

COLLECTION MANAGEMENT



Legislation / local law requirements	<p><u>Library Board (Registered Public Libraries) Regulations 1985</u> <u>State And Local Government Agreement for The Provision of Public Library Services in Western Australia September 2020</u> <u>Western Australian Classification Publications, Film and Computer Games Enforcement Act 1996</u> Local Level Agreement for the Delivery of Public Library Services, 2011 Funding Arrangement for the Delivery of Public Library Services, 2011 <u>Censorship Act 1996</u> <u>Copyright Act 1968</u></p>
Relevant delegations	<p>Please reference the clause and title of any delegations that are relevant to the policy.</p>
Related policies, procedures and supporting documentation	<p>D23/180812 – SoaP 2024 -25 – Library Services D23/180815 – SoaP 2024 – 25 – Local History Centre Collection Development Guidelines</p> <p>Strategic Community Plan 2018 – 2028 Reconciliation Action Plan Youth Action Plan 2020 – 2026 Public Health Plan 2020 – 2025 City of Vincent Access and Inclusion Plan 2022 – 2027</p> <p><u>ALIA (Australian Library and Information Association) Standards and Guidelines Australian Public Libraries May 2021</u> <u>WA Public Libraries Strategy 2022 – 2026</u> <u>Intellectual Freedom Policy – Library Board WA</u></p>

PRELIMINARY

INTRODUCTION

The City of Vincent Library and Local History Centre provides equitable opportunities for literacy, learning, social connection and cultural experiences.

This is supported through comprehensive, diverse and inclusive collections of print, non-print and digital materials that are acquired to meet the current and future community’s needs and expectations.

PURPOSE

This policy will act as a framework for the selection, acquisition, evaluation and deaccession of materials for the library and local history centre collections.

OBJECTIVE

1. To provide equitable access and opportunities for literacy, learning, social connections, technology and cultural experiences in a safe, inclusive space;
2. Acquire and manage a collection that supports and informs knowledge-seeking and recreational pursuits with relevant resources for borrowing or use in the library;

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3. Develop a balanced, diverse and inclusive collection that is responsive to current community needs and anticipates future needs;
4. Ensure library materials are available to all library users without restriction except where legally required or based on loan conditions;
5. To collect, manage and preserve materials that reflect the history and heritage of the City of Vincent, including its past and present-day boundaries.

SCOPE

This policy covers all materials, technology and resources held within the City of Vincent Library and Local History Centre, including digital materials made available through online services.

POLICY PROVISIONS

DEFINITIONS

ALIA refers to the Australian Library and Information Association.

Collection refers to all materials, technology and resources held within the City of Vincent Library and Local History Centre including digital materials made available through online services.

Collection Management Guide is a supporting document for the Collection Management Policy and outlines guiding principles and management practices for developing the collection.

IFLA refers to the International Federation of Library Associations and Institutions.

POLICY

1. The collection development is managed by the Collection Development Librarian. Certain areas of the collection may be delegated to other key team members who have subject, genre or resource expertise for that area. The library shall remain autonomous in its power to decide what items will be included in the collection and shall not be influenced by any outside bodies or persons except for government and legal constraints.
2. The collection aims to provide a balanced collection of materials on all subjects of interest/relevance to the community and represents diverse voices, maintains the accuracy of information, and upholds freedom of expression, intellectual freedom and integrity.
3. The purchasing of library materials will continue to improve and maintain the quality and standard of available collections. Materials are supplied by the State Library of Western Australia and supplemented by internal funding allocations to fill collection gaps and meet high borrower demand.
4. The Collection Management Guide outlines criteria that inform the selection or exclusion of materials. Requests for purchase will be assessed against the collection management selection criteria and if not purchased those materials may be satisfied via the inter-library loan system or other formats.
5. Items will be removed from the collection based on the discard criteria outlined in the Collection Management Guidelines. Items will be disposed of through the library's second-hand book sales or other disposal methods as deemed appropriate.
6. The library upholds the ALIA statement of Free Access to Information (2018) and will not promote nor engage in censorship in the selection or rejection of material based on race, gender, political,

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racial or religious grounds. Items prohibited from publication or circulation by State or Commonwealth Government will be excluded from the collection.

7. The library will not restrict the access to information of any patron based on age except for MA15+ or R18+ material. Parents and caregivers are encouraged to set their own boundaries on what is considered appropriate materials for their children and to monitor their selection and utilisation of library materials.
8. Gifts and donations are accepted on the understanding that the material becomes the property of the City and if they align with the collection management criteria. Vincent Library and Local History Centre reserves the right to include or not include donated materials in its collections or to dispose of the materials as deemed appropriate by the City.
9. The library endorses the IFLA-UNESCO Public Library Manifesto (2022) and the ALIA statements; Free Access to Information (2018), Libraries and Literacies (2006) and Public Library Services (2018).
10. The Local History Centre houses a permanent collection of current and retrospective material in a variety of formats, including physical and digital, relating to the history of the City of Vincent.
11. The Local History Centre provides appropriate conditions for the storage, conservation and preservation of the physical and digital collections. Where possible, digital copies may be created to enable wider access to the material and to safeguard the original items.
12. The Local History Centre's collection is searchable and accessible through the online catalogue and image library. Access to the physical material is available at the Local History Centre during opening hours and is dependent on staff availability.
13. Digital copies of photographs in the Local History Centre's collection may be requested and supplied, dependent on copyrights and in accordance with the City's adopted Fees and Charges Schedule.
14. The Collection Management Guide outlines the criteria for how the Local History Centre collection is curated, managed, stored, and accessed. The local history collection development is managed by the Senior Librarian Local History.

OFFICE USE ONLY	
Responsible Officer	Please use title only
Initial Council Adoption	DD/MM/YYYY
Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY