

CENTRAL WEST LIBRARIES

LIBRARY COLLECTION DEVELOPMENT

OP147

F286

OBJECTIVE

This collection development policy establishes guidelines for the way in which a Central West Libraries plans the growth and maintenance of its collection. It sets out guidelines to inform the community and the staff about selection, acquisition and withdrawal of materials and relates them to the purposes of the organisation and the needs of our users.

APPLICABILITY

This policy applies to all Central West Libraries staff.

GENERAL

This policy addresses the selection, acquisition and maintenance of the Central West Libraries' Collection.

RELATED POLICIES/DOCUMENTS

Purchasing – Strategic Policy
Purchasing Operational Policy
Local Preference Purchasing
Credit Cards

SUPERSEDED POLICIES/DOCUMENTS

Central West Libraries Donations - Operational Policy - OP136

SUMMARY OF AMENDMENTS

DATE	AMENDMENT	DATE APPROVED BY CHIEF EXECUTIVE OFFICER
July 2023	New Policy replacing OP136 – Central West Libraries Donations.	11 July 2023

Operational Policy

Central West Libraries

Library Collection Development Policy

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1 OBJECTIVES

The aim of the Library Collection Development Policy is to guide the selection and maintenance of resources in order to meet the library's overall objectives.

Specifically, the objectives of this policy are to:

- Provide access to library collections to support the information, cultural, education and recreational needs of all members of the community on an equitable basis.
- Develop a coordinated approach to the shaping of the library service's collections
- Provide a framework for the selection, acquisition and withdrawal of library materials
- Inform the community about the parameters of the library service's collections
- Develop collections which are linked to the needs of the community and to Councils' overall vision.

In attempting to achieve these objectives, a number of factors must be taken into consideration:

- The existing collection.
- Interests existing in the community, either organised or individual.
- Needs of different groups, such as multicultural people, young people, people with disabilities, etc.
- Flexibility to meet and satisfy new and changing community interests and needs.
- Coverage needed in light of the available budget and space.
- Availability of materials in other libraries in this and nearby communities.
- Preservation of publications of local authors and material on local history.
- Balancing the collection between traditional print based resources and digital resources.

Public libraries are also guided by statements from professional associations. These include:

- The Australian Library and Information Association's (ALIA) Statements on:
- Free access to information
- Information Literacy for all Australians
- Guidelines on Public Libraries Services
- Library and Information Services for People with a Disability
- International Federation of Library Associations (IFLA) IFLA-UNESCO Public Library Manifesto 2022.

Links to these documents are listed in Appendix A.

2 CORPORATE FRAMEWORK

Central West Libraries (CWL) is a service of Orange City Council which has Service Level Agreements with four councils; Blayney, Cabonne, Cowra and Forbes. CWL refers to the Councils' Community Strategic Plans to form its library strategic goals.

2.1 Community Strategic Plans

The Collection Development Policy supports Councils' vision by providing outstanding hardcopy and digital library collections. This Policy has direct relevance to the following priorities of Councils:

2.1.1 Blayney Shire Community Strategic Plan 2022-2032

4.4 The shire is a centre for cultural interest, arts, performance and entertainment

4.4.3 Provide effective and consumer friendly library services in the Blayney Shire

Measure: Inclusive and accessible public facilities and events

2.1.2 Cabonne 2025 Community Strategic Plan

Cabonne's Future Directions items 3 and 4 apply to library services.

3. Provide and develop community facilities

3.3 Sporting, recreational and community and services are maintained and developed

Performance measures: usage and participants

4. Grow Cabonne's Culture and community

4.2 A network of viable, relevant and cultural facilities exists in Cabonne

Performance measures: visitation and calendar of events

2.1.3 Cowra 2036 Community Strategic Plan

Cowra's Community Strategic plan includes

Innovation and Education

Supporting lifelong learning is critical to individual and societal Health

L1 Make Cowra Shire a learning community

Liveability

L1 Build understanding and communication of Cowra Shire's rich history, vibrant future and leadership in international understanding and cultural diversity

L2 Continue to develop our leisure and cultural facilities and infrastructure and protect and enhance our natural environment.

L4 Develop and provide programs to meet the needs of Cowra's young people. Assessed by increasing levels of community satisfaction with recreational and cultural facilities

2.1.4 Forbes Community Strategic Plan 2018-2028

Direction 1 – Community and Culture includes:

CC1 Provide local activities, facilities and events that foster inclusion and reflect the identity and diversity of communities within the Shire

CC6 Provide services, facilities and activities to address the specific needs of children and young people, parents and families, people with disability, elderly people and others

Indicators of our progress:

Local community, creative, cultural and sporting events are accessible and well attended by local people and visitors

People across the Shire have easy access to recreation, leisure and community facilities that enhance their health and wellbeing

2.1.5 Orange City Council Community Strategic Plan 2022-2032

Objective 4: A creative community participating in arts and cultural activities.

