



Policy: Operational

COLLECTION DEVELOPMENT POLICY



COLLECTION DEVELOPMENT POLICY

Policy Statement

Blue Mountains City Council will deliver library services in a professional manner to meet Australian Library and Information Association (ALIA), State Library of NSW (SLNSW) and various international standards e.g. International Federation of Library Associations (IFLA).

This policy guides staff in the principles for collection development, selection, acquisition and maintenance of library materials; informs the public of the selection process; provides a resource to clearly indicate how community needs will be met through the collections; provides Council with an effective tool for evaluating the effectiveness of its Library Service; and demonstrates to the wider library services network our commitment to the development and management of quality collections for the Blue Mountains community.

Policy Ref. No:	262	PCT Endorsement Date:	7 December 2017
TRIM Record No:	17/246547	ELT Meeting Date:	7 February 2018
Distribution:	<i>Proactive Release</i>	Public Exhibition Details:	N/A
Status:	<i>Updated</i>	Council Meeting Date:	N/A
Scope:	<i>Staff buying collections for the Library</i>	Council Minute No:	N/A
Lifespan:	2 years	Responsible Directorate/Group:	D&CS / Libraries & Customer Services / Libraries
Next review:	December 2019	Contact Position:	Manager Libraries & Customer Services

Version History

Version	Adoption Date	Reason for Change
2018	7 February 2018	Periodic update.
2015	16 December 2015 (ELT)	Periodic update.
2013	October 2013	New policy format.

Definitions

Term	Definition
ABS	Australian Bureau of Statistics
ALIA	Australian Library & Information Association
CDP	Collection Development Policy
Collection Development	The process by which information, educational, recreational and cultural resource materials are selected, acquired and managed in order to meet the Library's aims and objectives.
IFLA	International Federation of Library Associations
the Library	The Blue Mountains City Council Library Service as maintained by the Blue Mountains City Council.
LGA	Local Government Area
SLNSW	State Library of NSW

Related Documents

This document should be read in conjunction with:

- Blue Mountains City Council. (2017). *Blue Mountains Community Strategic Plan 2035*
- Blue Mountains City Council. (2004). *Library Services Strategic Plan 2004-2025*
- State Library New South Wales. (2015). *Living Learning Libraries: Standards and Guidelines for NSW Public Libraries* (6th edition)
- Aboriginal and Torres Strait Islander Library and Information Resources Network. (2005). *Aboriginal and Torres Strait Islander Library and Information Resources Network Protocols*
- Library Council of New South Wales. (2008). *Access to Information in New South Wales Public Libraries Guideline*

- Australian Library and Information Association. (2015). *Statement on Free Access to Information*
- Australian Library and Information Association. (2002). *ALIA on Online Content Regulation*
- International Federation of Library Associations. (2015). *IFLA Statement on Libraries and Intellectual Freedom*.

Related Legislation:

- Library Act 1939 (NSW)
- Library Regulation 2010 (NSW)
- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2005 (NSW).

Acknowledgements

Blue Mountains City Library is located within the Country of the Darug and Gundungurra peoples. The Blue Mountains Library recognises that Darug and Gundungurra Traditional Owners have a continuous and deep connection to their Country and that this is of great cultural significance to Aboriginal people, both locally and in the region.

In preparing this policy, Blue Mountains City Council Library Service wishes to acknowledge those libraries that have made their collection development policies freely available on the Internet. These policies have been of assistance in the writing of this document.

Contents

Policy Statement	i
Definitions	ii
Related Documents	ii
Policy details and information.....	1
Aims and Objectives.....	1
Background	2
Introduction	2
Population Profile	3
Selection Principles	5
Responsibility for Selection	5
Basic Criteria for Selection.....	5
Selection Methods and Tools	5
Online Resources	6
Literacy	6
Collection Maintenance Principles	7
Aim	7
Criteria for Discarding an Item.....	7
Replacement Guidelines	7
Disposal Guidelines	7
Appendix A: The Collections	8
Adult Collections.....	8
Junior Collections	10
Young Adult Collections	12
Aboriginal and Torres Strait Islander Collection	13
Community Languages.....	14
Magazines, Periodicals & Newspapers.....	14
Reference Collections	15
Stack Collection.....	18
Non-Print Collections.....	18
Online Collections	20
Appendix B: Related Documents and Links	22
Appendix C: Donations	23

Policy details and information

Aims and Objectives

- To provide a library collection developed to meet Australian Library and Information Association (ALIA), State Library of NSW (SLNSW) Standards as set out in *Living Learning Libraries 2015* and various international standards
- To reach the baseline of 2.38 items per capita as set out in *Living Learning Libraries: Standards & Guidelines for New South Wales Public Libraries 2015*, p13
- To develop and maintain balanced collections, facilities and services that meet and reflect the needs and interests of both current and potential customers in the community
- To provide services and collections which encourage and promote the enjoyment of reading and promote the development of research skills
- To provide access to information that empowers, educates, informs and supports civic engagement
- To provide access to recreational resources that enrich, motivate and inspire
- To provide quality leisure, information and educational support materials in a wide range of suitable formats
- To provide appealing and popular resources
- To provide popular, current and a selection of classic material, both fiction and non-fiction, in a wide range of suitable formats
- To provide an Aboriginal Knowledge Collection which contains material by, about, and for Aboriginal people and Torres Strait Islander people; ensure appropriate content and perspectives in materials and recognises the moral and cultural rights of Aboriginal people and Torres Strait Islander people as owners of their knowledge (ATSILIRN Protocols for Libraries, Archives and Information services, 2012)
- To provide a non-lending reference collection which supports quality information service, including Family History and Local Studies collections.

