non-fiction.

**FORMATS:** Hardcover and paperbacks.

**CRITERIA:** Literary merit.

Original and imaginative writing.

Well-sustained plot and effective characterisation.

Non-fiction should be selected with the age and general interest of the clientele in mind.

**WEEDING/RETENTION:** Books damaged or worn out.

Read-out items.

Relevance to Stack.

**FUTURE PLANS:** The demand for Large Print materials is likely to increase for the foreseeable future. Current standing orders should be maintained and extended when funds permit.

The large print collection is supplemented by bulk loans from the

State Library of New South Wales on a regular, ongoing basis.

Large print titles are regularly rotated around the branches to ensure a steady supply of relatively new materials.

**COLLECTION: AUDIO BOOKS**

The collection caters for the needs of those members of the community with hearing impairment, and/or who prefer this format for listening to material, rather than reading the items. The collection covers the same range of fiction and non-fiction as in the main collections.

**TARGET CLIENT GROUP:** Adult members of the community, including people with print disabilities.

**SCOPE:** Popular works for adults.

**FORMAT:** CD and cassette

**CRITERIA:** Unabridged works are purchased where possible.  
Sound and clarity of voice.  
Durability of presentation.

**WEEDING/RETENTION:** Damaged and worn out items.

**FUTURE PLANS:** The demand for Audio Books is likely to continue for the foreseeable future. The collection should be extended as funds permit.

The audio book collection is supplemented by bulk loans from the State Library of New South Wales on a regular ongoing basis. Audio book titles are regularly rotated around the branches to ensure a steady supply of relatively new materials.

**COLLECTION: AUDIO-VISUAL**

The aim of this collection is to enhance the collection with a range of audio-visual materials covering the same range as in the main collections, with emphasis on

- documentaries of an informative or educational nature
- do-it-yourself, and instructional presentations
- performance of dramas or screenplays with a particular emphasis on the purchase of Australian drama
- popular series, classic films, drama, comedy, including films with an Australian interest – e.g. an Australian leading actor or director
- material of specific interest to the Southern Tablelands communities.

**TARGET CLIENT GROUP:** All members of the community, including children and young adults.

**SCOPE:** Same as the main collections.

**FORMATS:** Preferred format is DVD (Region 4 or 0 only).

**CRITERIA:** Accuracy

Currency.

The authority of the work.

Infotainment value (with emphasis on educational aspects).

Popular demand (e.g. Children's animated films).

Value in relation to price.

Appropriate emphasis should be placed on acquisition of quality Australian material.

MA15+ is a non-preferred classification.

**WEEDING/RETENTION:** Information is dated.

Lack of interest.

Disks damaged beyond repair.

**FUTURE PLANS:** Develop the collection further as funds permit, especially in areas of greater demand.

**COLLECTION: MUSIC**

The collection contains recorded examples of works by major contemporary and past composers and performers, including examples of musical styles from a wide variety of countries and cultures and a comprehensive collection of Australian artists. The junior collection of music gives children access to a variety of styles of music and singing specifically produced for their age group. Junior material may include compilations of songs, music and stories.

**TARGET CLIENT GROUP:** All members of the community.

**SCOPE:** All general musical styles.

**FORMATS** Compact disc (CD)

**CRITERIA:** Artistic merit and reputation of the performer/s.

Quality and interpretation.

Technique of the performer/s.

**WEEDING/RETENTION:** Aged and damaged stock.

Material no longer in demand.

**FUTURE PLANS:** Active collecting of audiocassette recordings has been discontinued. Due to technology changes, compact disks are the preferred format for recorded music and audiocassettes will be progressively withdrawn.

**COLLECTION: SERIALS**

The collection aims to provide an up-to-date range of serials for loan, which meets the informational, recreational and cultural needs of the community. There is an emphasis on newspapers and serials published within the Southern Tablelands region, as well as Australian material.

