

LIBRARY COLLECTION DEVELOPMENT POLICY

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Responsible service: Library & Information Service

Contact position: Manager Community and Library

Policy statement

Blue Mountains City Council delivers library services in a professional manner to meet standards developed by the Australian Library and Information Association (ALIA), the State Library of NSW (SLNSW) and various international standards bodies such as the International Federation of Library Associations (IFLA).

This policy guides staff in the principles for collection development, selection, acquisition and maintenance of library materials; clarifies the planning and management issues of collection development; 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.

Scope

This policy applies to all Blue Mountains Library staff who have responsibility for the development, acquisition, maintenance, deselection and disposal of library materials for the Blue Mountains Library. The policy is a working tool, providing guidance regarding the full lifecycle of library collections.

Roles and responsibilities

Position	Responsibilities
Chief Executive Officer	Support Director, Cultural & Community Services and Manager, Community & Library, and Library Supervisors to lead workers, either directly or indirectly in their understanding of and compliance with this policy and Councils' obligations under the Library Act.
Director, Cultural & Community Services	Support Manager, Community & Library, Library Supervisors and workers in the Library service to understand and comply with Council's obligations under the Library Act and this policy.
Manager, Community & Library	Support the Program Leader, Library Supervisors and library team with understanding this policy and communicating to the wider community.
Program Leader, Libraries	Support the Library Supervisors and library team with understanding this policy, updating this policy and communicating this policy to the wider community. Has oversight of selection, deselection, non-inclusion, donations, and other collection management processes.
Information & Support Services Coordinator	Support the Program Leader, Libraries and library team with understanding this policy, updating this policy and communicating this policy to the wider community. Has decision making authority to procure collection resources, in compliance with Council's procurement policy. This position undertakes collection purchasing as part of their role, under the supervision of Program Leader, Libraries.
Library Lower Mountains Coordinator	May undertake collection purchasing as part of their role, under the supervision of Program Leader, Libraries
Library Upper Mountains Coordinator	May undertake collection purchasing as part of their role, under the supervision of Program Leader, Libraries
Children & Young Adult Team Leader	May undertake collection purchasing as part of their role, under the supervision of Program Leader, Libraries
Branch Librarian (Team Leader)	May undertake collection purchasing as part of their role, under the supervision of Program Leader, Libraries
Information & Support Services Librarian	May undertake collection purchasing as part of their role, under the supervision of Program Leader, Libraries
Information & Support Services Officer	May undertake collection purchasing as part of their role, under the supervision of Program Leader, Libraries
First Nations Team	Provides advice regarding the Aboriginal Knowledge Collection and liaison with the Aboriginal Advisory Committee of Council

Definitions

Term	Definition
ALIA	Australian Library & Information Association
ATSILIRN	Aboriginal and Torres Strait Islander Library, Information and Resource Network
Collection	Curated material or resources that are grouped together in logical arrangement and made available to the community to access on-site, online or for loan.
Collection Development	The process by which information, educational, recreational and cultural resources are selected, acquired and managed in order to meet the Library's aims and objectives.
Collection Maintenance	Activities related to the upkeep of the library collection, including analysis, evaluation, and deselection.
Collection Management	Housing, storage, preservation, promotion, evaluation, and deselection of library collections
Floating collection	Collection items not housed permanently at one specific branch library, but shelved in the library where they were most recently returned.
IFLA	International Federation of Library Associations
ILL	Inter-Library Loan. A service whereby a member of one library can borrow books and other library material and/or receive photocopies of documents owned by another library.
The Library	The Blue Mountains Library Service as maintained by the Blue Mountains City Council.
LGA	Local Government Area
MA and R rated material	Australian classification categories for films. MA is the classification for 'Mature Accompanied' and not suitable for people under 15 years. R is the classification for 'Restricted', which must be restricted to adults.
Serial / Periodical	A published work that appears in a new edition on a regular schedule, e.g. newspaper, magazine, journal.
Trove	An online discovery platform provided by the National Library of Australia that offers free public access to a wide range of content from libraries, museums, archives and repositories around Australia.

