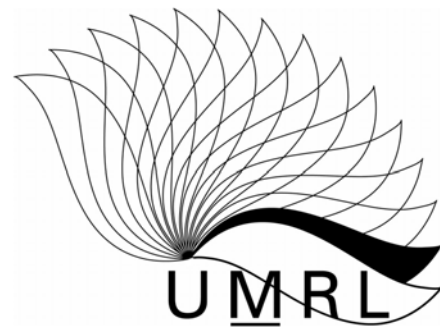


K n o w l e d g e i s
p o w e r



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Approved by:	UMRL Board Members	Produced by:	Seija Kuisma
Contact:	Collection Service Manager	Date Approved:	22nd February 2007
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COLLECTION DEVELOPMENT POLICY

NOVEMBER 2007

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<p>INTRODUCTION</p>	<p>The purpose of this Collection Policy is to clarify for the public, the Upper Murray Regional Library Board, the subscribing councils and the staff of the library service, the criteria used for selecting materials and the responsibility for the development of the collection.</p> <p>This document includes information about the Regional Library Service, the environment in which we operate, the population of the region, the clientele we serve and the collection, both current and as we would like to see it in the future.</p> <p>There are many reasons for formulating a Collection Development Policy:</p> <ul style="list-style-type: none"> • To identify the strengths and weaknesses of the collection • To prepare a guide and a basis for future collection development • To identify and help rectify particular inadequacies within the collection • To assist with internal communication and training • To inform the public of our selection policy in all areas • Accountability to the public, the Company Board and subscribing councils • As a management tool
<p>MISSION STATEMENT</p>	<p>The Upper Murray Regional Library aims to develop a range of collections, resources and services for all residents of the Upper Murray Region in order to:</p> <ul style="list-style-type: none"> • Provide the highest quality information and cultural services and to support our values of <ul style="list-style-type: none"> - Equity of access - Quality of service delivery - Building social capital - The provision of opportunity and choice
<p>OVERVIEW OF THE UPPER MURRAY REGIONAL LIBRARY</p>	<p>The Upper Murray Regional Library (UMRL) was established in 1950 as a co-operative venture and was incorporated as a company on 3rd February 1997, the Board of Directors being made up of representatives of the member councils, UMRL is a cross-border regional organization that delivers library services to the following councils as per the negotiated service agreements:</p> <ul style="list-style-type: none"> • Albury City Council (N.S.W.) • Corowa Shire Council (N.S.W.) • Greater Hume Shire Council (N.S.W.) • Indigo Shire Council (Vic.) • Towong Shire Council (Vic.)

	<ul style="list-style-type: none"> • Tumbarumba Shire Council (N.S.W.) • Urana Shire Council (N.S.W.) • City of Wodonga (Vic.) <p>The population of the region is 122,225. Service throughout the Region is provided by a network of 13 branches in the larger communities and 2 mobile libraries that visit the smaller communities, stopping at approximately 70 sites per fortnight. The libraries use the Libero Library Management System for circulation and cataloguing.</p>
<p>COMMUNITY PROFILE : The Region</p>	<p>Manufacturing is the major industry sector in the Region, based mainly in Albury-Wodonga. Majority of processing activities in this sector are based on primary production, especially food and timber processing. These include the largest newsprint mill in Australia and a dairy processing facility. Other major industries include car component manufacturers, plastics fabricators, and a munitions factory.</p> <p>Agricultural production includes sheep and cattle grazing, piggeries, dairy farming and viticulture. The Region lies amongst the western foothills of the Great Dividing Range. Much of the highland areas along the range are covered with established pine plantations.</p> <p>As a major regional centre, Albury-Wodonga has the departmental offices of the Federal and the two State governments. It is also a major retail centre for the Region, and has campuses of two universities (La Trobe University in Wodonga and Charles Sturt University in Albury) as well as a TAFE college in each city.</p> <p>Tourism is a growing industry in the Region. Among the most popular tourist destinations are the well-preserved gold mining era towns of Beechworth, Chiltern and Yackandandah, as well the wine making district of Rutherglen.</p>
<p>Population Distribution and Pattern of Growth</p>	<p>The communities served by the Upper Murray Regional Library are many and varied. They range from substantial sized cities, such as Albury and Wodonga, to small rural communities and isolated properties. The populations of the Councils that make up the region are:</p>

CITY/SHIRE	1996 POPULATION	2001 POPULATION	2006 POPULATION	% CHANGE 2001-2006
Albury	41,795	42,261	46,281	+9.5
Corowa	8,210	8,213	10,975	+33.6
Greater Hume			6,348 *	-35.5 **
Holbrook	2,531	2,528		
Hume	6,833	7,315		
Indigo	13,873	14,212	14,799	+4.1
Towong	6,361	6,127	6,019	-1.8
Tumbarumba	3,708	3,646	3,533	-3.1
Urana	1,575	1,388	1,260	-9.2
Wodonga	29,417	31,232	33,010	+5.7
TOTAL	114,033	116,922	122,225	+4.5

