



Library Collection Development  
Policy

10 June 2014

Endorsed by Executive Committee 24 June 2014

## Important

This document contains important information about Rockdale City Council. If you do not understand, please visit Council's Customer Service Centre at 2 Bryant Street Rockdale, Monday – Friday from 8.30am – 4.30pm, Saturday from 9am – 1pm. Council Staff will be happy to arrange interpreter services for you.

You may also contact Telephone Interpreter Services on 131 450 and ask them to ring Rockdale City Council on 9562 1666 on your behalf.

### Arabic

هام:

تحتوي هذه الوثيقة على معلومات هامة عن بلدية روكدايل. إذا لم تكن قادراً على فهمها، يرجى زيارة مركز خدمة زبائن البلدية على العنوان التالي: 2 Bryant Street في روكدايل من الإثنين إلى الجمعة بين الساعة ٨.٣٠ صباحاً و ٤.٣٠ مساءً، والسبت بين الساعة ٩.٠٠ صباحاً و ١.٠٠ بعد الظهر حيث سيقوم موظفو البلدية بتأمين مترجم لك بكل سرور.

كما يمكنك الاتصال بخدمة الترجمة الهاتفية على الرقم 131 450 والطلب منهم الاتصال ببلدية روكدايل على الرقم 9562 1666 نيابةً عنك.

### Chinese

重要消息

本文件載有關於 Rockdale 市政府的重要資訊，如果您有不明之處，請於星期一至星期五，上午 8 時 30 分至下午 4 時 30 分，及星期六上午 9 時至下午 1 時，前來位於 2 Bryant Street, Rockdale，市政府的顧客服務中心。市政府的職員會很樂意為您安排傳譯員的服務。

您也可以聯絡電話傳譯服務處，電話 131 450，並請他們代您致電 9562 1666 給 Rockdale 市政府。

### Greek

Σημαντικό:

Αυτό το έγγραφο περιέχει σημαντικές πληροφορίες για τη Δημαρχία Rockdale City Council. Αν δεν τις καταλαβαίνετε, παρακαλείσθε να επισκεφτείτε το Κέντρο Εξυπηρέτησης Πελατών (Customer Service Centre) του Δήμου στο 2 Bryant Street, Rockdale, Δευτέρα - Παρασκευή από 8.30πμ - 4.30μμ και Σάββατο από 9.00πμ - 1.00μμ. Το Προσωπικό του Δήμου θα χαρεί να κανονίσει υπηρεσίες διερμηνέων για σας.

Μπορείτε επίσης να επικοινωνήσετε με τις Τηλεφωνικές Υπηρεσίες Διερμηνέων (Telephone Interpreter Services) στο 131 450 και να τους ζητήσετε να τηλεφωνήσουν στο Rockdale City Council στο 9562 1666 για λογαριασμό σας.

### Italian

Importante:

Questo documento contiene importanti informazioni sul Comune di Rockdale City. Se avete difficoltà a comprenderne il contenuto, recatevi presso il Customer Service Centre del Comune a 2 Bryant Street, Rockdale dal lunedì al venerdì dalle ore 8.30 alle 16.30 e al sabato dalle 9.00 alle 13.00. Il personale del Comune sarà ben lieto di procurarvi un servizio interpreti.

Potete anche chiamare il Servizio telefonico interpreti (TIS) al numero 131 450 chiedendo che telefoni per vostro conto al Comune di Rockdale City al numero 9562 1666.

### Macedonian

Важно:

Овој документ содржи важни информации за Rockdale City Council (Градската општина на Rockdale). Ако не го разбирате, ве молиме, посетете го општинскиот Customer Service Centre (Центар за услуги на клиенти), кој се наоѓа на 2 Bryant Street, Rockdale, од понеделник до петок, од 8.30 наутро до 4.30 попладне и во сабота од 9.00 наутро до 1.00 попладне. Вработените во општината со задоволство ќе ви организираат да користите преведувач.