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1. Policy details

1.1 Aims and Objectives

The Library's collection, in all formats, is at the core of the Library's service provision. The Library 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 also accessible remotely to library members.

The Library aims:

- To provide a balanced, well organised and current public library collection that meets and reflects the information, recreation and inspiration needs of the Blue Mountains community, within the finite resources available.
- To provide a curated library collection, that meets the Australian Library and Information Association (ALIA) standards and guidelines, and State Library of NSW (SLNSW) Standards for NSW Public Libraries: Living Learning Libraries (7th edition, 2020 update), and various international standards
 - To reach the baseline of 1.61 (cohort median) items per capita as set out in Living Learning Libraries 7th edition, 2020 update, p18
 - To reach the baseline of \$4.74 (cohort median) expenditure per capita on library materials as set out in Living Learning Libraries, 2020, p17
- To develop and maintain balanced collections and related services that meet and reflect the needs and interests of both current and potential customers in the community
- To provide collections which
 - encourage and promote the enjoyment of reading
 - support literacy development (see Appendix A, ALIA (2006). *Statement on information literacy for all Australians*).
 - support the development of research skills
 - provide access to information that empowers, educates, informs and supports civic engagement
 - provide access to recreational resources that enrich, motivate and inspire
 - provide quality library materials, both fiction and non-fiction, in a wide range of suitable formats
 - provide appealing and popular resources
 - provide popular, current and a selection of classic material
 - provide an Aboriginal Knowledge Collection which contains material by, about, and for Aboriginal people and Torres Strait Islander people; ensuring appropriate content and perspectives in materials and recognising 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)
 - provide a non-lending reference collection which supports quality information service and research, including the Local Studies collection.

- To provide library collection that supports Council's Community Strategic Plan 'Sustainable Blue Mountains 2035', and the United Nations Sustainable Development Goals. See Appendix B & Appendix C.

The Library aims to meet these objectives by the following collection related services:

- 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.
- Develop the online catalogue as the preferred single point of discovery 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 and deselection decisions.
- 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.

1.2 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 development 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.

District Library Branches are located at Springwood and Katoomba. Local Library branches are located at Blaxland, and part-time Branches at Lawson, Blackheath and Wentworth Falls. An outreach service located at Mt Wilson & Megalong Valley, 'Library2U' lockers, will deliver satellite WiFi and library materials to these remote communities. A Home Library Service is available for local residents who are unable to visit the Library because they may be housebound, frail, living with a disability or illness, a resident in an aged-care facility/nursing home, or a carer. 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".

Responsibility for the provision and management of Library Services is currently within the Directorate of Cultural & Community Services.

2. Collection Development Guidelines

2.1 Procurement of Library Materials

Procurement of Library materials is undertaken in compliance with Council's *Sustainable Procurement and Contracts Policy*.

2.2 Selection of Library Materials

Responsibility for Selection

Collection Development is a 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
- 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.

Second-hand material: As a general rule, second-hand material will not be purchased.

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

The document in Council's records management system is the controlled version. Please check that you have the current version before using a printed copy. **HPERM: 24/83090**

- Standing orders
- Bookshop visits
- Suggestions for purchase from Library customers and staff via [Library website](#) and print forms
- Evaluation of donations (for details see Section 3. Donations).

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

Rationale for non-inclusion of physical material

- Material is out of date or out of print.
- Published in an unsuitable format, too expensive, or too difficult to source.
- The item is a textbook or prescribed text.
- 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.
- Item is already held.

Rationale for non-inclusion of online material

- Material is not available on a suitable platform or in a suitable format.
- Cost of resources are prohibitive.
- Licensing model is too restrictive and does not represent value for money.

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 by the Library, and 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 A).

3. Donations

Selection criteria for donated library materials include:

- currency and quality of content
- good physical condition
- suitable formats
- items of interest
- suitable readership level
- parts of a series
- Local Studies material.

Donations are taken on the basis that the material becomes the property of the Blue Mountains Library, and that is the prerogative of the Library to dispose of material as it sees fit, and without further consultation, through various means, including community book sales. The Library will not accept conditional donations. We do not engage in correspondence regarding the outcome of donated items.

Donations of materials from **local authors** and **significant donations** should be accompanied by a signed **Donation of Materials Form** to ensure these donations receive appropriate treatment and processing.

Local Studies material and any material relating to any aspect of the Blue Mountains which may be of potential interest to Local Studies should be forwarded to the Local Studies Librarian for assessment, regardless of currency, quality, and format (e.g. souvenirs & photos), physical condition, series (e.g. newspapers), interest level, or readership.

4. Collection Maintenance Principles

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.

Maintenance processes include regular shelf-tidying, looking for missing items, collection evaluation, repair, replacement, and deselection and disposal.

4.1 Criteria for Deselection

- The item is in poor physical condition. A replacement should be ordered if appropriate.
- The item is superseded by a new edition or a better source.
- The item contains information which may now be misleading and / or inaccurate.
- The item is not used frequently.
- The item's subject matter is no longer of current interest.
- The item is an unnecessary duplicate copy.

4.2 Replacement & Repair 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 those about subjects such as health, computer science, technology, law, science, geography, travel, annuals, psychology, sociology, and political science.

On occasion the Library may decide to repair library materials, based on inability to replace an item.

4.3 Disposal Guidelines

Discarded material, including unwanted donations, may be:

- Offered for sale at a Library book sale.
- Given to recognised social or civic organisations.
- Given away at events, such as a Pop-Up Library.
- 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.

5. The Collections

The Library collections have been developed to meet the cultural, information and recreational needs of the community. The collections aim to provide access to current and accurate information resources and works to accommodate a broad variety of reading interests, and in a variety of formats to meet the needs of the community.

5.1 Access

Most physical collections are for loan and float (move) between library branches. Exceptions include:

- Reference (non-floating, not for loan).
- HSC Collection (non-floating and only held at District Branches, available for loan).
- Local Studies (non-floating, not for loan, and must be requested from library staff).
- Family History (This collection is held at Springwood Library, and is not for loan. Materials are not available for transfer to other Library Branches).

5.2 Scope of Adult Collections

- Material with an emphasis on the general, non-professional reader.
- Current, popular materials and standard works in broad subject categories.

5.2.1 Adult Nonfiction

The Adult Non-Fiction book collection contains:

- Books dealing with facts and reality, also includes biographies, criticism, poetry and some literature.
- Material covering subjects of high interest or emerging issues.
- Materials that originate from, or refer to, Australia.
- National and international award winners.
- Multiple copies may be purchased in areas of high demand.

5.2.2 Adult Fiction

The Adult Fiction book collection contains:

- Current fiction and selected fiction classics.
- Popular and best seller fiction.
- Popular series titles.
- Comprehensive selection of titles by major Australian authors.
- National and international award-winning novels.
- Multiple copies may be purchased depending on demand.

5.2.3 Large Print

The Large Print book collection contains:

- Current material and selected classics.
- Popular fiction and high demand non-fiction subject categories.
- A selection of titles by major Australian authors.
- Generally single copies only are purchased.

5.2.4 Adult Graphic Novels

The Graphic Novel book collection contains:

- A collection consisting of works of sequential art, which may or may not include text. This includes stand-alone books, collected editions and compilations of serial comics.
- Current popular material and selected classics.
- Material aimed at either a general audience or a mature audience.
- The collection includes some explicit material.
- Award winners (Australian and worldwide).

5.3 Scope of Young Adult Collections

These age-appropriate Young Adult 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.

5.3.1 *Young Adult Non-Fiction*

The Young Adult Non-Fiction book collection contains:

- Popular non-fiction aimed directly at young adults.
- Multiple copies may be purchased depending on demand.

5.3.2 *Young Adult Fiction*

The Young Adult Fiction book collection contains:

- Current fiction and selected classics
- Popular and best-seller titles
- Popular genres and series titles
- Award winners (Australian and worldwide)
- Multiple copies may be purchased depending on demand.

5.3.3 *HSC Collection*

The HSC (Higher School Certificate) collection contains:

- 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 may be purchased depending on demand.