	<p>NB. Greater Hume Shire is made up of the old Shires of Culcairn, Holbrook and parts of Hume. A part of Hume Shire was also transferred to Corowa Shire.</p> <p>* Figure excludes 2001 population figures for the old Shire of Culcairn, as this part of the Greater Hume Shire is served by the Riverina Regional Library.</p> <p>** 2001 population figure is taken from Holbrook and Hume Shires.</p>
	<p>At 4.5% the population growth in the Region from 2001 to 2006 was below that of New South Wales and Victoria.</p> <p>The biggest growth in population from 1996 to 2006 was in the older population: 55 to 64 years (25.1%) and over 65 years (11.5%) whereas there was a decline in the younger population to 14 years (3.7%).</p> <p>Only 12.3% of the Region's population was born overseas, the main countries being United Kingdom, Germany, New Zealand and Netherlands.</p> <p>Just over 1% of the population identified as being of indigenous origin.</p>
Issues Affecting the Upper Murray Region	<p>The following are major issues that are affecting or will affect the Region:</p> <ul style="list-style-type: none"> • Declining population in the smaller shires. • Loss of services in small towns. • Population growth in Albury-Wodonga and surrounding areas.
CLIENT PROFILE	<p>All residents of the member Councils can become members of the Library. The Library at 30 June 2007 had 32,000 active members, i.e. 25% of the regional population. Also, residents of neighbouring shires can join the Library while visitors to the Region from further afield can borrow with payment of a refundable deposit.</p> <p>Recreational reading is the major preference of library users. This includes normal print, large print, audio books and magazines in both</p>

	<p>fiction and non-fiction. Information books on subjects such as gardening, craft, cookery, and health are also popular. The Library's local history and genealogy resources are also in great demand.</p> <p>Most of the branches are well used by primary and secondary students for homework/study. Most branches run children's programs which are well attended.</p>
THE SELECTION PROCESS	Each type of material must be considered on its own merits and the audience for whom it is intended. Involved in the choice of materials is the experience and knowledge of the staff members, familiarity with the community, its needs and demands, availability of other library resources, the existing collection, and the library's budget.
The Collection Budget	The budget allocation to the various collections is based on circulation figures for the previous year, also taking into account the average cost of items in each collection.
General Selection Criteria	<ul style="list-style-type: none"> • Currency of material • Popular interest/demand • Suitability of the format • Cost of the item • Australian content, especially for non-fiction • Reliability of content • Existing subject coverage in the collection
Selection Methodology	<ul style="list-style-type: none"> • Library suppliers' visits and promotional material • Blanket orders for fiction, large print and some reference materials • Requests for purchase from library customers and staff which meet the selection criteria. • Bookshop visits • Evaluation of donations
Selection Responsibility	<p>The Upper Murray Regional Library is a regional collection and collection development and stock selection are therefore carried out on a regional basis.</p> <p>These duties are the responsibility of the Collection Services Manager, Collection Services team and branch staff working within the guidelines set by the CEO/Library Manager. Input from the community is also obtained through suggestions for purchase.</p>

Resources Not Collected	<ul style="list-style-type: none"> • Second hand materials, except in the case of the Local History collection • Foreign language materials • Items of inappropriate physical dimensions, e.g. too large, small or heavy • Items prohibited by law • Ephemeral items of little value even in short term
Duplicate Copies	<p>Due to the size of the Region, the diversity of the borrowers' requirements and taking into account the regular movement of stock through twice weekly deliveries, duplicate copies are only purchased in a few instances:</p> <ul style="list-style-type: none"> • Best sellers in fiction titles • High demand adult non-fiction titles • High interest/high demand junior and young adult fiction • Standard picture books • Reference materials such as yearbooks,
Donations	<p>The Library gladly accepts donations of materials on the understanding that these items are judged suitable using the appropriate selection criteria. Items not added to the collection are placed for sale.</p>
Discarding/ Replacement/ Retention	<p>The following categories of materials are withdrawn from stock</p> <ul style="list-style-type: none"> • Dated material • Superseded editions of non-fiction materials, especially in law and health • Stock in poor physical condition • Infrequently used stock <p>Fiction titles considered to be standards are replaced as they become worn out.</p> <p>Non fiction titles are mostly replaced by other new titles on the same subject or updated editions of same titles.</p> <p>Local History materials are not discarded.</p>
Disposal of Withdrawn Items	<p>Items withdrawn from stock are deleted from the database and are made available to the branches for book sales. Most fiction is placed in paper recycling and large print is offered to Nursing Homes to use.</p>
Stock Rotation	<p>To better utilise regional stock, it is rotated between branches on a regular basis.</p>