The Library aims to meet these objectives by the following means:

- Provide remote access to a range of library services via the Library's website, including 24/7 access to the Library's catalogue, with capability to renew items and place reservations for items, and access many of the Library's online resources
- Developing the catalogue to become a single point of access for all Library resources, for both physical and online resources
- Regular analysis of stock and circulation statistics to evaluate collection usage and determine purchasing requirements
- Making use of the area's demographic and geographic profiles to plan for the growth and development of collections
- Distributing collections as determined by need
- Resource sharing with other libraries and institutions, to ensure the requirements of special needs groups are addressed by providing access to materials which are outside the scope of the Collection Development Policy

- Using a variety of selection methods and resources to ensure a broad range of resources are considered for inclusion in the collections.

Background

The Blue Mountains City Council Library Service (the Library) was established in 1974 to provide library services to the population of the Blue Mountains City Council Local Government Area.

Public libraries, by tradition, are expected to serve their communities without limits being imposed by particular customer groups. It is, however, 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. The quantity and range of materials that can be purchased in any financial year are limited by budgetary considerations. The Library's collection building strategy is therefore based on clear priorities, with major collections and areas of perceived need being targeted on an annual basis for the purpose of allocating resources.

Library Branches are located at Springwood, Katoomba and Blaxland, with part-time Branches at Lawson, Blackheath and Wentworth Falls and a part-time mobile Book Express service on Katoomba and Springwood stations. Libraries are strategically placed within the local government area, and will be maintained and developed to align with Council's *"Blue Mountains Community Strategic Plan 2035 (2017 edition)"*.

Responsibility for the provision and management of Library Services is currently within the Directorate of Development & Customer Services.

Introduction

The Library's collection, both in traditional and new technological formats, is at the core of its service provision. The Library's collection is a shared resource for the whole community with physical collections held at designated Branch Libraries, and online resources accessible from library computers and many accessible remotely to library members.

This Collection Development Policy (CDP) document will provide the guidelines for developing a collection that is relevant to both current and potential customers and is supportive of Library and Council objectives. The CDP will formulate the principles by which the Library Service will continue to improve and manage the collection in support of its vision, role and objectives as reflected in the Library Services Strategic Plan 2004-2025. The purpose of the CDP is to clarify the planning and management issues of collection development. Collection Development is a professional responsibility which is to be undertaken by professional Library staff.

The Blue Mountains Library's Vision is:

"To provide an innovative and sustainable library service that will be the pride of our community, will enrich the quality of life and will be a symbol of its potential and success. We will be the gateway for the community's journey to lifelong learning."

(Library Services Strategic Plan 2004-2025)

The Blue Mountains Library's Mission statement:

Blue Mountains Library will:

- Provide relevant collections and services
- Value the role of all staff
- Be responsive to change
- Offer excellent customer service
- Work in partnership with government, business and community organisations
- Be accessible and equitable.

(Library Services Strategic Plan 2004-2025)

Population Profile

The City of Blue Mountains is located on the traditional lands of the Darug and Gundungurra Nations. The Blue Mountains Local Government Area (LGA) covers approximately 1431 square kilometres with a geography that scatters approximately 78,705 (ABS ERP 2016) residents across 26 unique townships. These townships are located sequentially along nearly 110 kilometres of ridgeline, running from Lapstone in the East, at the edge of the Greater Sydney Region, to Bell in the West and Mount Irvine to the North.

The Blue Mountains LGA has been split by Council into four wards as listed:

- First Ward – Mt Victoria to Leura
- Second Ward – Wentworth Falls to West Faulconbridge
- Third Ward – Faulconbridge to Blaxland
- Fourth Ward – Blaxland to Lapstone (including Mt Riverview)

Library membership in the Blue Mountains LGA in 2016 totalled 41,159 which represents over 50% of total population. It is important to note, however, that many more people use public libraries than are registered members.

Blue Mountains City Council Library Service recognises that detailed statistics are an invaluable planning tool in the delivery of a quality library service and that it is important to plan services according to the demographic nature of the community.

According to the Australian Bureau of Statistics, in the 2016 Census, there were 78,705 people in Blue Mountains LGA (48.3% male, 51.7% female). Aboriginal and Torres Strait Islander people make up 2.4% of the population.

An important criteria for the Blue Mountains LGA is its large proportion of people 65 years and over in comparison to Greater Sydney (19.4% were aged 65 years and over, compared with 13.9% for Greater Sydney). From 2011 to 2016, the Blue Mountains LGA's population increased by 152 people. Change in age structure indicates that people 60 years and over are moving to the Blue Mountains.

The Blue Mountains population is predominantly English speaking. The dominant groups in terms of ancestry are English (44.8%), Australian (38.6%), Irish (16.3%), Scottish (12.6%) and German (4.8%). Overall, 89.3% of persons spoke English only, and 0.6% spoke another language and English not well or not at all, compared with 58.4% and 6.5% respectively for Greater Sydney.

