



# muswellbrook shire council

## Library Collection Management Policy

MSC077E

### Authorisation Details

<b>Authorised by:</b>	Council	<b>Internal/External:</b>	External
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<b>Department:</b>	Community Services		
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<b>Community Strategic Plan Goal</b>	4. A culturally rich and diverse Community with strong identities, history and sense of belonging		
<b>Community Strategic Plan Strategy</b>	4.3 Host and support a diverse range of cultural activities and events which create a sense of identity and belonging, engage the local community and attract visitors		
<b>Delivery Program activity</b>	4.3.1 Develop and implement a program of Shire events to engage more locals and attract more visitors		

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# 1. Policy Objective

This policy focuses on the Library collection as a significant community resource which needs to be managed efficiently and provides a framework which ensures equitable access to a diverse range of resources to meet the changing needs of the community.

The collection management policy:

- Supports the identification and allocation of collection funds for current and future priorities.
- Ensures that objectivity and professional rigour inform the selection, allocation, rotation and weeding processes.
- Informs guidelines for the collection including subject profiles, depth of coverage and resource formats.
- Ensures that the operation of the library service is in accordance with the relevant Acts, regulations and codes governing public libraries in New South Wales.
- Provides an essential tool for induction, reference and ongoing staff training.

# 2. Scope

This policy provides direction for the acquisition, maintenance and retention of all materials for the collection.

# 3. Definitions

<b>Library</b>	Muswellbrook Shire Libraries encompassing Muswellbrook, Denman and digital library branches.
<b>Council</b>	Muswellbrook Shire Council
<b>Collection</b>	Refers to all collections owned by the Library including physical and digital resources

# 4. Policy Statement

## 4.1 Collection Principles

A range of resources are included in the collection to meet the diverse ages, interests, cultures, languages and literacy levels of the community served.

The following principles underpin the collection management at the Library:

- **Access:** The Library will provide free adequate and convenient access to all resources
- **Equity:** The Library will make available resources to all people regardless of gender, age, disability, ethnic origin or economic status
- **Participation:** The Library will actively engage with the community through feedback processes
- **Cultural relevance:** The Library will collect resources which support the library related needs of all sectors of the local communities
- **Quality and range:** The Library will provide a wide range of resources with a strong focus on quality in terms of content, presentation and format.

- Information and learning: The Library will support lifelong learning with the provision of up to date and accessible library resources in a variety of formats
- Preservation: The Library will preserve records of local and regional significance

The Library does not attempt to duplicate the services and materials offered by other library providers. Through cooperative agreements, resources of other libraries may be available to members of the Library through the Inter-Library Loan and bulk loan service.

## 4.2 Selection Mechanisms

The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible. Materials will be selected for all ages and not excluded because of race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

General criteria for selection of library materials include but are not limited to:

- Community and stakeholder engagement
- Significance of author or subject
- Local significance or emphasis
- Literary merit
- Importance of the subject matter to the collection
- Accessibility
- Age
- Suitability of the format
- Licensing requirements

## 4.3 Exclusions

The Library does not collect the following categories of material:

- Expensive or rare items inappropriate to a public library collection
- Ephemeral material unless they have significance to the local area.
- Superseded formats
- Items prohibited by law
- Old, out of date materials unless specially acquired for the Library regional history collection.
- Textbooks and curriculum related materials are provided only when those materials also serve the general public.
- Legal and medical works will only be acquired for the collection only to the extent that they are useful to the general community or make up part of the State Library Legal Answers collection or Drug Information collection.

## 4.4 Donations

The Library may accept donations which meet selection criteria. Acceptance of donated items does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library. Donations will be assessed individually utilising the Library selection profiles.

## 4.5 Controversial materials

It is recognised that many materials are controversial and that a particular item may offend some members of the community. Powers of censorship are vested in Federal and State Governments and materials will not be rejected on moral, political, racial or religious grounds if it otherwise meets selection guidelines.

Materials prohibited by law will not be included in the collection.

Material will be allocated to the most appropriate collection based on industry best practices and Australian classification guidelines, for example adult, young adult or junior collections. Items will not be excluded from the collection on the grounds that they are not suitable for minors. Parents and guardians are responsible for guiding the reading, listening and viewing practices of the children under the age of 16 still in their care.

Muswellbrook Shire Libraries supports the Australian Library and Information Association's (ALIA) 'Free Access to Information Statement'.

## 4.6 Collection maintenance and retention

The library collection is evaluated regularly to ensure it meets the needs of our community. Evaluation of library collections will utilise a number of mechanisms including:

- Turnover statistics
- Circulation
- Online/digital usage
- Stock held
- Age of collection
- Acquisition and discard rates

Deselection of material from the circulating collection is an essential part of effective collection maintenance. Items may be deselected for several reasons outlined in the Library Weeding Procedure.

## 4.7 Disposal of withdrawn stock

Withdrawn stock may be:

- Gifted to approved local not-for-profit organisations;
- Resold through approved channels; or
- Recycled at the discretion of the Library in accordance with applicable standards and regulations.

## 5. Delegations

There are no delegations associated with this policy.

## 6. Legislation

The Library operates within the framework of the Library Act of NSW and its associated regulations. Statements by the Australian Library and Information Association (ALIA) and the Library Council of New South Wales supporting these and other principles are available at the following websites:

- Library Act 1939
- Library Regulation 2018 (NSW)ALIA Statement on Free Access to Information
- ALIA Statement on Information Literacy for AllALIA Statement on Online Content Regulation
- State Library of NSW Policies
- Classification (Publications, Films and Computer Games) Act 1995 (Cth)

Current research and the collection policies of other libraries were also considered in the development of this policy.

## 7. References

There are no associated policies referenced.

## 8. Dispute Resolution

Persons raising an objection to the inclusion, or exclusion, of an item in the Library collection will be asked to provide a written explanation of their objections to the Head Librarian, citing specifics from the material in question. The Library will respond to the request in accordance with this Collection Management Policy and other applicable standards and regulations. The final decision will be made at the discretion of the Head Librarian.

## 9. Details History

Version No.	Date changed	Modified by	Amendments made/Previous adoption details
V1.0	28/09/2021	Head Librarian	Adopted by Council on 28 September 2021, minute number 105.
V2.0	17/02/2025	Head Librarian	Addition of ALIA Freedom to read principles Amended policy code from L06/21. Public exhibition of draft policy 27/02/2025-27/03/2025. Adopted by Council on 22 April 2025, minute number 258.