	<p>Every month some 160 items are forwarded to another branch and the same number received from a different branch.</p> <p>The two largest branches also exchange a greater number of items between them on a monthly basis.</p>
Censorship/ Controversial Material	<p>The primary objective of the public library is to serve as a free and open access to the ideas and information available on all subjects in all media. The library will select and make available materials for the enlightenment, cultural development and enjoyment of its public at all ages and levels of ability and interest.</p> <p>The public library provides materials representing a range of views in diverse fields, including politics, social issues and religion, no matter how controversial or objectionable these ideas may be to some people in a democratic society. Individuals should feel free to explore any and all ideas in order to decide which is meaningful for them.</p> <p>Materials prohibited by law are not included in the collection.</p> <p>It is the responsibility of parents or guardians, not of library staff, to determine the suitability of materials used by their children.</p> <p>Selection of materials will not be inhibited by the possibility that inappropriate items may inadvertently come to the possession of children.</p>
THE COLLECTIONS	<p>Although some attempt is made at a 'balanced collection', especially in Australian materials, due to budgetary considerations, emphasis is given to purchasing in areas of high demand. Use is also made of circulation statistics to identify formats of materials to which additional resources need to be allocated.</p>
Online Resources	<p>UMRL recognizes the increasing availability of online resources, and provides access to these resources where permitted by cost. UMRL is a member of a consortium of Victorian public libraries which subscribes to the Gulliver suite of databases, and subscribes to various online databases via membership of NSW.net and National Library's Electronic Resources Australia.</p>
LIAC	<p>UMRL provides a specialist legal collection through its participation in the Legal Information Access Centre (LIAC) program, hosted by the State Library of NSW and the Law Foundation of NSW. The collection is centred in Albury branch, but has been extended to other branches as well. The collection includes the "Legal Tool Kit", a supporting collection of "Law Books for Libraries", the Hot Topics series, and a pamphlet collection.</p>

LOTE	Due to the small number of speakers of languages other than English, no materials are purchased in these languages. Requirement for these materials satisfied through the State Library of New South Wales community language bulk loans.
Local History	UMRL attempts to collect all published materials pertaining to the Region and holds these in a non-circulating collection, mainly housed in Albury and Wodonga branches. All branches hold some materials relating to their local area. (See Appendix F – Draft Local History Collection Development and Management Policy.
Interlibrary Loans	UMRL recognizes that it is not possible to cater for the needs of all borrowers and so provides a Document Delivery service to obtain items not held in the collection. This is not considered a core service so there is a small charge to obtain Inter-Library Loans. Items in all formats, and photocopies, are obtained. UMRL complies with the Australian Interlibrary Resource Sharing (ILRS) Code and borrows reciprocally from public libraries around Australia, as well as from the State Library of NSW and State Library of Victoria.
Formats	Materials are collected in whatever format is deemed suitable for the intended audience. The formats currently collected are: <ul style="list-style-type: none"> • Monographs – hardback and paperback • Large print – hardback and paperback • Talking books – on CD • DVDs • Periodicals, including newspapers • Pamphlets • Microforms • CD-ROMs

Collection Profile

COLLECTION	Adult Fiction Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$85,500
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for recreational reading purposes • Enhance interest in literature and reading <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Works by international, Australian and local authors • Works by popular authors • Recognised classics • Award winning titles
TARGET GROUPS	All adult and young adult members of the community.
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available for loan to all members of the library service regardless of the location of the item.</p> <p>Shelved by family name of the author.</p> <p>Some branches also shelve by genres of Family saga, Fantasy, Mystery, Romance, Science fiction, Thriller, and Western.</p>
FORMAT/S	<p>Hardback wherever possible.</p> <p>Paperback edition is purchased where hardback is not available and/or where additional short term copies are needed to help fill requests or a collection need.</p>
LEVEL	The adult fiction collection contains 34,200 items (21% of the total collections)
RELATED COLLECTIONS	<p>Large print books</p> <p>CD books</p> <p>Bulk loans of LOTE materials from the State Library of N.S.W.</p>

SELECTION CRITERIA	<p>Selection is done by the Collection Services and Branch staff.</p> <p>There are blanket orders for new titles by around 700 established authors.</p> <p>Wide selection of works by other contemporary authors is purchased.</p> <p>Multiple copies of works by popular authors are purchased according to demand.</p> <p>Customer requests are purchased where available and suitable</p> <p>Other criteria are:</p> <ul style="list-style-type: none"> ▪ Recommendations by book reviewers. ▪ Attractive covers.
WEEDING CRITERIA	<p>Stock is removed when it is damaged, aged or no longer in demand.</p>
REPLACEMENT CRITERIA	<p>Missing or long overdue items are replaced if still in demand, and available for purchase.</p>
FUTURE PLANS	<p>Increase adult fiction stock.</p>

Collection Profile

COLLECTION	Adult Non-Fiction Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$50,000
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for recreational and informational purposes • Support individuals of all ages pursuing their interests or independent life-long learning • Enhance interest in literature and reading <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Factual materials in print format • Literature, e.g. drama, poetry, letters, essays, but <u>not fiction</u> • Foreign language teaching CDs with or without a book • Biographies
TARGET GROUPS	All members of the community.
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available to all members of the library service regardless of the location of the item.</p> <p>Shelved in Dewey order, with biographies shelved separately by most branches.</p> <p>Wodonga branch also shelves in a separate sequence the following: Australian Aborigines, Business/Computers, Health, House/Garden, Parent/Families, Psychology/Self-help, War/Military.</p>
FORMAT/S	Both hardcover and paperback monographs
LEVEL	The adult non-fiction collection contains 37,000 items (22% of the total collections)

RELATED COLLECTIONS	<p>Large print non-fiction Non-fiction CD books Magazines Bulk loans of LOTE materials from the State Library of N.S.W.</p>
SELECTION CRITERIA	<p>Selection is done by the Collection Services and Branch staff.</p> <p>Purchase suggestions from borrowers are considered if the title is published within the last five years and fits within the selection criteria.</p> <p>The main criteria are:</p> <ul style="list-style-type: none"> ▪ Currency and relevancy. ▪ Popularity and demand. ▪ Emphasis on Australian materials. ▪ Physical presentation. ▪ Value of the book in relation to its price.
WEEDING CRITERIA	<p>Materials that are outdated and/or inaccurate are weeded.</p> <p>Older books that are not necessarily popular or in high demand may be retained if little is published on the subject, especially books with Australian content.</p> <p>Books on health/medicine that are older than five years are evaluated for discarding.</p>
REPLACEMENT CRITERIA	<p>Missing or long overdue items are replaced if still in demand, and available for purchase.</p> <p>Books on law and medicine/health will be replaced with the latest edition when one becomes available.</p>
FUTURE PLANS	<p>Target non-fiction collections in each Branch towards subjects which are in high demand in that Branch.</p> <p>Investigate which subjects are better covered by magazines.</p>

Collection Profile

COLLECTION	Adult Large Print Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$54,000
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for recreational and informational purposes • Enhance interest in literature and reading <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Wide range of adult fiction titles • Selected range of adult non-fiction titles.
TARGET GROUPS	<p>Members of the community with a visual impairment.</p> <p>People in the community who like the format of the large print book.</p>
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available for loan to all members of the library service regardless of the location of the item.</p> <p>Large print fiction is shelved by the family name of the author.</p> <p>Large print non-fiction is shelved in Dewey order.</p> <p>Some branches shelve LP fiction by genres of Family saga, Mystery, Romance, Thriller and Western.</p>
FORMAT/S	Both hard covers and paperbacks are selected.
LEVEL	The adult large print collection contains 14,100 items (8.6% of the total collections)
RELATED COLLECTIONS	<p>Adult fiction</p> <p>CD books</p> <p>Bulk loans of large print books from the State Library of N.S.W.</p>

SELECTION CRITERIA	<p>Selection is done by the Collection Services staff.</p> <p>Extensive blanket orders covering all genres of fiction and some non-fiction.</p> <p>Popular authors not covered by blanket orders are purchased.</p> <p>Some multiple copies of works by popular authors purchased where demand dictates</p> <p>Customer requests are purchased where available and suitable.</p> <p>Non-fiction titles are selected with the age and general interest of the clientele in mind.</p>
WEEDING CRITERIA	<p>Stock is removed when it is damaged, aged or no longer in demand.</p>
REPLACEMENT CRITERIA	<p>Missing or long overdue items are replaced if still in demand, and available for purchase.</p>
FUTURE PLANS	<p>It is considered that demand for Large Print materials will continue for the foreseeable future, therefore the current blanket orders will be continued and extended when finances allow.</p>

Collection Profile

COLLECTION	Reference Collection
LOCATION/S	All branches.
BUDGET ALLOCATION 2007/08	\$35,000
SCOPE	The aim of this collection is to: <ul style="list-style-type: none"> • Provide up-to-date and accurate print resources covering all major topics for use in the library. • Allow access to online databases through the library's web site.
TARGET GROUPS	All members of the community.
ACCESS	Items can be located using the online catalogue, either in the library or on the web. Not available for loan, but available to all members of the library service for use in any of the branches. Print resources shelved in Dewey order.
FORMAT/S	Monographs both hardcover and paperback. Online databases.
LEVEL	The adult non-fiction collection contains 3,370 items (2% of the total collections)
RELATED COLLECTIONS	Non-fiction books.
SELECTION CRITERIA	Selection is done by the Collection Services and Branch staff. Some standing orders in place for annual publications. The main criteria for selection of print resources are: <ul style="list-style-type: none"> • Currency and relevancy. • Authority of the publishing body. • Ease of use of the publication.
WEEDING CRITERIA	Materials that are outdated and/or inaccurate are weeded. Some materials are rotated through the branches before discarding

	from the collection.
REPLACEMENT CRITERIA	Books on law and medicine/health will be replaced with the latest edition when one becomes available.
FUTURE PLANS	Continue replacing print materials with online resources.