In comparison with Greater Sydney, there is a higher proportion of people holding formal qualifications (Bachelor or higher degree; Advanced Diploma or Diploma; or Vocational qualifications), and a lower proportion of people with no formal qualifications. As far as employment is concerned, there is a higher proportion of people in employment, and a lower proportion unemployed. The three most popular occupations were Professionals (28.8%), Clerical and Administrative Workers (14.3%), Technicians and Trades Workers (13.2%)(ABS 2011 Census).

The largest changes in family/household types in the Blue Mountains LGA between 2011 and 2016 were Couples without children (+393 households) and Lone person (+200 households).

84.4% of the Blue Mountains population is connected to the Internet. This is higher than the average in Greater Sydney (81.4%).

Click [here](#) to access the full Blue Mountains Community Profile (from the ABS 2016 Census).

Selection Principles

Responsibility for Selection

Collection Development is a professional responsibility which is to be undertaken by professional Library staff.

Basic Criteria for Selection

Materials being considered for selection are examined with a number of factors in mind as specified below:

- Readership level – we aim at the general, non-professional reader. Tertiary / academic or specialist texts will generally not be purchased;
- Currency of material;
- Reliability of content;
- Popularity of an author / subject;
- Suitability of format;
- Cost of the item;
- Emphasis on Australian material; and
- Availability for purchase.

Textbooks may be included in the collection when they are the best authority available, cover high demand subject areas, or are likely to be of interest to the broader community.

Generally, abridged material will not be purchased, however, some formats may be purchased to meet the special needs requirements of the community.

See Appendix A for details of the Library's Collections, including aim, content / scope, reasons for non-inclusion and access.

Selection Methods and Tools

Selection is carried out using a range of resources and bibliographic tools including:

- Online bibliographic databases;
- Publishers' and booksellers' catalogues;
- Library suppliers' promotional literature and visits;
- Standing orders;
- Bookshop and warehouse visits;
- Suggestions for purchase from Library customers and staff; and
- Evaluation of donations.

Other issues that may influence selection include:

- Suggestions for purchase by customers: Items requested will be given serious consideration for purchase where they meet the Library's selection criteria.

- Donations: The Library will accept donations of books and other materials that meet the selection criteria. The Library reserves the right to dispose of donations through various means, including community book sales. (See Appendix C for details)
- Second-hand material: As a general rule, second-hand material will not be purchased.
- Controversial material: The public Library has a right and duty to keep on its shelves a representative selection of materials. These materials will cover topics of interest to its readers which are not prohibited by law and may include a range of opinions and controversial subjects.

Under no circumstances will print material be excluded from the adult or young adult collections on the grounds that it is not suitable for children. It is the responsibility of parents or guardians, rather than Library staff, to make a final decision on what is suitable reading for the individual child. “MA” and “R” rated material may be purchased, but will be managed according to relevant guidelines of the Australian Classification Board.

Any assessment of complaints about controversial material is done using the ALIA policy *Statement on free access to information*, and the Library Council of NSW policy statement *Access to information in New South Wales public libraries guideline* (see Appendix B).

Online Resources

Online resources are an important part of the Library’s collection, and complement the physical collections through access to online databases, eBooks, eAudiobooks, eMagazines, and local online historical collections, to meet the cultural, information and recreational needs of the community. The Library’s online resources can be accessed from Library computers and, where licence agreements and technology allow, can be accessed remotely 24 hours a day, 7 days a week.

Online collections include collections created through digitisation of print and analogue media, to enable access and for preservation. Online collections are increasingly born digital.

Literacy

Literacy standards have been a longstanding concern for Public Libraries and is summarised in the ALIA *Statement on information literacy for all Australians* adopted in 1979 and amended in 1996 and 2006. (see Appendix B).

Blue Mountains City Council Library Service supports the sentiments expressed in this statement and directs its efforts and resources to providing Library collections that incorporate literacy materials.

Collection Maintenance Principles

Aim

The Library aims at all times to maintain a well-balanced, current and functional collection. The collection requires continuous revision and evaluation in order to ensure that it is relevant to local community needs and is in good physical condition.

Criteria for Discarding an Item

- Item is superseded by a new edition or a better source
- Items with information which may now be misleading and / or inaccurate
- Item is in poor physical condition, replacements to be ordered if necessary
- Infrequent use
- Items where the subject matter is no longer of current interest
- Unnecessary duplicate copies.

Replacement Guidelines

Some titles in the fiction collections are considered to be standard titles and are continually replaced as they wear out. Very few non-fiction titles are treated in this way, the majority being replaced by other new titles on the same subject or updated editions.

Items which become out of date regularly include health, computer science, technology, science, geography, travel, annuals, history, psychology, sociology, and political science.

Disposal Guidelines

Discarded material, including unwanted donations, may be:

- Offered for sale at a Library book sale
- Given to recognised social or civic organisations
- Materials that are in poor physical condition and of limited appeal to the general populace and are therefore unsuitable for a book sale are disposed of using environmentally approved recycling methods where possible.

Appendix A: The Collections

Adult Collections

These collections have been developed to meet the specific cultural, information and recreational needs of the adult and young adult community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Adult non-fiction	To provide access to current and accurate information resources. The Adult Non-fiction collection is complemented by the Library's online resources.	<ul style="list-style-type: none"> Current, popular materials and standard works in broad subject categories Material covering subjects of high interest or emerging issues Materials with the emphasis on the general, non-professional reader Materials that originate from, or refer to, Australia Generally single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates. 	<ul style="list-style-type: none"> Material is out of date, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source There are already suitable alternative titles in the collection on the subject The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area The item is of a highly technical or specialised nature which is unlikely to be widely used Material is a multi-volume set unsuitable for a lending collection Second-hand materials will not generally be purchased for this collection. 	<ul style="list-style-type: none"> For loan To ensure equity of access the Library reserves the option to limit the number of titles which may be borrowed from a subject area identified as in high demand
Adult fiction	To provide access to current adult fiction and selected classic works to accommodate a broad variety of reading interests. The Adult Fiction	<ul style="list-style-type: none"> Current fiction and selected classics Popular and best seller fiction purchased in multiple copies Material with the emphasis on the general, non-professional reader Popular genres e.g. detective and mystery stories, historical fiction, suspense fiction, family 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source Second-hand materials will not generally be purchased for this collection. 	<ul style="list-style-type: none"> For loan

	collection is complemented by the Library's online resources.	<p>sagas, love stories, science fiction, fantasy, etc.</p> <ul style="list-style-type: none"> • Popular series titles • Comprehensive selection of titles by major Australian authors • National and international award winning novels. 		
Large Print	To meet the needs of members of the community unable to read normal size print.	<ul style="list-style-type: none"> • Current material and selected classics • Popular fiction and high demand non-fiction subject categories • Material with the emphasis on the general, non-professional reader • The collection may complement the Adult Non-fiction and Adult Fiction collections by supplementing titles in these collections thus creating greater availability of popular works • A selection of titles by major Australian authors • Generally single copies only are purchased. 	<ul style="list-style-type: none"> • Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia • Generally requests for purchase are not accepted for this collection due to the standing order arrangements • Second-hand materials will not be purchased for this collection. 	<ul style="list-style-type: none"> • For loan
Graphic Novels (Comics)	To provide reading material in this popular and alternative format to add to the diversity of the collection.	<ul style="list-style-type: none"> • Monographs, stand-alone titles and collected editions • High quality format • Award winners (Australian and worldwide) • Popular genres and series • Popular series titles. 	<ul style="list-style-type: none"> • A comic which is published as a serial • Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia • Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> • For loan

Junior Collections

These collections have been developed to meet the specific cultural, information and recreational needs of young people in the community, under the age of 13.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Junior Non-Fiction	To provide the community with access to current and accurate information resources. It is complemented by the Library's online resources. The age group served by this collection spans the years from infancy to approximately 12 years.	<ul style="list-style-type: none"> Current, popular material and standard works in broad subject categories Material covering subjects of high interest or emerging issues with particular emphasis on school curriculum support Materials that originate from, or refer to Australia Multiple copies will be purchased for this collection. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia There are already suitable alternative titles in the collection on the subject The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area Second hand material will not generally be purchased for this collection. 	<ul style="list-style-type: none"> For loan To ensure equity of access the Library reserves the option to limit the number of titles which may be borrowed from an area identified as being in high demand
Junior Fiction	To provide access to current junior fiction and selected classical works to accommodate a broad variety of reading interests. The age group served by this collection spans the years from infancy to approximately 12 years.	<ul style="list-style-type: none"> Story books containing illustrations that enhance the text Award winners (Australian and worldwide) Popular and best-seller titles Popular series titles Children's classics Multiple copies will be purchased of popular titles. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. Second hand materials will not generally be purchased for this collection. 	<ul style="list-style-type: none"> For loan

Easies / Picture Books	To provide access to quality picture books that encourage and promote the enjoyment of reading.	<ul style="list-style-type: none"> • Story books where illustrations are the primary focus • Award winners (Australian and worldwide) • Popular and best seller titles • Fiction and Non-fiction • Children's classics • Board books • Multiple copies will be purchased of popular titles. 	<ul style="list-style-type: none"> • Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. • Second hand material will not generally be purchased for this collection. 	<ul style="list-style-type: none"> • For loan
Readers	To provide access to graduated readers for use in the development of literacy skills.	<ul style="list-style-type: none"> • Focus on children learning to read with a variety of learning needs, e.g. phonics, dyslexic font • Titles that form a part of a graduated reading scheme • Multiple copies will be purchased of popular series. 	<ul style="list-style-type: none"> • Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. • Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> • For loan
Junior Comics	This age appropriate collection is intended to provide reading material in a popular and alternative format to add to the diversity of the collection.	<ul style="list-style-type: none"> • Monographs, stand-alone titles and collected editions • High quality format • Award winners (Australian and worldwide) • Popular genres and series • Popular series titles. 	<ul style="list-style-type: none"> • Item is a comic which is published as a serial • Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia • Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> • For loan