5.3.4 *Young Adult Graphic Novels*

- A collection consisting of works of sequential art, which may or may not include text. This includes stand-alone books, collected editions and compilations of serial comics.
- Age-appropriate current popular material and selected classics
- Fiction and non-fiction material
- Award winners (Australian and worldwide)

5.4 Scope of Junior Collections

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

5.4.1 Junior Non-Fiction

The Junior Non-Fiction book collection contains:

- 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 may be purchased depending on demand.

5.4.2 Junior Fiction

The Junior Fiction book collection contains:

- Story books containing illustrations that enhance the text.
- Award winners (Australian and worldwide).
- Popular and best-seller titles and series.
- Children's classics.
- Multiple copies may be purchased depending on demand.

5.4.3 Picture Books

The Junior Picture Books collection contains:

- Books where illustrations are an important focus.
- Award winners (Australian and worldwide).
- Popular and best seller titles.
- Fiction and Non-fiction.
- Children's classics.
- Board books.
- Multiple copies may be purchased depending on demand.

5.4.4 Readers

The Readers collection contains:

- Books with a 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 may be purchased depending on demand.

5.4.5 Junior Comics

The Junior Comics book collection contains:

- A collection consisting of works of sequential art, which may or may not include text. This includes stand-alone books, compilations of serial comic books and collected editions
- Current popular material and selected classics
- Fiction and non-fiction titles
- Award winners (Australian and worldwide)

5.5 Aboriginal Knowledge 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.

The collection aims to be instrumental in the assisting of the preservation of Aboriginal and Torres Strait Islander knowledge, whilst respecting protocols required by Aboriginal and Torres Strait Islander culture. This includes consideration and promotion of Indigenous Cultural and Intellectual Property (ICIP). See Appendix D for more detail.

The Aboriginal Knowledge Collection contains:

- 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 based on demonstrated demand.

Reasons for non-inclusion for the Aboriginal Knowledge Collection

- Material that contains offensive or antiquated ideas, beliefs or perspective about Aboriginal and or Torres Strait Islander peoples

5.6 Magazines & Periodicals

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

The Magazines collection contains:

- General, popular and specialist periodicals that reflect customer needs.
- Material for children is included as part of this collection, where available.
- 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.

5.7 Newspapers

- 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 are purchased in multiple copies. The Library holds one copy of each for three months in Stack.
- Newspapers published in the Blue Mountains, both current and past, if available are held indefinitely on microfilm. Hard copies are held at Springwood Library in Stack for six months.

5.8 Music on CD

The Music on CD (compact disc) collection contains:

- 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.
- Multiple copies may be purchased depending on demand.

5.9 Audiobooks on CD

This collection is available for use by all Library members. The Audiobook on CD (compact disc) collection contains:

- Current material and selected classics.
- Popular fiction and high demand non-fiction subject categories.
- Unabridged material.
- Items with professional production standards and no loan restrictions.
- Material for children and young adults is included as part of the collection.
- Generally single copies only are purchased.

5.10 Video on DVD

The Video on DVD collection contains:

- 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.

5.11 Community Languages

The Blue Mountains Local Government Area (LGA) has a small multicultural presence speaking a wide variety of languages. Approximately 90.1% of the population speak only

English at home, and less than 1% (0.51%) of the population don't speak English well or don't speak English at all (2021 Census).

As a result, the demand for Community Languages material has 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 State Library of NSW Multicultural Service for its Community Languages needs. Community language materials across many languages are available, on request. 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.

5.12 Scope of Reference Collections

The Reference collections comprise a general reference collection as well as the specialised collections of Family History and Local Studies.

5.12.1 General Reference

The Reference collection contains:

- Material that is not for loan, is from an authoritative source that provides information, and intended to be available in library branches, for the purposes of research, study and authentication.
- Popular and specialised materials across a broad range of subject areas will be selected, with an emphasis on local interests.
- 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.

5.12.2 Local Studies Collection

The aim of the Local Studies Collection is 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*

The Local Studies Collection contains:

- Material relating to the Greater Blue Mountains region from prehistory to the present. New publications, donations 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. Rate book searches are referred to Blue Mountains Historical Society under a memorandum of understanding agreement.