Collection Profile

COLLECTION	Video Recordings
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$24,400
SCOPE	<p>The aim of this collection is to provide:</p> <ul style="list-style-type: none"> • Documentaries of an informative and educational nature • Popular television productions especially with Australian content • Children's programs and movies. <p>Commercially released feature films are excluded.</p>
TARGET GROUPS	All members of the community, adult, young adult and children.
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available for loan to all members of the library service regardless of the location of the item.</p> <p>Most branches shelve the junior DVDs in separate sequence, usually in the Children's section of the library.</p>
FORMAT/S	<p>Digital video discs (DVDs) only are purchased.</p> <p>VHS only purchased on special request if DVD not available.</p>
LEVEL	The video recordings collections contain 6,200 items (3.8% of the total collections)
RELATED COLLECTIONS	None.
SELECTION CRITERIA	<p>Selection is done by the Collection Services staff.</p> <p>Blanket order for both adult and junior DVDs from the ABC site and children's movies from other sources is in place.</p>

WEEDING CRITERIA	<p>While building the collection, only DVDs damaged beyond repair are weeded from the collection.</p> <p>Damaged and out of date VHS tapes are weeded from the collection.</p>
REPLACEMENT CRITERIA	<p>Missing or long overdue items are replaced if still in demand, and available for purchase.</p>
FUTURE PLANS	<p>Continue building the collection to the extent that finances allow.</p>

Collection Profile

COLLECTION	Periodicals
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$30,000
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Supplement and support the non-fiction collection in areas of general interest <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Magazines of popular interest • Magazines focusing on current affairs and other issued of interest to Australians • Popular children's magazines • National and local newspapers
TARGET GROUPS	All members of the community.
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available to all members of the library service regardless of the location of the item.</p> <p>The latest issue of magazines is only available at the branch until the next issue is received, after which they become available for borrowing.</p> <p>Newspapers are not for loan.</p>
FORMAT/S	Magazines. Newspapers, in print and on microfilm.
LEVEL	The magazine collection contains 10,400 items (6.3% of the total collections)
RELATED COLLECTIONS	Non-fiction books Fiction books

SELECTION CRITERIA	<p>Selection is done by the Branch staff. Each branch chooses the magazines they wish to receive within their budget allocation.</p> <p>Weekly magazines limited to current affairs, e.g. The bulletin, and specific topics, e.g. The new scientist.</p> <p>No popular mass market weeklies are purchased.</p> <p>The other criteria are:</p> <ul style="list-style-type: none"> • Demand by borrowers ▪ Reputable publication ▪ Currency and regularity
WEEDING CRITERIA	<p>Lending copies of magazines are removed when damaged.</p> <p>Lending copies of weekly magazines, and computer magazines, weeded after one year.</p> <p>Where the subject matter does not date, e.g. Earth garden and Owner builder, magazines are kept up to five years.</p> <p>Other magazines weeded after two years.</p>
REPLACEMENT CRITERIA	<p>Any missing or damaged issues of magazines are not replaced.</p>
FUTURE PLANS	<p>Investigate whether magazines can better cover some subject areas and replace some parts of the non-fiction collection.</p>

Collection Profile

COLLECTION	Junior Fiction Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$11,500
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for recreational reading purposes • Promote literacy through suitable resources <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Works by international, Australian and local authors • Works by popular authors • Recognised classics • Award winning titles, e.g. Children Book Council Awards • High interest fiction for reluctant readers • Easy-to-reads and first readers
TARGET GROUPS	Children from primary to early secondary level (approx. 5-12 years).
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available for loan to all members of the library service regardless of the location of the item.</p>
FORMAT/S	<p>Predominantly paperback with some hardcover.</p> <p>Graphic novels, e.g. Tintin, Manga titles.</p>
LEVEL	The junior fiction collection contains 14,400 items (8.8% of the total collections)
RELATED COLLECTIONS	<p>Junior picture books</p> <p>Junior CD books</p>
SELECTION CRITERIA	<p>Selection is done by the Collection Services and Branch staff.</p> <p>There are blanket orders for some popular authors and series.</p>

	<p>Wide selection of works by other contemporary authors is purchased.</p> <p>Multiple copies of works by popular authors are purchased according to demand.</p> <p>Customer requests are purchased where available and suitable</p> <p>Other criteria are:</p> <ul style="list-style-type: none"> ▪ Recommendations by book reviewers. ▪ Attractive covers.
WEEDING CRITERIA	Stock is removed when it is damaged, aged or no longer in demand.
REPLACEMENT CRITERIA	Copies of classics will be replaced where justified by usage.
FUTURE PLANS	Increase junior fiction stock.