Young Adult Collections

These collections have been developed to meet the specific cultural, recreation and information needs of young people in the community within the 13-18 year age group.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Young Adult Non-Fiction	To provide a small selection of teenage specific non-fiction information resources and leisure material.	<ul style="list-style-type: none"> Popular non-fiction aimed directly at young adults. Multiple copies will be purchased in areas of high demand. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia. There are already suitable alternative titles in the Library collection. Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> For loan
Young Adult Fiction	To provide access to current young adult fiction and selected classical works to accommodate a broad variety of reading interests.	<ul style="list-style-type: none"> Current fiction and selected classics Popular and best-seller titles Popular series titles Popular genres Award winners (Australian and worldwide) Multiple copies will be purchased of popular titles. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, hard to source or too expensive, or not yet published in Australia Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> For loan
HSC Collection	To support the curriculum needs of students studying for the NSW Higher School Certificate.	<ul style="list-style-type: none"> Material covering subjects of high interest or emerging issues with particular emphasis on school curriculum support Materials that originate from or refer to Australia Multiple copies will be purchased for this collection. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia Second hand materials will not generally be purchased for this collection. 	<ul style="list-style-type: none"> For loan; loan limits apply Available from Springwood, Katoomba and Blaxland libraries

Aboriginal and Torres Strait Islander Collection

The Aboriginal Knowledge Collection has been developed to provide material by, about, and for Aboriginal people and Torres Strait Islander people and recognises the moral and cultural rights of Aboriginal people and Torres Strait Islander people as owners of their knowledge.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Aboriginal Knowledge Collection	To be instrumental in the preservation of Aboriginal and Torres Strait Islander knowledge, whilst respecting traditions and restrictions required by the Aboriginal and Torres Strait Islander culture.	<ul style="list-style-type: none"> Material mainly sourced from reputable Aboriginal and Torres Strait Islander publishers Material covering subjects of high interest or emerging issues Material with the emphasis on the general, non-professional reader Material with cultural sensitivity Material with local content, particularly content that highlights and celebrates Darug and Gundungurra traditional owners country and culture Variety of formats, e.g. book, CD, DVD Spans from the children to adult age groups Generally single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates. 	<ul style="list-style-type: none"> Material that contains offensive or antiquated ideas, beliefs or perspective about Aboriginal and or Torres Strait Islander peoples Material is out of date, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source There are already suitable alternative titles in the collection on the subject The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area The item is of a highly technical or specialised nature which is unlikely to be widely used Material is a multi-volume set unsuitable for a lending collection Second-hand materials will not generally be purchased for this collection. 	<ul style="list-style-type: none"> For loan

Community Languages

The Blue Mountains Local Government Area (LGA) has a small multicultural presence speaking a wide variety of languages. Approximately 89.3% of the population speak only English at home.

As a result, the demand for Community Languages material has always been fairly low. It is recognised however, that a small demand for leisure reading in languages other than English does exist. At this stage, the Library is choosing to use the restructured SLNSW Multicultural Service for its Community Languages needs. Requests for community language materials across 42 languages are available. Monitoring of the community needs will be undertaken to ensure that any significant growth in communities speaking a language other than English will be catered for.

Magazines, Periodicals & Newspapers

These collections have been developed to meet the specific cultural, recreation and information needs of the community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Magazines and Periodicals	To provide a current, topical resource that complements and supports the monograph collection.	<ul style="list-style-type: none"> General, popular and specialist periodicals are purchased to reflect customer needs and preferences at each individual Branch Material for children is included as part of this collection An emphasis is placed on providing the Australian edition where possible Multiple copies may be purchased to satisfy demand Periodicals relevant to the area, newsletters and journals of local groups are collected for the Local Studies collection. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia The item is of a highly technical or specialised nature which is unlikely to be widely used Generally requests for purchase are not accepted for this collection due to the standing order arrangements Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> For loan Reference periodicals are for unrestricted use within the Library
Newspapers	To provide Australian, international and local current and topical information.	<ul style="list-style-type: none"> The Library actively acquires the Blue Mountains Gazette, in multiple copies. Local newspapers from adjacent Local Government Areas (LGAs) may also be acquired when there is a perceived need The Sydney Morning Herald and The Australian 	<ul style="list-style-type: none"> Requests for purchase are not accepted for this collection Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> Not for loan

		<p>are purchased in multiple copies as part of a Branch Library's periodical budget. The Library holds one copy for six months in Stack</p> <ul style="list-style-type: none"> Newspapers published in the Blue Mountains, both current and past, are held indefinitely on microfilm and/or hardcopy and are held at Springwood Library in the Local Studies collection. 		
--	--	---	--	--

Reference Collections

These collections have been developed to meet the specific cultural and information needs of the community. They comprise a general collection as well as the specialised collections of Family History and Local Studies.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
General Reference	To provide the community with access to current and accurate research resources. This collection is complemented by the online resources.	<ul style="list-style-type: none"> Authoritative source Popular and specialised materials across a broad range of subject areas will be selected, with greater depth as guided by local interests Material for children is included as part of this collection Material with the emphasis on the general, non-professional reader Highly transient information will be updated regularly Preference will be given to materials that originate from or refer to Australia Materials published or written overseas will be selected where the country of origin does not significantly affect the subject matter. 	<ul style="list-style-type: none"> The item is of a highly technical or specialised nature which is unlikely to be widely used Generally requests for purchase are not accepted for this collection due to the standing order arrangements Non-Print materials (CD, DVD, TB) are generally not selected for this collection due to difficulties with access and equipment Materials may be excluded, or purchased less regularly, if the items are too expensive Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> This is a non-lending collection Materials may be available for transfer to other Branches for use within the Library Collections vary in their depth according to local needs

