



Shellharbour  
CITY LIBRARIES

# Collection and Access Guidelines

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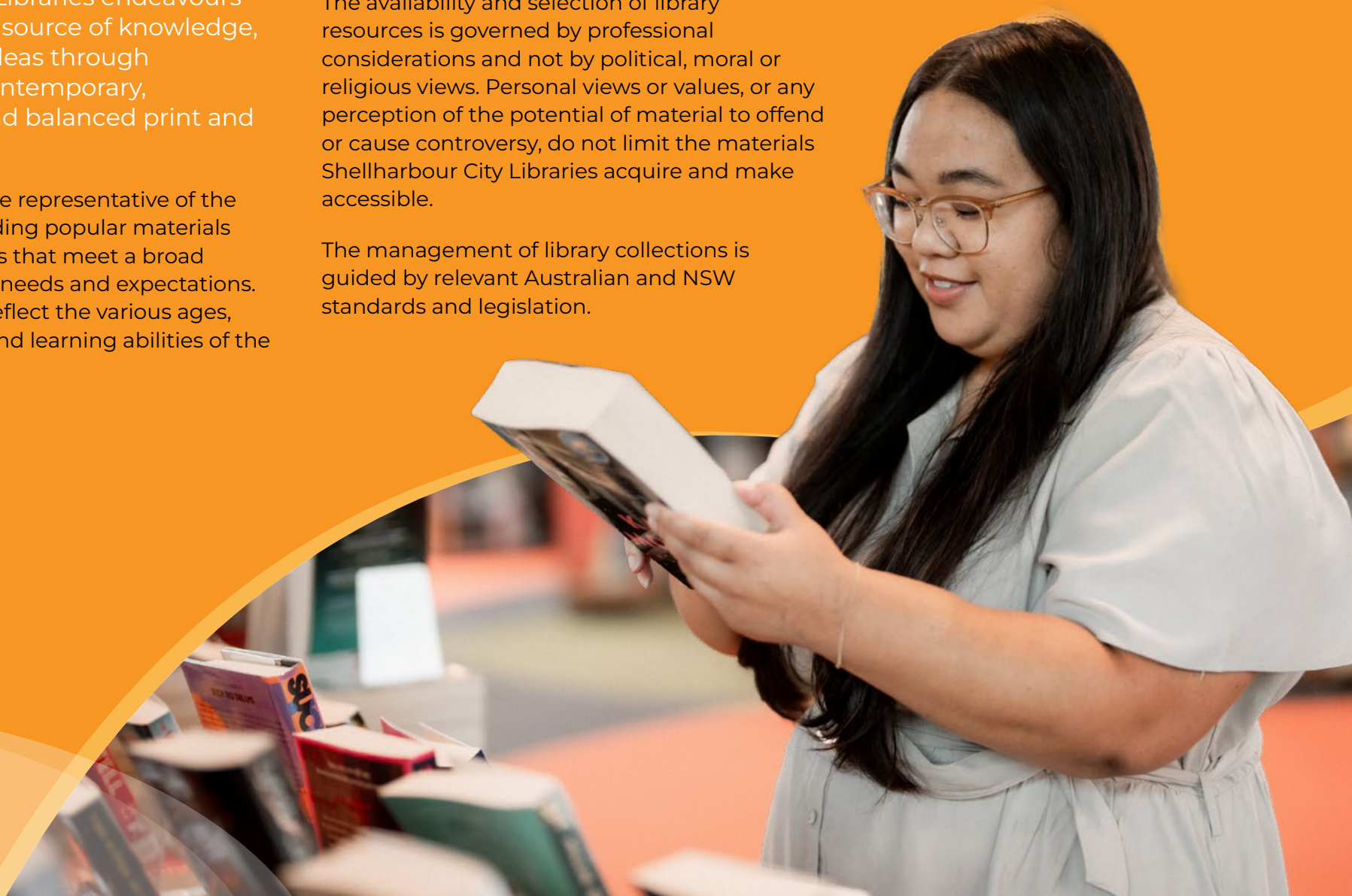
# Introduction

Shellharbour City Libraries endeavours to be an unbiased source of knowledge, information and ideas through the provision of contemporary, comprehensive and balanced print and digital resources.

The library seeks to be representative of the community by providing popular materials and diverse resources that meet a broad range of community needs and expectations. The collections will reflect the various ages, interests, identities and learning abilities of the community.

The availability and selection of library resources is governed by professional considerations and not by political, moral or religious views. Personal views or values, or any perception of the potential of material to offend or cause controversy, do not limit the materials Shellharbour City Libraries acquire and make accessible.

The management of library collections is guided by relevant Australian and NSW standards and legislation.