Collection Profile

COLLECTION	Junior Non-Fiction Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$8,000
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for young readers for recreational and informational purposes • Enhance interest in literature and reading • Limit curriculum focused materials. <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Factual materials in print format
TARGET GROUPS	Children from primary to early secondary level (approx. 5-12 years).
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available to all members of the library service regardless of the location of the item.</p> <p>Shelved in Dewey order, with biographies shelved separately by most branches.</p>
FORMAT/S	Both hardcover and paperback monographs.
LEVEL	The junior non-fiction collection contains 11,600 items (7.1% of the total collections)
RELATED COLLECTIONS	<p>Junior fiction books.</p> <p>Junior picture books.</p>
SELECTION CRITERIA	<p>Selection is done by the Collection Services and Branch staff.</p> <p>Purchase suggestions from borrowers are considered if the title fits within the guidelines of this policy.</p> <p>The main criteria are:</p>

	<ul style="list-style-type: none"> ▪ Currency and relevancy. ▪ Popularity and demand. ▪ Emphasis on Australian materials. ▪ Physical presentation. ▪ Value of the book in relation to its price.
WEEDING CRITERIA	Materials that are outdated and/or inaccurate are weeded. Damaged items are weeded.
REPLACEMENT CRITERIA	Missing or long overdue items are replaced with similar up-to-date materials.
FUTURE PLANS	Target junior non-fiction collections in each Branch towards subjects which are of interest to young readers for recreational purposes. Further limit curriculum focused materials as demand wanes.

Collection Profile

COLLECTION	Junior Picture Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$28,000
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for non-readers, i.e. board books, alphabets, counting, nursery rhymes, etc. and picture story books for parents to read to pre-schoolers. • Introduce children to the enjoyment of literature, love of books and encouragement towards reading. <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Works by international, Australian and local authors • Works by popular authors • Recognised classics • Award winning titles • Easy to read picture books.
TARGET GROUPS	Children from birth to primary age (approx. 0-7 years).
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available for loan to all members of the library service regardless of the location of the item.</p>
FORMAT/S	<p>Hardback preferred where possible, with quality bindings.</p> <p>Good quality paperback formats.</p> <p>Board books.</p>
LEVEL	The junior picture book collection contains 13,600 items (8.3% of the total collections)
RELATED COLLECTIONS	<p>Junior fiction and non-fiction.</p> <p>Adult fiction and non-fiction.</p> <p>Junior audio materials.</p>

SELECTION CRITERIA	<p>Selection is done by the Collection Services and Branch staff.</p> <p>There are blanket orders for some popular authors.</p> <p>Wide selection of works by other contemporary authors is purchased.</p> <p>Multiple copies of works by popular authors are purchased according to demand.</p> <p>Customer requests are purchased where available and suitable</p> <p>Other criteria are:</p> <ul style="list-style-type: none"> ▪ Imaginative and original writing. ▪ High quality illustrations that complement the story line ▪ Books to stimulate imagination and speech
WEEDING CRITERIA	<p>Stock is removed when it is damaged, aged or no longer in demand.</p>
REPLACEMENT CRITERIA	<p>Copies of classics will be replaced where justified by usage..</p>
FUTURE PLANS	<p>To monitor and respond to borrowers' interests, keeping the collection as up to date as possible.</p>

Collection Profile

COLLECTION	Junior Audio Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$4,000
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for recreational listening purposes <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Works by international, Australian and local authors • Works by popular authors • Recognised classics • Award winning titles, e.g. Children's Book Council Awards
TARGET GROUPS	<p>Children from pre-school to early secondary level. Children with learning and/or language difficulties.</p>
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available for loan to all members of the library service regardless of the location of the item.</p> <p>Shelved by family name of the author.</p>
FORMAT/S	<p>Compact discs only are purchased, with or without an accompanying book.</p> <p>Cassettes are no longer purchased.</p>
LEVEL	The junior audio collection contains 1,280 items (1% of the total collections)
RELATED COLLECTIONS	<p>Junior fiction Junior picture books</p>
SELECTION CRITERIA	<p>Selection is done by the Collection Services staff. Selection criteria are:</p>

	<ul style="list-style-type: none"> • Quality of sound recording • Popularity of author • Popularity of subject matter
WEEDING CRITERIA	While building the collection only CD books with damaged or missing discs that cannot be replaced are weeded from the collection.
REPLACEMENT CRITERIA	Missing or long overdue items are replaced if still in demand, and available for purchase.
FUTURE PLANS	To extend this collection to meet the requirements of all branches.

Collection Profile

COLLECTION	Young Adult Books
LOCATION/S	All branches and two Mobiles
BUDGET ALLOCATION 2007/08	\$7,500
SCOPE	<p>The aim of this collection is to:</p> <ul style="list-style-type: none"> • Provide resources suitable for recreational informational reading purposes • Enhance interest in literature and reading <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Works by international, Australian and local authors • Works by popular authors • Recognised classics • Award winning titles, e.g. Children's Book Council Awards • Books on careers, health and beauty, emotional and relationship problems, biographies, pop stars and current films and television series.
TARGET GROUPS	Young adults (approx. 12 years and upwards).
ACCESS	<p>Items can be located using the online catalogue, either in the library or on the web.</p> <p>Available for loan to all members of the library service regardless of the location of the item.</p> <p>Shelved by family name of the author.</p>
FORMAT/S	Paperback format is preferred.
LEVEL	The Young Adult collection contains 7,800 items (4.7% of the total collections)
RELATED COLLECTIONS	CD books for young adults.
SELECTION CRITERIA	<p>Selection is done by the Collection Services and Branch staff.</p> <p>There are blanket orders for popular authors and series, some for</p>