**TARGET CLIENT GROUP:** All members of the community.

**SCOPE:** Titles of subject material of general interest.

**CRITERIA:** Reputable publications.  
Currency and regularity.  
Cost.

**WEEDING/RETENTION:** In general, 1-3 years of issues are kept in circulation, then discarded.  
Damaged stock.

**FUTURE PLANS:** Review the subscription lists of magazines annually with the view to providing good coverage in areas in demand.

**COLLECTION: HSC COLLECTION**

This collection incorporates topics of particular interest to upper secondary school students. The material is housed in the Goulburn Branch Library and is available for Inter Branch loan. Other branches house some material to support HSC studies but are not housed in a separate collection.

**TARGET CLIENT GROUP:** HSC students

**SCOPE:** To supplement the subject collection with to support HSC studies.

**FORMAT:** Material in written form - including pamphlets, articles, booklets.

**CRITERIA:** Material relevant to the Higher School Certificate Curriculum  
Information not held elsewhere in the collection.

**WEEDING/RETENTION:** Collection should be weeded regularly to maintain currency.

**FUTURE PLANS:** To develop and expand the collection to meet the constant changes of the Higher School Certificate and the needs of upper secondary students.

Additional HSC files to be developed in other Branch libraries as required.

**NOTES:** The collection is supplemented by available Internet resources.

**COLLECTION: ADULT LITERACY**

The Adult Literacy Collection aims to assist all adult members of the community to achieve their desired competency in English by providing a wider range of learning material and language support.

**TARGET CLIENT GROUP:** Adult community who wish to improve their English literacy and numeracy skills which includes target groups such as:

- Young adults
- Rurally and socially isolated
- Indigenous
- Socio-economically disadvantaged
- Clients of Non-English Speaking backgrounds who wish to learn or develop their language skills in the English language.

**SCOPE:** The collection is primarily an education resource, which provides a wide range of linguistic and general language materials with particular emphasis on the learning process.

**FORMAT:** Books, Audio, Videos, CD ROMS, Online products, Sound Recordings.

**CRITERIA:** Accuracy and currency  
Authority of publishers and authors  
Ease of use, comprehension and relevance to the intended audience.

**WEEDING/RETENTION:** Items damaged beyond repair or obsolete

**FUTURE PLANS:** Establish networks with regional organisations supporting adult literacy in the community.

**NOTES:** Available Internet resources supplement the collection.

## APPENDIX A

### 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;

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.

**Related documents**

Article 19 of the United Nations Universal Declaration of Human Rights

<http://www.un.org/Overview/rights.html>

Article 19 of the International Covenant on Civil and Political Rights

<http://www.unhchr.ch/> [link lost]

Adopted:  
**2001**

## **APPENDIX B**

### **Statement on libraries and literacy**

Rapid social change, the emphasis on lifelong education, the increasing rate of technological development and the movement towards an information-based society are factors which suggest, as never before, that literacy is an essential instrument for effective participation in society.

The illiterate person can be substantially disadvantaged. It is essential to democratic processes of government that citizens have the skills and opportunities to inform themselves on matters of community and national interest and participate in the decision-making process.

The scope for access to information resources is growing and will be increased enormously as communications technology becomes more sophisticated.

Nevertheless, the communications media of the foreseeable future will continue to assume the user's capacity to read and understand the written word.

The Australian Library and Information Association believes that:

- primary responsibility for information services to students rests with the institution at which the student is enrolled;
- all libraries should acknowledge their responsibility for servicing educational goals in a variety of institutional and social contexts, in particular the responsibility held by public libraries as agencies for supporting and supplementing education within their communities;
- the traditional functions of librarians include the collection, organisation, promotion and dissemination of printed and audio-visual communications media. The exercise of these functions implies concern for those who lack the skills necessary to make appropriate use of communications resources. This concern is also a natural outcome of libraries' educationally-oriented role; and
- in addition to recognising the link between literacy and effective citizenship, the library profession is dedicated to fostering in all people a lifetime habit of purposeful educational and recreational reading for the enjoyment, stimulation and delight it brings.