# Guiding principles



## Access

Ensuring equitable access to a variety of quality, relevant and current information and literature resources, both physical and digital.



## Equity

The library collection will support the information and recreational needs of the whole community, inclusive of differences in gender, sexuality, age, disability, ethnicity, economic status and supporting those who cannot visit the library in person or require accessible formats.



## Participation

The library actively encourages community participation and feedback.



## Human rights

The library recognises that access to information and ideas is basic human right.



## Intellectual freedom

The Library is committed to the principles of intellectual freedom and access as described in the Statement of Free Access to Information by the Australian Library and Information Association and the International Federation of Library Associations and Institutions (IFLA) Public Library Manifesto 2022.



## Sustainability

The Library will provide materials that are purchased once and shared by the whole community.



## Local relevance

The library will collect materials that reflect our Aboriginal cultural heritage and local history.



## 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.



## Foster a love reading

The library collection will inspire curiosity, imagination and creativity. It will encourage discovery and support recreational reading as a joyful, enriching part of everyday life.

# Acquisition of Library Resources

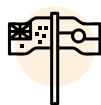


## Scope of Library Collections

Shellharbour City Libraries collection includes a variety of materials and formats including physical and digital. The number of resources and content in each collection may vary at each library, depending on community needs, space and budgetary considerations.

- ✓ adult fiction
- ✓ adult non-fiction
- ✓ large print
- ✓ graphic novels and comics
- ✓ young adult fiction
- ✓ children's fiction
- ✓ children's non-fiction (discovery)
- ✓ children's picture books
- ✓ audiobooks
- ✓ DVDs
- ✓ magazines

## Specialised Collections



### Aboriginal Culture Collection

The Aboriginal Culture Collection provides resources and information of interest and relevance by and about Aboriginal and Torres Strait Islander people. This includes non-fiction, fiction and young people's resources in various formats that promote a greater understanding of Aboriginal Culture.

A key focus is to share stories and build knowledge about the Dharawal people of the Illawarra and south coast regions of NSW.



### Shellharbour Must Reads

The Shellharbour Must Reads is a curated on-demand and instantly accessible collection of highly popular and trending titles.

The collection is held centrally and displayed in a prominent position using proven retail techniques. Multiple copies of each title ensure high visual impact and drive loans.



### Digital Library

Online collections are an increasingly important way to deliver information and reading material to the community, providing access to library resources 24/7 anywhere, anytime.

Formats can include eBooks, eAudio books, eMagazines, streaming services, digital newspapers and online databases.

Shellharbour City Libraries is a member of State Library NSW consortium NSW.net. The NSW.net service provides the opportunity for the library to subscribe to a suite of additional databases and platforms at a consortium price.

Shellharbour City Libraries is also a member of the NSW South-East Zone Libraries consortium for some digital platforms. Selection and management of these are subject to consortia agreements, licencing agreements and digital rights management. Resource-sharing through the consortium

provides customers of each library service the opportunity to access a broader range of content than could be offered by an individual library service.



### Local studies and family history

This is a unique and continuously developing collection which documents and preserves materials relating to the history of Shellharbour City and local families. The collection is held centrally within the History Hub in a shared location with Shellharbour City Museum. Items in the collection are not available for loan but can be accessed during library hours. A significant volume of local history material is available online through Discover Shellharbour.



### Library of things

This collection provides the community with access to a curated selection of 'things' including equipment, tools, kits, household items and other creative resources. The collection supports the sharing economy, offers an opportunity to 'try before you buy', and gives access to 'things' that may be financially or otherwise inaccessible.



### Seed Library

The seed library is built on a foundation of sharing, strengthening biodiversity and food security for the local community. The collection is held at Oak Flats Library and provides access to a range of seasonal seed varieties that are easy to grow and suitable for the Shellharbour area.

Additional books and other supporting resources are also provided to help empower community members to engage in sustainable gardening practices.



### Book Club

The collection provides multiple copies of popular titles that encourage group reading experiences, stimulate conversation and are targeted for use by local book clubs including in-library and private book clubs.

The Book Club collection comprises sets of contemporary fiction, literary works and notable non-fiction that appeal to a wide range of reading interests.



### Community languages

For people who wish to read in languages other than English the library provides access to the Multicultural Services of the State Library of NSW where reading materials in multiple languages are available to meet individual customer needs.



# Selection of Library Materials

## Responsibility for selection and purchase

Shellharbour City Libraries staff are responsible for collection management under the direction of the Manager Libraries and Museum.

Each item is considered on its own merits and the intended audience. When choosing materials, Library staff are guided by their experience and knowledge, their understanding of community needs, the existing collection, and the library budget.