	<p>multiple copies.</p> <p>Wide selection of works by other contemporary authors is purchased.</p> <p>Multiple copies of works by popular authors are purchased according to demand.</p> <p>Customer requests are purchased where available and suitable</p> <p>Other criteria are:</p> <ul style="list-style-type: none"> ▪ Recommendations by book reviewers. ▪ Attractive covers.
WEEDING CRITERIA	Stock is removed when it is damaged, aged or no longer in demand.
REPLACEMENT CRITERIA	Missing or long overdue items are replaced if still in demand, and available for purchase.
FUTURE PLANS	To expand the collection in line with the expressed interest and needs of the target audience.

Appendix A

ALIA Statement on Public Library Services

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

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

Principle

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

Statement

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

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

Public libraries have an important role in the development and maintenance of a democratic society by giving individuals access to a wide and varied range of information, ideas and opinions.

Public libraries serve as a first point of access for information for the general public and for the public's access to the national system of library and information services.

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

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

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

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

Related documents

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

[ALIA core values statement](#)

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

[ALIA statement on online content regulation](#)

Other resources

[ALIA Public Libraries Reference Group](#)

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

Adopted: **2004**

Appendix B

ALIA Statement on Free Access to Information

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

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Related documents

Article 19 of the United Nations Universal Declaration of Human Rights

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

Article 19 of the International Covenant on Civil and Political Rights

http://www.unhcr.ch/html/menu3/b/a_ccpr.htm

International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom

<http://www.ifla.org/faife/policy/iflastat/iflastat.htm>

Replaces: **Free library services to all, Freedom to read**

Adopted: **2001**

Appendix C

ALIA Statement on Information Literacy for all Australians

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

Principle

A thriving national and global culture, economy and democracy will best be advanced by people who are empowered in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion within a range of cultural contexts. (Alexandria Proclamation 2005)

Statement

Information literacy can contribute to:

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

Therefore, as a matter of priority, and at all levels, library and information services professionals embrace a responsibility to promote and facilitate the development of the information literacy of their clients. They will support government, and the corporate community, professional, educational and trade union sectors, and all Australians.

Related documents

Alexandria Proclamation on Information Literacy and Life Long Learning, Egypt, 2005

<http://www.ifla.org/III/wsis/High-Level-Colloquium.pdf> [679kb pdf]

ASLA Statement on Information Literacy, adopted 1994

http://www.asla.org.au/policy/p_infol.htm

Australian and New Zealand Information Literacy Framework, Adelaide, 2004

http://www.anziil.org/resources/Info_lit_2nd_edition.pdf [408kb pdf]

Adopted: **2001** Amended: **2003, 2006**

Appendix D

ALIA Statement on Library and Information Services for People with a Disability

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

Principle

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

Statement

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

6. The Association supports efforts to ensure that copyright legislation does not hinder the equal access by people with a disability to information from all libraries and information providers, including to copies of materials in alternative formats.
7. To promote the efforts outlined in this statement, the Association encourages:
 - library and information services to develop organisation-wide disability action plans for the continued development of their services to people with a disability; and
 - all funding bodies to adequately resource library and information services for people with a disability.

Related documents

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

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

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

Connell, B, Jones, M, Mace, R et al (1997) *Principles of universal design*, The Center for Universal Design http://www.design.ncsu.edu:8120/cud/univ_design/principles/udprinciples.htm

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

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

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

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

Adopted: **1979** Amended: **1986, 1988, 1996, 2002**

Appendix E

Draft Local History Collection Development and Management Policy

PURPOSE AND SCOPE OF THE LOCAL HISTORY

The purpose of the Local History Collection is to collect and preserve current and retrospective materials that document the history of the Upper Murray Region, and to make these materials available to researchers and the general public. The Regional Library holds these materials in trust for future generations, and therefore they are not available for loan.

FOCUS OF THE COLLECTION

▪ **Geographic area**

The collection covers the following local government areas in New South Wales: the City of Albury, the Shires of Corowa, Greater Hume, Tumbarumba and Urana. In Victoria it covers the City of Wodonga and the Shires of Indigo and Towong.

Some materials are held outside this area, especially from local government areas that were formerly members of the Regional Library, but material will no longer be collected about these areas.

• **Extent of the collection**

Emphasis is given to the acquisition of those materials that will contribute to the knowledge of the social, civic, religious, economic and cultural life of the region, past and present.