The document in Council's records management system is the controlled version. Please check that you have the current version before using a printed copy. **HPERM: 24/83090**

- Historic Council 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.
- Materials including books, reports, guidebooks, directories and souvenir booklets dealing with the area.
- Vertical files: ephemeral material, including newspaper clippings, brochures etc.
- Copies of Blue Mountains newspapers, both current and historical, are held on microfilm in Springwood Library. The previous six months is held in hard copy. All surviving historical newspapers up to 1954 are available in full text on Trove.
- 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.
- 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 does not have an active Oral History program.
- Material from outside the area may be held if it is assessed as being of wider significance or forms part of a collection.
- Collecting level: secondary to post graduate.

Reasons for non-inclusion in the Local Studies Collection

- 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 meet the required level of significance, 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, other public libraries, state and 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 to storage costs and space constraints. Holdings of archives relating to individuals, local societies and others are reassessed periodically.

Access to the Local Studies Collection

- The Local Studies collection is housed in Springwood Library. Archives are stored off-site and require advance notice for access, duplicates and literary works are held in the Stack Collection also located at Springwood.
- This is a non-lending collection, although items held in duplicate may be available for overnight loan or ILL at the discretion of the Local Studies Librarian.
- 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.
- This is a Non-floating collection permanently located at Springwood.

5.12.3 Family History

The Family History collection contains:

- 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 materials will be acquired as demand requires.

5.13 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.

5.14 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, streaming video 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. The Collection Development Policy as outlined elsewhere is this policy also applies to these collections.

6. Related documents

This document should be read in conjunction with:

Legislation

- Library Act 1939 (NSW)
- Library Regulation 2018 (NSW)
- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2005 (NSW).

Other documentation

- Blue Mountains City Council. (2017). Blue Mountains Community Strategic Plan 2035
- Blue Mountains City Council. (2023). Sustainable Procurement and Contracts Policy
- State Library New South Wales. (2018). Standards and Guidelines for NSW Public Libraries : Living Learning Libraries – a population approach (7th edition)
- Aboriginal and Torres Strait Islander Library and Information Resources Network. (2010). Aboriginal and Torres Strait Islander Library and Information Resources Network Protocols
- Library Council of New South Wales. (2018). Access to Information in New South Wales Public Libraries Guideline
- Australian Library and Information Association. (2018). Statement on Free Access to Information
- Australian Library and Information Association. (2002). ALIA on Online Content Regulation
- International Federation of Library Associations. (2019). IFLA Statement on Libraries and Intellectual Freedom.

7. Appendix A: Additional Related Documents and Links

This document should be read in conjunction with:

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 Bureau of Statistics (2024) *Blue Mountains 2021 Census*, accessed 10 April 2024, <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA10900>

Australian Library and Information Association. (2002). *ALIA on online content regulation*. Retrieved from <https://alia.org.au/Web/Web/Research-and-Publications/Policies/ALIA-on-online-content-regulation.aspx>

Australian Library and Information Association. (2018). *Statement on free access to information*. Retrieved from <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

Australian Library and Information Association. (2006). *Statement on information literacy for all Australians*. Retrieved from <https://alia.org.au/Web/Web/Research-and-Publications/Policies/Statement-on-information-literacy-for-all-Australians.aspx>

Blue Mountains City Council. (2022). *Blue Mountains community strategic plan 2035*. Retrieved from <https://www.bmcc.nsw.gov.au/documents/sustainable-blue-mountains-2035>

International Federation of Library Associations. (1999). *IFLA Statement on libraries and intellectual freedom*. Retrieved from <https://repository.ifla.org/bitstream/123456789/1424/1/ifla-statement-on-libraries-and-intellectual-freedom-en.pdf>

National and State Libraries Australasia. ([2023?]). *Culturally Safe Libraries: Working with Indigenous Collections*. Retrieved from <https://www.nsla.org.au/resources/cslp-collections/>

REMPLAN (2024) *Blue Mountains Community Profile*, accessed 10 April 2024, <https://app.remplan.com.au/bluemountains/community/>

Russell, R. & Winkworth, K. (2009). *Significance 2.0: A guide to assessing the significance of collections*. Collections Council of Australia Ltd. Retrieved from <https://www.arts.gov.au/sites/default/files/documents/significance20.pdf>