It is the responsibility of parents or caregivers, not of library staff, to determine the suitability of materials used by their children.

Procurement of Library materials is undertaken in compliance with Council's Procurement Policy and within the allocated annual book stock budget.

## Selection methods

Materials are sourced from relevant book distributor websites, publishing houses and retail outlets using the following tools:

- publisher's websites
- supplier aided selection tools or visits
- commercial displays and websites
- professional selection services
- book reviews
- bibliographies
- circulation statistics
- reputable journals and selection aids
- library management software and other reporting tools
- items identified by library staff

## Suggestions for purchase

Library members may request material not held by the library be added to the collection. These suggestions are evaluated by library acquisitions staff against the selection criteria.

Priority is given to material that is popular as well as being relevant to the Shellharbour community, its lifestyle and library usage trends.

The Library does not guarantee the purchase of every item requested for the collection. Customers will be notified if a request has been unsuccessful. Materials not suitable for purchase may be sourced by inter-library loan. There is a small request fee for inter-library loans.

## Selection Criteria

The main points considered in the selection of new materials are;

- individual merit of each item; including content, accuracy, authority, readability, bias, quality, currency, literary merit, and physical suitability
- popular appeal and trending resources
- actual or potential demand
- suitability of material and content for the local community
- availability and accessibility
- existing library holdings, including subject gaps, subject strengths and number of copies system-wide
- emphasis on Australian content
- licencing conditions of electronic materials
- budget

## Resources not collected

- items prohibited by law
- second-hand materials, except in the case of donations of local history items
- items of inappropriate physical characteristics or dimensions
- expensive and/or low interest items
- highly technical or specialised materials including tertiary textbooks
- items difficult to source or unavailable from preferred suppliers

## Censorship

The Library seeks to support and sustain the free flow of information and ideas in alignment with the Australian Library and Information Association (ALIA) Free Access to information statement.

The library will cater for interest in contemporary issues without promoting or suppressing particular beliefs and ideas. The library will resist attempts by individuals or groups to restrict access to information and ideas.

Shellharbour City Libraries is obliged to comply with the decisions made by the Australian Classification Board regarding restrictions placed on access to publications.

## Key elements include:

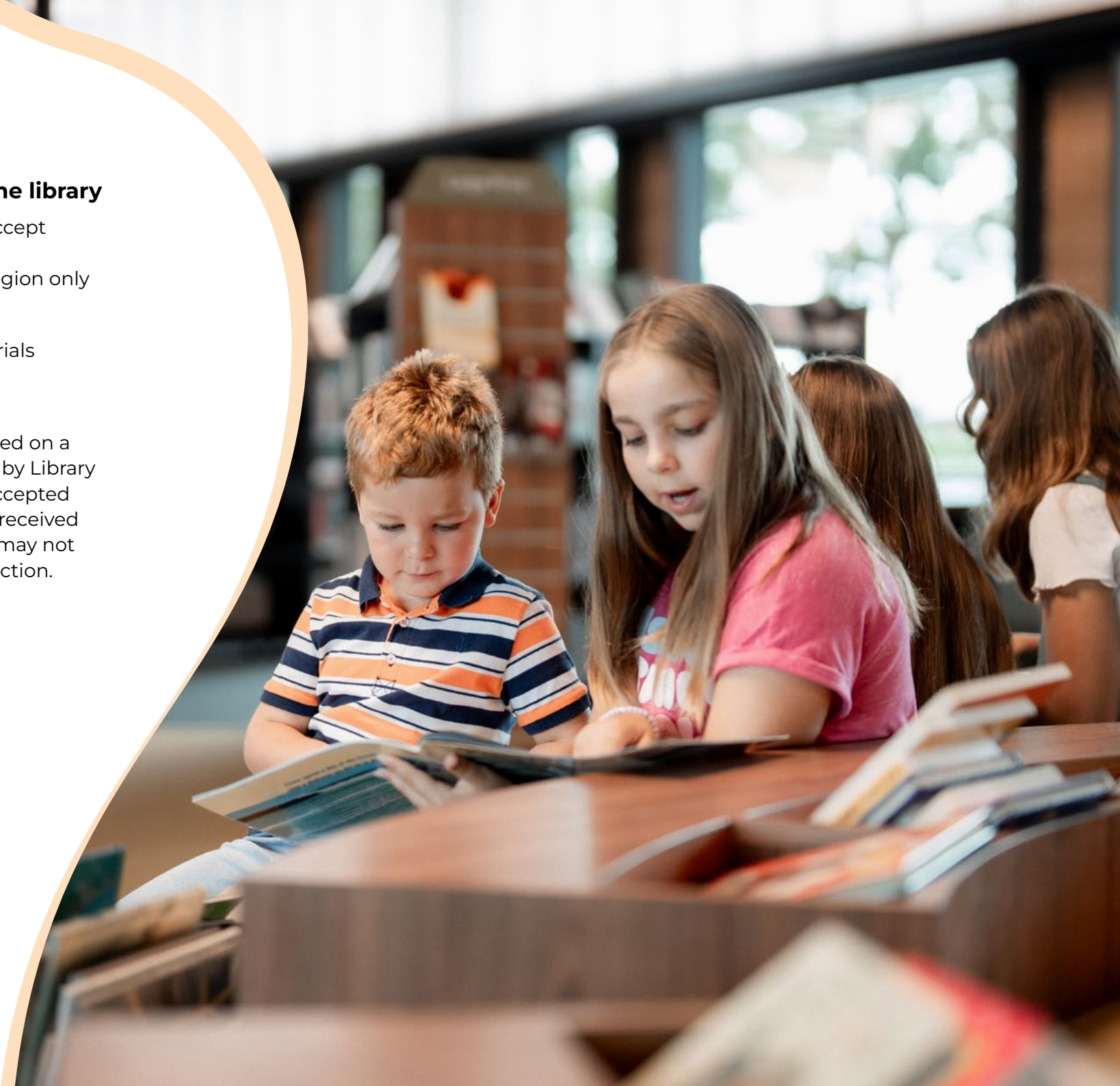
- material will not be selected or rejected on moral, political, racial or religious beliefs nor on the grounds of sexuality, gender, or other sensitivities
- material will not be rejected on the grounds that its content may offend some section of the community whatever pressure may be brought to bear by individuals and groups
- material for adult collections will not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading, listening, and viewing of young people under the age of 18 years rests with parents and caregivers
- a work may be censored or withdrawn from the collection following a recommendation to do so by the author or publisher