Adopted: **1979** Amended: **1996**

## APPENDIX C

### Statement on information literacy for all Australians

#### **Short title**

Statement on information literacy

#### **ALIA objects addressed**

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.

#### **Principle**

A thriving national and global culture, economy and democracy will best be advanced by people who recognise their need for information, and can identify, locate, access, evaluate and apply that information.

#### **Statement**

Information literacy can contribute to:

- participative citizenship;
- social inclusion;
- acquisition of skills;
- innovation and enterprise;
- the creation of new knowledge;
- personal, vocational, corporate and organisational empowerment; and,
- learning for life.

Library and information services professionals therefore embrace a responsibility to develop the information literacy of their clients.

They will support governments at all levels, and the corporate, community, professional, educational and trade union sectors, in promoting and facilitating the development of information literacy for all Australians as a high priority.

#### **Related documents**

ASLA Statement on Information Literacy, adopted 1994

[http://www.asla.org.au/policy/p\\_infol.htm](http://www.asla.org.au/policy/p_infol.htm)

Council of Australian University Librarians, *Information Literacy Standards*.  
Canberra, 2001

Adopted: **2001** Amended: **2003**

## APPENDIX D

### Library and information services for people with a disability

#### *ALIA objects addressed*

To promote and improve the services provided by all kinds of library and information agencies.

#### *Principle*

The Australian Library and Information Association adopts in principle the right of people with a disability to equitable access to information through all library and information services, and promotes the observation of current Commonwealth, state and territory disability discrimination legislation.

#### *Statement*

1. The Association recommends that all library and information providers, as part of their core services, put in place services, collections, equipment and facilities, which will assist individual users with a disability to access and use resources that meet their particular needs for information.
2. The Association encourages library and information service providers to consult individuals with a disability, and groups representing them, in the planning, development and ongoing delivery of services.
3. The Association acknowledges that the best services are provided by professionals who are aware of the needs of, and service options for, people with a disability. Therefore the Association:
  - encourages all library and information services to ensure that staff are adequately trained and available to work with users with a disability; and
  - supports career-long professional development and formal library and information studies programs, which will facilitate the strengthening of equitable library and information services to people with a disability.
4. The Association supports efforts to ensure the best level of access and utility to existing and emerging resources by people with a disability through service agreements, referrals and sharing of resources between library and information services; and between these and other organisations specialising in services targeted for people with a disability, whether government, corporate or voluntary.
5. In addition to meeting legislative requirements, the Association encourages the observation of universal design principles, guidelines and standards to ensure that library and information services, collections, equipment and facilities meet the identified needs of users with a disability. These apply to:
  - development of their services to people with a disability; and

- all funding bodies to adequately resource library and information services for people with a the production of collection material and equipment for people with a disability - whether produced by commercial, government or voluntary agencies;
  - the design of catalogues, databases and guides to resources;
  - the development and application of hardware and software; and
  - the construction of buildings and signage
  - the building safety and emergency procedure.
6. The Association supports efforts to ensure that copyright legislation does not hinder the equal access by people with a disability to information from all libraries and information providers, including to copies of materials in alternative formats.
7. To promote the efforts outlined in this statement, the Association encourages:
- library and information services to develop organisation-wide disability action plans for the continued disability.

### ***Related documents***

*Disability Discrimination Act 1992* (Cwlth) as amended, available at <http://scaleplus.law.gov.au/> and relevant current disability services acts for the states and territories

*Australian Standard 1428 [set]*, as amended, other relevant Australian Standards, and the Building Code of Australia provisions for people with a disability

*Commonwealth-State Government Disability Agreement*, available from ACROD National Office <http://www.acrod.org.au>

Connell, B, Jones, M, Mace, R et al (1997) *Principles of universal design*, The Center for Universal Design

[http://www.design.ncsu.edu:8120/cud/univ\\_design/principles/udprinciples.htm](http://www.design.ncsu.edu:8120/cud/univ_design/principles/udprinciples.htm)

*Copyright Act 1968* (Cwlth) as amended, available at <http://scaleplus.law.gov.au>

*US Section 508 Standards for Electronic and Information Technology*, as amended, available at <http://www.access-board.gov/sec508/guide/index.htm>

*WC3 Web Content Accessibility Guidelines* as amended, available at <http://www.w3.org/TR/WAI-WEBCONTENT/>

*Australian Government contribution to United Nations Ad Hoc Committee on a Comprehensive and Integral International Convention on Protection and Promotion of the Rights and Dignity of Persons with Disabilities, December 2003* available at <http://www.ag.gov.au/www/agdHome.nsf/AllDocs/RWPEF78C475247D6352CA256E1300170386?OpenDocument/>

Adopted: **1979**

Amended: **1986, 1988, 1996, 2002**

## APPENDIX E

### Statement on professional conduct

#### *ALIA objects addressed*

- To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy
- To ensure the high standard of personnel engaged in information provision and foster their professional interests and aspirations

#### *Principle*

People engaged in library and information services are members of a profession committed to intellectual freedom and the free flow of ideas and information.

#### *Statement*

Because of the role of library and information services in fostering the social, cultural and economic well being of their communities the people who work in those services have responsibilities for creating and providing access to information for the clients of their services. The interactions between library and information services and their clients should be guided by the highest standards of service quality and characterised by the highest levels of integrity. Library and information service professionals should observe these standards by:

1. encouraging intellectual freedom and the free flow of information and ideas;
2. exercising their responsibilities within the context of duty of care for the clients of the library and information services they offer;
3. recognising and respecting the intellectual property of others;
4. protecting their clients' rights to privacy and confidentiality;
5. distinguishing in their actions and statements between their personal viewpoints and those of the library and information service that employs them or the Australian Library and Information Association;
6. maintaining and enhancing their professional knowledge and expertise, encouraging the professional development of their colleagues and fostering the aspirations of potential library and information service professionals;
7. avoiding situations in which personal interests might be, or be seen to be, in conflict with the interests of clients of library and information services, colleagues or employers.

Replaces: **Professional ethics** Adopted: **2001**

## **APPENDIX F**

### **Statement on public library services**

#### **ALIA objects addressed**

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

To promote and improve the services provided by all kinds of library and information agencies.

#### **Principle**

Freedom of access to public library and information services is essential to the democratic process and to the social well-being of the Australian community.

#### **Statement**

Each member of the Australian community has an equal right to public library and information services regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment.

A public library services its community through the provision of access to knowledge, information and works of imagination through a range of resources and services. It does this through access to materials in any format in order to meet the needs of individuals and groups for education, information and personal development including recreation and leisure.

Public libraries have an important role in the development and maintenance of a democratic society by giving individuals access to a wide and varied range of information, ideas and opinions. Public libraries serve as a first point of access for information for the general public and for the public's access to the national system of library and information services.

The satisfaction of a person's information needs must be independent of an ability to pay.

Local, state/territory and Commonwealth governments have an obligation to provide public library services to all members of the library's clientele without direct charge to the user.

Australians resident in rural, regional and remote areas should have access to the library and information services they require at a level comparable to that available to Australians who reside in metropolitan areas.

The Australian Library and Information Association believes that public library services have particular responsibilities to monitor and respond to the changing demographic characteristics and trends of their communities, to consult with their communities and to meet information, learning and recreational needs of an increasingly diverse society. Public library services should ensure that they have policies in place to respond to and meet relevant legislative requirements.

#### **Related documents**

[ALIA statement on free access to information](#)

[ALIA core values statement](#)

[ALIA statement on information literacy for all Australians](#)

[ALIA statement on online content regulation](#)

Replaces: **Public library services [interim statement 1999]**

Adopted: **2004**

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