



**Policy Owner:** Director Community, Planning & Environment

**Category:** Strategic

**Direction:** 4. Our Social Vitality

## 1. STATEMENT OF INTENT

- 1.1 Stanton Library aims to provide relevant, diverse, culturally respectful collections in a broad range of media, including print, audio-visual and digital.
- 1.2 This Policy reflects the Library Council of New South Wales's principles within the *Access to Information in NSW Public Libraries Guideline* which states that local government libraries accept responsibility for providing free access to library materials and information.

## 2. ELIGIBILITY

- 2.1 This Policy applies to the collection of any and all library materials by Stanton Library.

## 3. DEFINITIONS

- 3.1 Library materials - are as those defined in the *Library Act 1939*, the *Library Amendment Act 2011* and *Library Regulation 2010*.
- 3.2 Collections are those held in the care and control of Stanton Library or collectively by Shorelink Library Network.
- 3.3 Shorelink Library Network is a consortium of three public libraries on the lower North Shore, including Stanton Library, who share infrastructure and collections for the benefit of their members, e.g., inter-library loan.

## 4. PROVISIONS

- 4.1 General

Stanton Library will maintain a general public library collection while recognising diversity of users' expectations and responding to these needs to the degree that funding allows:

- 
- a) a variety of age groups and special needs categories will be provided for
  - b) multiple copies of books are only purchased to satisfy reservations, to a maximum of four copies or at the discretion of the Director Community and Library Services
  - c) the collection will give emphasis to Australian material where available.
  - d) representative English language titles in all fields will be acquired
  - e) consideration will be given to collections in community languages where there is sufficient user demand. Otherwise, they will be acquired through inter library loan
  - f) items which provide disinformation will not be collected. Materials are evaluated on criteria including, but not limited to, accuracy, quality and reputation of the content, author and/or publisher
  - g) free access to the Internet is provided for the public, under the state-wide policy issued by the Library Council of NSW and endorsed by Council. Users are required to access only those sites suitable for public viewing. Parents and carers are responsible for use of the Internet by children in their care
  - h) donations of current materials in excellent condition are accepted under the same collection criteria as is used for purchasing. Material accepted but not added to the collection may be offered for sale and the proceeds directed towards purchase of new materials
  - i) materials will be withdrawn, if they are in poor condition, out of date, not used or no longer fall within the bounds of acceptable social norms.
  - j) Public input into the composition of Stanton Library's collection will be actively sought
  - k) Council will consider applications for support from free local community libraries which can demonstrate no unreasonable duplication of the services offered by Stanton Library
  - l) self-published materials are generally not collected

#### 4.2 Adult Fiction

Stanton Library will maintain a broad collection of English language fiction. This collection will include:

- a) English language large print;
- b) a wide range of translated (into English) classics and selected contemporary fiction from around the world
- c) English language adult fiction paperback (general contemporary) collection
- d) genre paperback collections such as romance and crime
- e) a Fast Reads collection of popular titles
- f) adult fiction in eBook format

#### 4.3 Young Adult Fiction

Stanton Library will maintain an English language fiction collection for young adults in categories covering classics, notable and popular titles with preference given to Australian authors. The collection will include award winning and notable books.

Stanton Library will also provide:

- a) a paperback collection which includes light reading in a variety of genres
- b) a graphic novels collection
- c) young adult fiction in eBook format

#### 4.4 Junior Fiction

Stanton Library will maintain an English language children's fiction collection in categories covering classics, notable and popular titles with preference given to Australian authors. Issues oriented books, award winners and copies of titles used in the 'Storytelling' programme will be collected.

Stanton Library will also provide:

- a) a paperback collection which includes light reading in a variety of genres
- b) a graded reader's collection to support the development of children's reading and comprehension skills
- c) a graphic novels collection
- d) an easies collection containing a broad range of picture books for young children
- e) junior fiction in eBook format

#### 4.5 Non-Fiction

Stanton Library will maintain an up to date, relevant, diverse and culturally respectful non-fiction collection to meet a wide range of needs and interests.

The junior non-fiction collection will be selected on the same basis for 2-14-year-olds.

Acquisitions will reflect the importance the community places on issues as they arise. Items which provide disinformation are not added to our collection.

Australian material in all subject areas will be sought as well as appropriate English language titles from elsewhere.

#### 4.6 Reference and databases

Stanton Library will maintain a current and relevant reference and research collection, with preference for electronic format. The collection may include monographs, encyclopaedias, and periodicals.

The junior reference service will be delivered through online encyclopedias, managed internet links and databases available in-library and at home.

#### 4.7 Loan Magazines and Newspapers

Stanton Library maintains a diverse, educational and recreational collection of magazines including a small collection of junior/young adult magazines of general interest. Magazines in digital format are also provided.

Loan magazines will be provided in those community languages which are identified in Council's strategic plans and user surveys.

A selection of relevant Australian newspapers including appropriate community languages will be collected. Articles from major international newspapers can be accessed through the Library's database subscriptions.

#### 4.8 Music Sound Recordings (CD)

The Library will collect a wide variety of musical styles to appeal to a broad range of borrowers.

There is currently a strength in classical music, opera and operetta which will be maintained according to usage.

Formats may change due to publishing trends and new technology. Online access to digital collections will be explored.

#### 4.9 Audiobooks

A broad range of professional recordings will be collected to appeal to a wide variety of tastes and interests, including classics and contemporary works.

Audiobooks will be available in a variety of formats including eAudiobooks and those suitable for Home Library Service clients and people with disabilities. Formats may change due to publishing trends and new technology.

#### 4.10 DVDs

Stanton Library will collect productions up to and including "R" classification. The collection will include:

- 
- a) quality documentaries, informational and instructional work e.g. health, fitness, cookery etc
  - b) films of dramatic or artistic merit, including classics, those with a cult value, winners of prestigious awards, films from independent production houses and those that support school curricula
  - c) films and television adaptations of books with a particular emphasis on curriculum support
  - d) a comprehensive collection of Australiana
  - e) quality and award-winning foreign language films
  - f) live performances of opera, ballet and performances by popular artists and bands
  - g) a variety of recent films and popular television programs from respected broadcasters

Budget constraints preclude the purchase of highly priced training, business and instructional DVDs.

Generally, PAL format and Region 4 or 0 DVDs will be collected. Titles available in NTSC or Regions 1-3, may be collected.

Online access to films and television series is also provided. Formats and digital services may change over time due to publishing trends and new technology.

#### 4.11 Language Instruction Kits

Resources for learning a wide variety of languages, with an emphasis on popular and community languages, will be collected. Language learning material will be selected in a variety of formats including online resources where appropriate.

#### 4.12 English as a Second Language Collection

A broad collection of resources to assist adult learners of English in a variety of formats, including online formats, will be collected.

Preference will be given to material designed for self-study rather than classroom texts and workbooks.

There will be a collection of graded readers and read-along kits.

A variety of support material for students preparing for English language testing will be collected.

#### 4.13 Junior Audiovisual Collections

Junior items (1-12 years) will be selected on the same general basis but with greater emphasis on learning and entertainment.

Junior DVDs will be collected up to and including the classification "PG".

#### 4.14 Special Collections

Special Collections may include non-traditional items available for loan to the community, such as the current Discovery Collection of Science, Technology, Engineering, Arts and Mathematics (S.T.E.A.M) and technology items.

Items will be selected to fulfil community needs and interests. Consideration will be given to the diversity, equity, and inclusion goals of the library; social, educational and library collection trends.

Items will be collected with an emphasis on learning and entertainment, and for all ages and abilities.

### 5. RESPONSIBILITY/ACCOUNTABILITY

5.1 Council's Director Community, Planning & Environment is responsible for submitting estimates to Council on an annual basis and allocating sufficient resources to support the Policy.

5.2 Council's Director Community, Planning & Environment or Delegate is responsible for administration of the Policy.

### 6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Artwork Acquisition Policy
- Child Safe Policy

The Policy should be read in conjunction with the following documents/legislation:

- Library Act 1939
- Library Amendment Act 2011
- Library Regulation 2010
- Library Council of New South Wales' Freedom of Collection and Access for Local Government Libraries

| <b>Version</b> | <b>Date Approved</b> | <b>Approved by</b> | <b>Resolution No.</b> | <b>Review Date</b> |
|----------------|----------------------|--------------------|-----------------------|--------------------|
| 1              | 24 June 2002         | Council            | 688                   | 2004/05            |
| 2              | 2 August 2004        | Council            | 794                   | 2008/09            |
| 3              | 16 February 2009     | Council            | 61                    | 2012/13            |
| 4              | 18 February 2013     | Council            | 61                    | 2016/17            |
| 5              | 25 June 2018         | Council            | 214                   | 2020/21            |
| 6              | 10 October 2022      | Council            | 324                   | 2024/25            |