## **Donations of materials to the library**

Shellharbour City Libraries will accept donations of local significance to Shellharbour and the Illawarra region only including:

- local and family history materials
- books by local authors

These donations will be considered on a case-by-case basis and assessed by Library acquisitions staff before being accepted for the collection. Donations are received on the understanding that they may not necessarily be added to the collection.



# Collection Management

Shellharbour City Libraries aim to maintain a well-balanced, contemporary and functional collection. Resources are shared on a city-wide basis.

## Display & marketing

Shellharbour's library collections are arranged and displayed to optimise access and usage. Careful consideration is given to the placement of resources within our libraries including the decision to arrange resources by genre and maximise face-out display to align with retail marketing principles.

Consideration is also given to the placement of electronic resources on the library's website, catalogue and apps to improve access and promote usage.

## Evaluation

The collection is continuously evaluated to ensure its currency and relevance of library materials to community needs.

Shellharbour City Libraries measures the success and effectiveness of the collection by analysing performance data including:

- circulation data including loans and reservations
- turnover statistics
- online/digital usage and availability
- age of stock

Evaluation reports are generated periodically to provide library staff with relevant data that informs decisions on collection usage, currency and relevance. Decisions to replace lost or damaged resources will occur in line with the selection criteria.



## Deselection

The deselection of library resources is a logical consequence of collection evaluation, and supports the collection's currency, attractiveness and accessibility. It ensures space is available for new resources and facilitates browsing of the collection.

Criteria for deselecting and discarding resources include:

- poor physical condition
- item is superseded by other more relevant resources
- low usage
- age
- subject matter is no longer of interest
- unnecessary duplicate copies
- licencing issues
- format is redundant

## Disposal of materials

All deselected resources are disposed of using environmentally approved recycling methods where possible and requests by individuals for specific deselected resources will not be accommodated.



# Related Documents



**[Access to Information in NSW Public Libraries: Library Council Guideline](#)**

**[ALIA core values policy statement](#)**

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

**[APLA-ALIA Standards and guidelines for Australian Public Libraries](#)**

**[IFLA Statement on Libraries and Intellectual Freedom](#)**

**[IFLA-UNESCO Public Library Manifesto](#)**

**[Library Act 1939](#)**

**[Library Regulation 2018](#)**

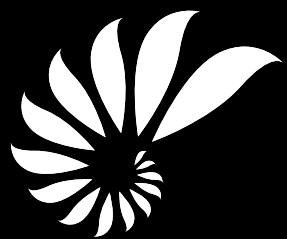
**[NSW Public Library Guidelines – Collection guidelines](#)**

**[NSW Public Library Objectives and Standards](#)**



**[Office of Film and Literature Classification \(OFLC\)](#)**





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[libraries.shellharbour.nsw.gov.au](http://libraries.shellharbour.nsw.gov.au)