Исто така, можете да телефонирате во Telephone Interpreter Services (Служба за преведување по телефон) на 131 450, и да ги замолисте во ваше име да се јават во Градската општина на Rockdale на 9562 1666.

### Spanish

Importante:

Este documento contiene información importante sobre el Rockdale City Council (Municipio de Rockdale). Si no la entiende, le rogamos concurrir al Centro de Servicio al Cliente del Municipio, ubicado en 2 Bryant Street, Rockdale, atención de lunes a viernes, de 8:30 am a 4:30 pm y el sábado de 9:00 am a 1:00 pm. El personal del municipio se complacerá en obtener los servicios de un Intérprete para usted.

Puede asimismo llamar al Servicio Telefónico de Intérpretes al 131 450 y pedirles que llamen de su parte al Rockdale City Council, teléfono 9562 1666.

**Caring for the Environment** – In the interest of protecting and preserving our environment, Rockdale City Council uses Nordset paper for all of its pre-printed paper requirements. Nordset has been awarded the Nordic Swan label for environmentally friendly pulp and paper manufacturing. It is manufactured with fibre obtained from sustainable plantation forest, it is oxygen bleached, Totally Chlorine Free (TCF), dioxin and acid free, Nordset can be recycled and is biodegradable.

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Library Collection Development Policy

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Adopted: Executive Committee 24 June 2014

Enquiries: Coordinator Library & Community Information Services

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## 1. Introduction

The Library Collection Development Policy will ensure that Rockdale Library & Community Information Services (hereafter the Library) provides:

Collections that reflect the diversity of our community  
Collections that connect with communities at a local level  
Collections that are acquired and managed based on agreed principles and Guidelines

The purpose of this policy is to establish a framework for the selection, management and disposal of Council's Library collections.

## 2. Definitions

2.1 **"Collections"** are those groups of resources held in the care and control of the Library and that are made available for research and recreation activities.

2.2 **"Library materials"** are defined in the Library Act 1939, the Library Amendment Act 1992 and Library Regulation 2010.

## 3. Policy Statement

The purpose of this policy is to establish a framework for the selection, management and disposal of Council's Library collections. The Policy

- 3.1 defines the principles that will guide the selection, management and disposal of materials which form Council's Library collections
- 3.2 ensures that Library collections are relevant to community needs in both scale and quality
- 3.3 defines the extent of Council's Library collections
- 3.4 ensures that Library collections match the community's requirements and reflect the diversity of the Rockdale community
- 3.5 defines responsibilities and accountabilities for the maintenance of Library materials to ensure the provision of quality materials and effectively manage risk

## 4. Scope

This policy applies to all collections in the care and control of the Library.

## 5. Related documents

This document should be read in conjunction with:

- Library Act 1939
- Local Government Act 1993

- Statement on free access to information ALIA  
[www.alia.org.au/policies/free.access.html](http://www.alia.org.au/policies/free.access.html)
- Statement on information literacy for all Australians  
[www.alia.org.au/policies/information.literacy.html](http://www.alia.org.au/policies/information.literacy.html)
- Access to Information in New South Wales Public Libraries Guideline, Library Council of NSW, 2006 (updated 2008)  
[http://www.sl.nsw.gov.au/services/public\\_libraries/policies/docs/accesstoinformation2007.pdf](http://www.sl.nsw.gov.au/services/public_libraries/policies/docs/accesstoinformation2007.pdf)

## 6. Principles

The principles stated below will guide all practices associated with the selection, management and discard of Library materials.

### Principle 1 – Transparency of process

“Transparency of process” is the core principle that ensures procedural integrity. All processes and procedures established for the selection, management and disposal of Council’s Library collections will be created and implemented in a transparent and open manner.

### Principle 2 – Financial responsibility

Throughout the selection, management and disposal of materials, Council’s financial resources will be managed in a responsible, transparent and ethical manner.