State Library New South Wales. (2023). *Access to information in NSW public libraries: library council guideline*. Retrieved from https://www.sl.nsw.gov.au/sites/default/files/access_to_information_lcguideline_2023.pdf

State Library New South Wales. (2018). *Standards and guidelines for NSW public libraries : Living learning libraries* (7th ed.) Retrieved from https://www.sl.nsw.gov.au/sites/default/files/living_learning_libraries_2018.pdf

The document in Council's records management system is the controlled version. Please check that you have the current version before using a printed copy. **HPERM: 24/83090**

8. Appendix B: The Library & Council's Community Strategic Plan

The Library supports Council's Community Strategic Plan 'Sustainable Blue Mountains 2035', and particularly the following objectives and strategies:

CARE Objective 3.1 – Blue Mountains communities are safe, caring, diverse and inclusive.

Especially strategies:

- 3.1a Implement community development initiatives that address the needs of the vulnerable and disadvantaged.
- 3.1b Facilitate programs that use the contribution, strengths and skills of the community to build social networks, connections, cohesion and resilience
- 3.1c Consider and accommodate the needs of different life stage groups and other groups with specific needs in service provision
- 3.1d Support development of a child, youth and family friendly City that attracts young people and families to live and stay in the Blue Mountains

CARE Objective 3.2 – The Blue Mountains community is healthy and active.

Especially strategies:

- 3.2a Facilitate access to community, cultural and recreational services and facilities that meet community needs and support health and wellbeing
- 3.2b Support increased community participation in activities that improve health and wellbeing, including provision of supporting infrastructure
- 3.3c Improve City presentation to meet community expectations for clean, safe and well-presented public spaces

CARE Objective 3.4 – The Blue Mountains is a centre of culture, creativity and life-long learning.

Especially strategies:

- 3.4a Strengthen and promote the Blue Mountains as a City of the Arts within a World Heritage Area and a centre of culture and creativity
- 3.4b Support and facilitate life-long learning for people of all ages and abilities

9. Appendix C: The Library & United Nations Sustainable Development Goals

The Library supports the **United Nations Sustainable Development Goals**, including:

1. No poverty
3. Good health and wellbeing
4. Quality education
5. Gender equity
8. Decent work and economic growth
9. Industry, innovation and infrastructure
10. Reduced inequalities
11. Sustainable cities and communities
12. Responsible consumption and production
13. Climate action
16. Peace, justice and strong institutions
17. Partnerships for the goals.

1 NO
POVERTY



3 GOOD HEALTH
AND WELL-BEING



4 QUALITY
EDUCATION



5 GENDER
EQUALITY



8 DECENT WORK AND
ECONOMIC GROWTH



9 INDUSTRY, INNOVATION
AND INFRASTRUCTURE



10 REDUCED
INEQUALITIES



11 SUSTAINABLE CITIES
AND COMMUNITIES



12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION



13 CLIMATE
ACTION



16 PEACE, JUSTICE
AND STRONG
INSTITUTIONS



17 PARTNERSHIPS
FOR THE GOALS



<https://www.un.org/sustainabledevelopment>

Note: The content of this publication has not been approved by the United Nations and does not reflect the views of the United Nations or its officials or Member States.

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10. Appendix D: Indigenous Cultural and Intellectual Property (ICIP)

Indigenous Cultural and Intellectual Property (ICIP) Refers to the rights that our First Nations people have to protect and determine what and how their cultural and intellectual property is used.


Further information can be found in the NSW Aboriginal Affairs Aboriginal Cultural and Intellectual Property Protocol:


<https://www.aboriginalaffairs.nsw.gov.au/our-agency/staying-accountable/aboriginal-cultural-and-intellectual-property-acip-protocol/>

In particular, the True Tracks Principles (created by Terri Janke and Company) which are in accordance with Article 31 of the United Nations Declaration of Rights of Indigenous Peoples, guide how Aboriginal Affairs NSW advocate working with Aboriginal people and communities:

1. Respect
2. Self-determination
3. Prior informed consent and consultation
4. Interpretation
5. Integrity
6. Secret/sacred and privacy
7. Attribution
8. Sharing benefits
9. Maintaining culture
10. Recognition and protection

11. Appendix E: Donations of Materials Form





Donation of Materials Form

For Donations from Authors, Local Interest & Significant Donations

The Library welcomes donations of books and other materials that meet our selection criteria. Selection criteria include: good physical condition, suitable formats, items of interest, suitable readership level, and quality and currency of content.

