

LIBRARY COLLECTION GUIDELINES

Objective

To provide guidance on the effective acquisition, management and decommissioning of the Town's library stock/collection in a manner that supports the informational, educational, recreational, and cultural needs of the community.

Scope

This Policy applies to the Town's existing library stock/collection and any decisions relating to the acquisition of additional items. It does not apply to the Local Studies Collection, which is subject to a separate guidance.

Statement

The guidance is to ensure that the stock/collection is flexible, with both current and retrospective material responding to changing community needs and expectations.

1. Acquisition

- 1.1. Material is acquired annually from suppliers appointed by the State Library. The cost of the material is met via an annual budget allocation to the local government by the State Library (*Note: for the 23/24 financial year, the Town's allocation was \$26,300*)
- 1.2 In addition to the material provided via 1.1 above, material is also able to be acquired by the Town by purchase (subject to funding being made available through Council's annual budget) and through donations and bequeaths.
- 1.3 For the purposes of 1.2 above, the following criteria will be used to determine the suitability of any material being considered for acquisition by the Town:
 - The popularity of the author, title, or series, covering popular genres and classics
 - Literary merit
 - Australian and International award winners and shortlisted works
 - Established and well-reviewed emerging authors
 - Relevance to library patrons:

- items requested by the patrons and not available via Interlibrary Loans
- items suggested for purchase by patrons via 'Read, Watch, Listen' suggestion forms.
- subjects' areas in high demand
- Potential level of use
- Currency and accuracy
- Format suitable for lending and multiple use in variety of formats, including magazines and eResources
- Cost
- Relevance to patron interests and enabling lifelong learning in the community.

1.3 To understand readership trends, the Town will use various industry and popular sources, some of which include:

- The Australian weekend Review
- The Good Reading monthly magazine
- Sydney Morning Herald books review
- ABC Books reviews
- The West Australian weekend book reviews
- Westbooks new Titles
- Publishers news
- Fantastic Fiction
- Goodreads, New York Times, The Guardian, 8304780
- Other book review websites

1.4 The Town aims to ensure that the library stock/collection reflects balanced ideas and perspectives without promoting viewpoints. No form of censorship is applied to the selection of library material other than conforming to Commonwealth and State Legislation, with the Australian Library and Information Association Statement on Free Access to Information 2018 being applicable. Parents and legal guardians are responsible for selecting library materials chosen by their children.

1.5 The Town will accept donations of material that are in good condition and have been published in the last three years.

- 1.6 The Town will not accept second-hand material (unless for special collection), unsuitable or out of date format (e.g. VHS, CD-Rom material, music CDs), text books and/or items not suitable for multiple use
- 1.7 Donated items that are not included in the collection will be offered for discounted sale, with all financial proceeds retained by the Town.
- 1.8 Patron requests can be considered, subject to available funding and alignment with 1.2 above.

2. Management

- 2.1 Library stock will be repaired when necessary.
- 2.2 Items in poor physical condition are replaced when possible.
- 2.3 The Town, in cooperation with other local governments, runs an inter-library loan facility. Items received from other local governments are treated as the Town's for the period of the borrowing and vice versa.

3. Stocktake and Deselection

- 3.1 The Town will undertake a rolling stocktake of the existing library stock/collection, and material will be regularly removed to ensure that it is current and well maintained. Staff conducting the stocktake will be provided appropriate training on the process, as broadly set out below.
- 3.2 During the period of the stocktake, movement of stock is to be minimised, as much as practical. Any deliveries during the stocktake should be documented and care taken to ensure that they are correctly recorded for the stocktake.
- 3.3 All stock should be rearranged as necessary before the stocktake so that all like items are stored in the one location for ease of counting and to prevent errors and misidentification of stock.
- 3.4 For the purposes of the stocktake, any consignment stock shall be separated from stock belonging to the Town. Whilst it should be counted, it is included as part of the Town's closing inventory at the end of the financial period.
- 3.5 Two Town staff will verify stock and undertake a physical check against the LMIS register (library software system). Staff conducting the stocktake will be required to count and confirm the physical stock in the location, and complete the stock sheets, which shall include (amongst other things) the purchase price. Stock relating to inter-library loans is not to be included in opening/closing stock balances.
- 3.6 The supervisor is then required to check to ensure all stock has been verified and entered on the stocktake sheets, before being submitted to the Manager Community Development for final authorisation.

- 3.7 The finalised stocktake sheets are to be submitted to the Manager Finance Services within seven days of the stocktake.
- 3.8 Town staff will assess which, if any, stock should be removed from the collection, based on the following:
- Poor physical condition beyond reasonable repair
 - Duplication of subject areas no longer in high demand or of low interest
 - Items no longer in demand and no longer circulating:
 - Fiction: no circulation within 12 months, excluding classics and modern classics, part of the series, popular authors collection, or titles purchased within last five years
 - Non-fiction: no circulation within 24 months, excluding manuals, areas of interest and collections relevant to the community (currently arts and craft, house renovating and decorating, gardening, sustainable living)
 - Content is outdated or inaccurate.
 - Format no longer circulating.
 - State Library discard criteria
- 3.9 The following items are not to be discarded.
- Classics
 - Last copy in the State System
 - Titles out of print by popular authors
 - Titles by local authors
 - Part of the series, unless in poor condition (in which case, it is to be replaced when possible).
- 3.10 Town staff will make a recommendation as to which items shall be removed and disposed of and whether it is considered that they should be disposed of by either (i) offer for sale to the community for a nominal sum, generally up to \$5 or (ii) donation to the appropriate charitable institution, including the Spine and Limb Association.
- 3.11 The proposed disposal will be presented to CMC for determination by the CEO, in accordance with the Town's [Disposal of Surplus Property under \\$20,000 \(Administration\) Policy](#). All approvals shall be recorded in the disposal of surplus property register.
- 3.12 For the purposes of financial management, any proceeds from the disposal of library stock will be treated as Library revenue.

Approved by CMC – 19 February 2024