### Principle 3 – Physical access

Library collections are open access lending collections with the exception of reference and local history materials which are not for loan. Stack is a closed access collection but is available for loan on request. Local history is a limited access collection.

### Principle 4 – Freedom of access to information

The Library’s collection development policy is drafted in light of *Library Council of NSW Freedom of Collection and Access for Local Government Libraries (Appendix 3)* which states that local government libraries accept responsibility for providing access to library materials and information.

### Principle 5 - Community focus

The Library will provide the community with opportunities to participate in the selection of materials and staff will be focussed on and aware of changes in community needs.

### Principle 6 – Decisions based on data

Decisions made in regard to selection, management and disposal of materials will be based on data while not being driven by data alone.

### Principle 7 – Continuous learning

Staff will practise continuous learning and professional development with regards to the selection and management of resources and will be open to feedback from other staff and the community.

## Principle 8 – Benchmarking with NSW public libraries

The Library will actively work with the State Library of NSW to benchmark its services with libraries throughout NSW, and to reflect the service guidelines outlined in *Living Learning Libraries 2012 4<sup>th</sup> Edition*.

## 7. Library collections

### 7.1 General

The Library has a network of six libraries spread throughout the City. Libraries are located at:

Arncliffe  
Bexley  
Bexley North  
Brighton-le-Sands  
Rockdale  
Sans Souci

Each individual library collection reflects the needs of each local community within the scope of this policy.

The Library promotes Freedom of Access to Information. Federal and State governments are responsible for the censorship of materials. Materials prohibited by law will not be added to the collection. Materials legally restricted to a particular audience will be labelled, shelved and loaned accordingly. Parents or guardians are responsible for the suitability of materials used by their children within the provision of the law.

### 7.2 Format

The Library collects materials in a variety of formats that are chosen for ease of use, durability and appropriateness to the particular subject area or intended audience. New formats will be added to the collection when there is anticipated or widespread usage in the community demonstrated by demand and/or data provided.

### 7.3 Budget

The Library's budget for acquisitions is allocated to each collection based on community demand and turnover of items.

### 7.4 Exclusions

The Library does not purchase the following:

- Highly technical or specialised works and works of limited interest. (Requests for this material will be satisfied through interlibrary loans or referral to a more appropriate library)
- Text books which are readily available in the libraries of relevant tertiary educational institutions. (Materials to support primary and secondary school students and HSC support materials in particular, are purchased)
- Items with a considerably higher purchase price to similar materials
- CD singles
- BluRay DVDs
- Music scores and sheet music

### 7.5 Collections

The Library collection consists of the following discreet collections, located at each or some of the libraries, depending on community need.

- Adult English literacy
- Children's and teenagers'
- Community languages – currently Arabic, Bengali, Chinese and Greek
- Electronic resources – databases and online lending
- Local history
- Magazines
- Newspapers
- Reference

### 7.6 Weeding Criteria

The Library withdraws materials from its collections in order to maintain the currency and usefulness of these collections and to make the most effective use of available shelf space.

The local history collection which is a permanent collection has specific weeding criteria

Materials withdrawn from the collection are donated to charity or community groups, offered to the community through book sales, or recycled where appropriate.

### 7.7 Donations

The Library only accepts donations under the following conditions:

- Donations of local history materials will be considered for the collection
- Donations from local authors will be considered for the collection
- Titles donated by visiting authors for Library events
- Materials donated by the State Library of NSW
- All material accepted as donations becomes the property of the Library

## 8. Requests to consider materials that are in the library collection

Any assessments of complaints about controversial material are done using the Library Council of NSW Policy Statement Freedom of Collection and Access for Local Government Libraries and the Australian Library and Information Association's (ALIA) Policy Statement on Freedom to Read as the basis for decisions.

## 9. For further information

Refer to Procedures for Library Collection Development July 2013

## 10. Amendment history

The following table provides a summary of the amendments of this document.

Version	Release Date	Reason for Change
1.0	1 June 2005	Original
2.0	10 June 2014	Major review and revision