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Family History	To provide in-depth genealogical research resources. This collection is complemented by the Blue Mountains Family History Society Inc. private collection which is housed adjacent to the Library collection.	<ul style="list-style-type: none"> General and specialised information resources specific to genealogical research Microfiche, microfilm, CD-ROMs and websites to be included where they provide improved access to information Preference will be given to materials that originate from or refer to Australia. A range of international material will be acquired as demand requires. 	<ul style="list-style-type: none"> There are already suitable alternative titles in the collection on the subject Items are already held by the Blue Mountains Family History Society Inc. for reference use by members of the public Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> This collection is held only at Springwood Library This is a non-lending collection. Materials are not available for transfer to other Branches.
Local Studies Collection	To preserve and make available a wide range of research material covering all aspects of the Blue Mountains region and make it accessible in appropriate formats, both within and outside the Library. Significance Assessment is in line with the Collections Council of Australia guidelines - Significance 2.0 : a guide to assessing the significance of collections.	<ul style="list-style-type: none"> Material relating to the Greater Blue Mountains region from prehistory to the present. New and second hand. Council rate and valuation records and some miscellaneous local government records are held on microfilm and are available for use by experienced researchers. Historic Minute Books are held at the Government Records Repository. Only current Council Business Papers and Minutes are held by the Library. Enquiries regarding access to Council files should be directed to Council's Public Officer at Council HQ. Monographs including books, reports, guidebooks, directories and souvenir booklets dealing with the area. Vertical files: ephemeral material, including newspaper clippings, brochures etc. A particular emphasis is placed on tourist ephemera. These also provide a rich source of material for articles on the Local Studies blog. Copies of Blue Mountains newspapers, both 	<ul style="list-style-type: none"> Local Studies does not usually collect realia or works of art, but exceptions may be made at Library management discretion. Acquisition, processing, conservation or storage costs are prohibitive. Material does not satisfy the required level of significance assessment, lacks literary merit or duplicates existing holdings. Images of poor technical quality. Material is digitally accessible through other agencies or individuals including social media and websites. A more appropriate agency exists to house the material. This may include local historical societies, state or national libraries. Motion picture film, video tapes and oral history recordings on cassette tape are not collected. Personal papers, and archives of local societies and groups are not collected due 	<ul style="list-style-type: none"> The Local Studies collection is housed in Braemar House, adjacent to Springwood Library. Archives, duplicates and literary works are held in the Library Stack Collection located at Springwood. Certain parts of the collection are being made digitally accessible these include images, oral histories and newspapers. This is a non-lending collection, although items held in duplicate

		<p>current and past, are held on microfilm in Springwood Library. The last year is held in hard copy. All surviving historic newspapers up to 1954 are available in full text on Trove.</p> <ul style="list-style-type: none"> • Serials relevant to the area and a limited number of newsletters and journals of local groups. • Post cards, both current and historic are not actively collected, but donations accepted. • Photographs in slide, negative, print and digital form, providing they are copyright free, copyright is owned by the Library or they have a creative commons licence. The photograph collection is digitised and low resolution images are available with a creative commons licence on the Library website. • Selected high resolution images are regularly added to the Local Studies Flickr site with extensive captions. Images are also utilised for articles on the Local Studies blog and posting to the Library Facebook page. • Maps including parish, town, tourist, topographical, survey, and land subdivision plans. • Oral history recordings of people who have lived, worked in, or visited the Blue Mountains. The Library has a limited Oral History program. • Material from outside the area may be held if it forms part of a collection. • Collecting level: secondary to post graduate. 	<p>to storage costs and space constraints. Some archives of individuals and local societies collected in the past continue to be held indefinitely.</p>	<p>may be available for overnight loan or ILL at the discretion of the Local Studies Librarian.</p> <ul style="list-style-type: none"> • Materials are generally available for transfer between Branches for use within the Library; unless they are classified as rare and / or fragile, in which case photocopies or scans may be supplied. • Registered library members may apply for a Readers Ticket to gain regular access to the collection.
--	--	--	---	---

Stack Collection

This collection has been developed to keep within the Library service a small number of print materials deemed worthy of retention due to their lasting appeal. Items identified for Stack still contribute to the general quality of the collection, but their level of usage and/or age and condition does not justify them being retained on the open shelves.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Stack Collection	This collection supplements the main Library collections by making available low-use items which are difficult to purchase or out of print.	<ul style="list-style-type: none"> Select Reference material, e.g. Yearbooks Classic works of non-fiction Classic works of literature. 	<ul style="list-style-type: none"> Item has been assessed as suitable for discarding. 	<ul style="list-style-type: none"> Located at Library Headquarters, Springwood, as a resource for Branch libraries Reference items in Stack are not for loan All other items are available for loan on request.

Non-Print Collections

These collections have been developed to meet the specific cultural, information and recreational needs of the community. New formats will be considered as they become available.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Music on CD	To provide access to popular, selected classical works and works by selected local artists to accommodate a broad variety of listening interests	<ul style="list-style-type: none"> Recorded music for recreation and education Current material and selected classics All styles of music will be considered for the collection Material for children is included as part of the collection 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format or too expensive. Second-hand materials will generally not be purchased for this collection. 	<ul style="list-style-type: none"> For loan.