Following materials relating to the area are collected:

- Literary works about the local area and by local authors.
- All non-fiction works including following subjects:
 - Aboriginal history of the area
 - Autobiographies/biographies of all persons who have lived in the area
 - Family histories of local interest
 - Histories of all local organisations, e.g. local government, schools, hospitals, companies
 - Documents issued by all local organisations
 - Histories of localities within the region
 - Natural environment of the region
 - Local industries, e.g. agriculture, viticulture, mining, manufacture, forestry, tourism, the Snowy Mountains Scheme
 - Early explorers of the region, e.g. Hume and Hovell, Mitchell
 - Pioneer settlers to the region
 - Cemetery records
 - Electoral rolls

- Ned Kelly and other bushrangers – only material of relevance to the Region, e.g. Beechworth.
- The gold rush period
- The federation process in the region, e.g. Corowa meetings, Albury as possible capital of Australia.
- Formation of the Regional City and Albury-Wodonga Development Corporation
- The One City process

The following works are not collected:

- Non-fiction works by local authors on subjects not related to the local area.
- When the local area only gets a brief mention and the work does not contribute to the knowledge of the local area. Exceptions can be subjects of major importance to the area such as gold mining, the federation, railways (changing trains in Albury), etc.

- **Time period**

Items collected range from the Aboriginal history of the region to the present day.

- **Formats**

- All print formats such as monographs, manuscripts, pamphlets, brochures, magazines, annual reports, directories, photographs, maps.
- Audio-visual formats include videos, sound recordings, and films.

- **Formats not collected**

Three dimensional objects are not collected.

ACQUISITION

- **Purchases**

The library purchases any new publications that come within the local history collection development guidelines. Also any appropriate second hand books that become available are purchased.

Duplicate copies of items likely to be useful for circulation are purchased.

- **Donations/Gifts**

The Library solicits donations of local history material from the community and from other sources and welcomes gifts.

When an organisation or an individual donates a copy of a new publication, this is acknowledged with a letter.

Gifts of other materials are covered by a Deed of Gift (see Appendix A). Any gifts become the property of the Library and are organized within the collection at the Library's discretion.

- **Loans to the Collection**

Loans of items to the collection are accepted for exhibition purposes only.

- **Deposit**

The library will accept on deposit materials that are considered important to the collection. The significance of these items will be considered on a case by case basis.

- **De-accessioning**

Items are de-accessioned only if a copy in a better physical condition becomes available.

LOCATION OF THE ITEMS

Items of interest to New South Wales are held in Albury branch, and those of interest to Victoria are held in Wodonga branch. Local history materials are not held in other branches.

A lending copy is acquired for the branch when this is appropriate.

ACCESS TO AND USE OF THE COLLECTION

- **Access and security**

The Local History collection is housed in a separate room from the genealogical collection, but in close proximity to facilitate the use of microfiche/film and CD-Rom readers with both collections.

The collection will not be on open access. A reader's ticket will be required to use the collection.

Photocopying is only allowed with the permission of the librarian.

- **Loans to other Branches**

If an item is required for research in another branch, it is sent clearly marked as a Local History item and can be used only in the branch under supervision.

CATALOGUING

All materials are to be catalogued on Libero with additional description and access points where appropriate.

PHYSICAL PROCESSING AND STORAGE OF MATERIALS

▪ **Monographs**

- Includes published books, reports, and directories.
- Covered in a polypropylene product, barcode and spine label attached to the covering and written in pencil in the book.
- Stored on open shelves. Items in poor physical condition, and needing conservation, stored on closed access.
- If an only copy of a title that is out of print is in demand, it is to be photocopied and the original stored on closed access.

▪ **Manuscripts**

- Can include meeting minutes, correspondence, diaries, personal or family papers. Manuscripts by their nature are one of a kind and cannot be replaced.
- Stored in polypropylene or Mylar sleeves and placed in polypropylene binder with slipcover or document box.
- Stored in area of closed access.

▪ **Serial publications**

- Can include newsletters, bulletins or journals of historical and genealogical societies, community organisations, local council and other government agencies, of significance to the local area.
- Store in archival quality pamphlet boxes with limited access.

▪ **Maps**

- Includes published and unpublished maps, survey plans, land subdivision maps, aerial photographs
- Store original maps in Mylar sleeves, in separate drawers not accessible to the public.
- Newly acquired maps to be duplicated, laminated and made available for public access

▪ **Architectural plans**

- Can include architectural and engineering plans
- Copy for public access.

- Store original in Mylar sleeves in plan cabinet drawers.
- **Photographic formats**
 - Include prints, postcards, negatives, transparencies, slides, glass negatives
 - Store prints and film negatives in polypropylene sleeves or envelopes which are stored in boxes.
 - Store glass negatives or slides in acid free boxes, interleaved with polypropylene film.
- **Videos**
 - In time all videos will have to be transferred to updated technology, e.g. DVD. This may involve copyright issues.
 - Store in closed access area.
- **Microfiche/Microfilm**

Stored with easy access to microfilm/fiche readers.
- **CD-ROM**

Stored with easy access to CD-ROM readers.