Donations are taken on the basis that the material becomes the property of the Blue Mountains Library. We will not accept conditional donations. We reserve the right, without further consultation, to dispose of any items according to our Collection Development Policy. We do not engage in correspondence regarding the outcome of donated items.

The **Collection Development Policy** can be found at: bit.ly/BMCCDP

All persons wishing to donate material to the Blue Mountains Library are requested to complete and sign this form.

I agree to these terms and conditions

Name: _____

Signature: _____

Donated Material(s)

Description _____

Title: _____

Author _____

Year of Publication _____

Notes _____

STAFF ONLY

Date of Receipt: _____ Staff name: _____

Received at branch: _____ Type of material (e.g. book): _____

Number of items: _____ Proposed collection (e.g. LS): _____

Add to collection: _____ Book sale Dispose

Image of form. Form available [online](#) or from Library Branches.

The document in Council's records management system is the controlled version. Please check that you have the current version before using a printed copy. HPERM: 24/83090

12. Appendix F: Blue Mountains 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 78,446 (ABS ERP 2024) 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 2024 totalled 28,715 which represents over 36% 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 2021 Census, there were 78,121 people in the Blue Mountains LGA (48.5% male, 51.5% female), with a median age of 45. Aboriginal and Torres Strait Islander people make up 2.6% of the population.

A notable feature of the Blue Mountains LGA is its large proportion of people aged 65 years and over (22.6%). In comparison, in NSW this cohort is 17.7%, and in Australia it is 17.2%). The 70-74 years cohort recorded the largest change in the Blue Mountains LGA, with an additional 1,122 people, a 29.1% increase from 2016 (REMPPLAN 2024).

The Blue Mountains population is predominantly English speaking, with 79.1% of residents born in Australia. 90.1% of people only spoke English at home. Other significant language groups are Spanish (.6%) and German (.5%). The dominant groups in terms of ancestry are English (44.3%), Australian (38.1%), Irish (16%), Scottish (13.3%) and German (4.8%). The Australian Aboriginal Ancestry cohort recorded the largest change in the Blue Mountains LGA, with an additional 1,792 responses, a 691.9% increase from 2016 (REMPPLAN 2024).

In comparison with NSW there is a higher proportion of people holding tertiary qualifications in the Blue Mountains LGA. The Postgraduate Degree Level cohort recorded the largest percentage change in the Blue Mountains LGA, showing a 38.2% increase from 2016 (REMPPLAN).

The Labour Force Participation Rate in the Blue Mountains has decreased by -2.2 percentage points since 2016, however unemployment has also decreased (REMPPLAN).

2024). The three most popular occupations were Professionals (30.5%), Managers (13.9%) and Technicians and Trades Workers (12.6%) (ABS 2021).

A significant number of homes in the Blue Mountains LGA are composed of family households (70.9%). 50.7% of these families were two person households, an increase of 11.6% since 2016. Families of five persons or more fell since 2016 (ABS 2021). Overall the two-person cohort (families and group households) recorded the largest change in the Blue Mountains LGA, with an additional 2,086 people, showing a 10.4% increase from 2016 (REMPPLAN 2024).

89.4% of Blue Mountains dwellings are connected to the Internet. This is higher than the average in Greater Western Sydney (85.7%) and NSW (84.2%) (REMPPLAN 2024).

Click [here](#) to access the full Blue Mountains Community Profile (from the ABS 2021 Census).

REMPPLAN (2024) *Blue Mountains Community Profile*, accessed 10 April 2024, <https://app.rempplan.com.au/bluemountains/community/>

Australian Bureau of Statistics (2024) *Blue Mountains 2021 Census*, accessed 10 April 2024, <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA10900>