		<ul style="list-style-type: none"> Multiple copies may be purchased for high demand material. 		
Audio (Talking) Books	<p>To meet the needs of those who have sight impairment, are physically unable to hold a book, have difficulty reading, or need literacy support.</p> <p>This collection is available for use by all Library members.</p>	<ul style="list-style-type: none"> Current material and selected classics Popular fiction and high demand non-fiction subject categories Material with the emphasis on the general, non-professional reader Unabridged material Items with professional production standards and no loan restrictions Material for children and young adults is included as part of the collection The collection is supplemented by bulk inter-library loan from the State Library of NSW Generally single copies only are purchased. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia Generally requests for purchase are not accepted for this collection due to the standing order arrangements Second-hand materials will not be purchased for this collection. 	<ul style="list-style-type: none"> For loan
<ul style="list-style-type: none"> Video on DVD 	<p>To provide access to current material and selected classical works on DVD to accommodate a broad variety of viewing interests</p>	<ul style="list-style-type: none"> Current film and television material and selected classics Recreational, selected documentaries and DIY material Material for children is included as part of the collection Generally single copies only are purchased. Additional copies to be purchased at the discretion of the Library where demand is high. 	<ul style="list-style-type: none"> Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia Generally requests for purchase are not accepted for this collection due to the standing order arrangements The item is of a highly technical or specialised nature which is unlikely to be widely used Second-hand materials will not generally be purchased for this collection. 	<ul style="list-style-type: none"> For loan Loan limits apply

Online Collections

These collections have been developed to meet to complement the physical collections through access to online databases, eBooks, eAudiobooks, eMagazines, and local historical collections online, to meet the cultural, information and recreational needs of the community.

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
Online Databases	To complement the Reference and non-fiction collections through online databases, and meet the cultural, information and recreational needs of the Blue Mountains community.	<ul style="list-style-type: none"> • Authoritative source • Materials which cover subjects of high interest or emerging issues • Well designed for easy access and browser compatibility • Appropriate authentication available for user access • Some materials may be appropriate for in-Library use only. 	<ul style="list-style-type: none"> • Is already accessible to the Blue Mountains Community via the State Library of NSW or the National Library of Australia portals • Too expensive • Terms and Conditions of access are unacceptable to the Library • Requires special equipment • Poorly designed interface • Can only be installed on a single workstation • Access is restricted to in-Library use only, unless deemed appropriate • The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ul style="list-style-type: none"> • Via the Library computers or via the Library website (library.bmcc.gov.au) for remote access by Library members as appropriate
eBooks	To complement the Fiction and Non-fiction collections, and meet the cultural, information and recreational needs of the Blue Mountains community.	<ul style="list-style-type: none"> • Current material and selected classics • Popular fiction and high demand non-fiction subject categories • Material with the emphasis on the general, non-professional reader • Items with professional production standards and no loan restrictions are preferred • Material for children and young adults is included as part of the collection. 	<ul style="list-style-type: none"> • Too expensive • Terms and Conditions of access are unacceptable to the Library • Requires special equipment • Poorly designed interface • Access is restricted to in-Library use only • The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ul style="list-style-type: none"> • For loan • Loan limits apply

Collection	Aim	Content/Scope	Reason for non-inclusion	Access
eAudio books	To complement the Fiction and Non-fiction collections, and meet the cultural, information and recreational needs of the Blue Mountains community.	<ul style="list-style-type: none"> • Current material and selected classics • Popular fiction and high demand non-fiction subject categories • Material with the emphasis on the general, non-professional reader • Items with professional production standards and no loan restrictions are preferred for purchase • Material for children and young adults is included as part of the collection. 	<ul style="list-style-type: none"> • Too expensive • Terms and Conditions of access are unacceptable to the Library • Requires special equipment • Poorly designed interface • Access is restricted to in-Library use only • The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ul style="list-style-type: none"> • For loan • Loan limits apply
eMagazines	To complement the print magazines collection in providing a current and topical resource, and meet the cultural, information and recreational needs of the Blue Mountains community.	<ul style="list-style-type: none"> • General, popular and specialist eMagazines are purchased to reflect customer needs and preferences • Material for children and young adults is included as part of this collection • An emphasis is placed on providing Australian editions where possible. 	<ul style="list-style-type: none"> • Too expensive • Terms and Conditions of access are unacceptable to the Library • Requires special equipment • Poorly designed interface • Access is restricted to in-Library use only • The resource is of a highly technical or specialised nature and unlikely to be widely used. 	<ul style="list-style-type: none"> • For loan with option to read online or download for offline reading
Local Studies Online	To provide access to valuable local historical materials online, for use by the local community and researchers worldwide	<ul style="list-style-type: none"> • Oral history recordings • Blue Mountains Fact Sheets • Local Studies Blog articles • Historical photographs and images • Other local historical collections, as deemed appropriate by the Library. 	<ul style="list-style-type: none"> • Not relevant to the Blue Mountains local studies collection • Too costly to digitize, upload and describe • File format(s) are obsolete. 	<ul style="list-style-type: none"> • Freely accessible online • Access via the Library catalogue, Library website, and via Trove (National Library of Australia)

Appendix B: Related Documents and Links

This document should be read in conjunction with:

Aboriginal and Torres Strait Islander Library and Information Resources Network. (2005). *Aboriginal and Torres Strait Islander Library and Information Resources Network Protocols*. Retrieved from <http://pandora.nla.gov.au/pan/133906/20120504-1344/www1.aiatsis.gov.au/atsilirn/protocols.atsilirn.asn.au/ATSILIRNprotocols.pdf>

Aboriginal and Torres Strait Islander Library and Information Resources Network. (2012). *ATSILIRN Protocols for Libraries, Archives and Information Services*. Retrieved from <http://atsilirn.aiatsis.gov.au/docs/ProtocolBrochure2012.pdf>

Australian Library and Information Association. (2002). *ALIA on online content regulation*. Retrieved from <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/aliam-online-content-regulation>

Australian Library and Information Association. (2015). *Statement on free access to information*. Retrieved from https://www.alia.org.au/sites/default/files/documents/FreeAccessToInformation_2015.pdf

Australian Library and Information Association. (2006). *Statement on information literacy for all Australians*. Retrieved from <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians>

Blue Mountains City Council. (2017). *Blue Mountains community strategic plan 2035*. Retrieved from https://library.bmcc.nsw.gov.au/client/en_AU/admin/ManageAssets.assetbrowser:viewasset/1017823

Blue Mountains City Council. (2004). *Library Services strategic plan 2004-2025*. Retrieved from https://library.bmcc.nsw.gov.au/client/en_AU/admin/ManageAssets.assetbrowser:viewasset/1017980

International Federation of Library Associations. (2015). *IFLA Statement on libraries and intellectual freedom*. Retrieved on 13th October, 2017 from <https://www.ifla.org/publications/ifla-statement-on-libraries-and-intellectual-freedom>

Library Council of New South Wales. (2008). *Access to information in New South Wales public libraries guideline*. Retrieved from <https://www.sl.nsw.gov.au/sites/default/files/accesstoinformation2007.pdf>

State Library New South Wales. (2015). *Living learning libraries: Standards and guidelines for NSW public libraries* (6th ed.) Retrieved from http://www.sl.nsw.gov.au/sites/default/files/living_learning_libraries_2015.pdf

Appendix C: Donations

The Blue Mountains City Council Library Service Collection Development Policy states that: “The library welcomes donations of books and other materials that meet the basic selection criteria.” Donations are accepted on the understanding that it is the prerogative of the library to dispose of material as it sees fit.

These guidelines do not apply to Local Studies and any material relating to any aspect of the Blue Mountains (regardless of currency; quality; format e.g. souvenirs & photos; physical condition; series e.g. newspapers; interest level or readership) is of potential interest to Local Studies and should be forwarded to the Local Studies Librarian for assessment.

The following guide to accepting or rejecting donated material is based on the existing selection criteria and its aim is to ensure that only suitable items are sent for accessioning.

Basic Selection Criteria

	Physical Condition	Format	High Interest	Series	Readership	Quality	Currency of content
Fiction: AF, YA, Junior	✓	✓	✓	✓	✓	✓	
Non-fiction: ANF, JNF, YA	✓	✓	✓	✓	✓	✓	✓
Music on CD	✓	✓				✓	
Video on DVD	✓	✓	✓	✓		✓	
Magazines	✓	✓			✓	✓	✓
Graphic novels and Comics	✓	✓	✓	✓	✓	✓	

Physical condition

Reject anything that doesn't look new:

- Yellowed, dog-eared, watermarked, or grubby pages
- Faded, damaged covers
- Damaged spines or binding
- Underlining or highlighting
- Scratched surfaces (music CDs, DVDs)
- Musty, mildew or other unpleasant odour

Format

Reject:

- Material which cannot stand up to the demands of Library life (e.g. flap books, puzzle books, tiny books, loose-leaf folders, spiral binding)
- Superseded formats (e.g. floppy disk, music cassettes, VHS videos) and DVDs which are not 'All Regions' or 'Region 4'
- Non-user-friendly layouts (e.g. too much print per page, infrequent or no subject headings, no index or contents guide)
- Material where content level and audience do not match (e.g. preschool picture books with too much text; introductory guides lacking diagrams and illustrations)

High Interest

Although some obscure titles might be worth holding, as a general rule only accept material that is likely to be of moderate or high interest to the majority of the borrowers.

Series

Accept:

- Complete series - if **all** items meet the other relevant criteria
- Titles (in good physical condition) that fill gaps in a series we already hold

Reject:

- Incomplete series (e.g. no's 2 & 4 of a 6 part series) unless we already hold all or most of the other titles.

Readership

Accept:

- Material suitable for primary or secondary students or general interest readers

Reject:

- Highly academic / post-graduate level material
- Material only of use to advanced hobbyists, tertiary students, or professionals in the subject area.
- X-rated material (all formats)

Quality

Accept:

- Material by recognised authors and / or publishers
- Material that appears to be professionally compiled and produced

Reject:

- Material that has an amateurish, DIY feel about it
- Material that has been produced by lobby / political / religious etc. groups as pseudo-educational material.

Currency

Although there may be the occasional worthy exception, as a general rule you should reject:

- All material over 5 years old

Note: Exceptions may be made if the item meets **all** other criteria and the content is considered fairly “ageless” (e.g. art history, classic fiction) or to fill a gap in a series.