4.1. A broad range of creative and cultural facilities, services, and programs that meet community needs.

4.2. Deliver cultural facilities and programs that reflect the interests of a culturally diverse community.

Objective 7: More for young people to do.

7.2 Provide activities and programs for young people

Measure

Attendance and participation at council-run recreation facilities and programs

Objective 17: Strong relationships.

17.1. Work in partnership with other Councils, regional organisations and State and Federal Governments

3 COMMUNITY SERVED

3.1 Population

According to the 2021 Australian Bureau of Statistics census 86,818 people reside in the Central West.

	Population	Aboriginal & Torres Strait Islanders
Blayney	7,497	433
Cabonne	13,766	693
Cowra	12,724	1,126
Forbes	9,319	1,236
Orange	43,512	3,330
Total	86,818	6,818
Source: ABS 2021 Census		

Central West's population is forecast to increase by 15,227 by 2041 according to the NSW Planning Portal.

3.2 Age groupings

The 2021 ABS Census shows that compared with New South Wales overall, the Central West is home to a larger proportion of young people under the age of 20 in every LGA. Blayney and Cowra have a higher proportion of people over the age of 65 when compared to NSW, but Cabonne, Forbes and Orange have a lower percentage of people over 65 years of age compared to NSW overall.

Age	% under 20	% over 65
Blayney	26.5	27.9
Cabonne	26.7	21.6
Cowra	22.7	26.5
Forbes	25.7	23.1
Orange	27.6	17.9
NSW	23.9	23.5

3.3 Family type

Central West has a higher proportion of lone person households compared to NSW with the exception of Cabonne.

Lone Person Households	
Blayney	25.6%
Cabonne	24.2%
Cowra	32.3%
Forbes	31.3%
Orange	28.9%
NSW	25.0%

The household type that will see the greatest growth over the next ten years will be couples without dependent children and lone person households, although couple families with children will remain the most prevalent household type.

3.4 Language spoken at home

Central West continues to have small numbers of people born overseas, although groups of refugees have settled in Cowra and Orange.

	Blayney	Cabonne	Cowra	Forbes	Orange	NSW
Households speaking other than English	0.1%	3.1%	4.7%	3.1%	8.6%	29.5%
Largest non English language spoken at home	German	German	Wiradjuri	Mandarin	Malayalam	Mandarin

This information is useful in planning for languages other than English collections within the libraries.

3.5 Educational Attainment

2021 Census data relating to educational qualifications in Central West is indicative of the challenges of accessing tertiary education in regional and rural areas.

Tertiary Qualifications	
Blayney	15.2%
Cabonne	13.2%
Cowra	12.5%
Forbes	12.7%
Orange	19.1%
NSW	23.8%

3.6 Digital Exclusion

Australia's digital divide means 2.8 million people remain 'highly excluded' from internet access. While the 2021 Census no longer included a question about household internet connectivity, the Good Things Foundation's report *Australia's Digital Nation Australia 2021* concluded those most at risk of Digital Exclusion are:

- People with disabilities
- First Nations people
- Rural and remote Australians
- People over 65
- Low income households
- People in the labour force
- People with low levels of education
- New migrants and refugees

3.7 Socio-Economic Indexes for Australia (SEIFA)

Socio-Economic Indexes for Areas (SEIFA) is based on the Census and ranks areas in Australia according to relative socio-economic advantage and disadvantage. The most recent data was released in 2018 based on the 2016 Census data. The lower the score the higher the disadvantage. Deciles rank all areas and are ordered from lowest to highest score, the lowest 10% of areas are given a decile number of 1 and so on, up to the highest 10% of areas which are given a decile number of 10. This means that areas are divided up into ten groups, depending on their score. Decile 1 is the most disadvantaged relative to the other deciles.

	SEIFA Score	Decile
Blayney	982	6
Cabonne	1010	8
Cowra	924	2
Forbes	953	4
Orange	978	6

4 GENERAL SELECTION POLICY

4.1 Criteria for selection

Resources considered for selection must satisfy one or more of the following general criteria:

- Readership level – we aim at the general, non-professional reader. Tertiary / academic or specialist texts will generally not be purchased
- Current or potential interest, relevance or significance to the community
- Popularity of the author or subject
- High standards of quality in content, expression and accuracy
- An Australian work, written by a person born or residing in Australia, or set in Australia
- Fills a gap in, complements, or supplements the existing collection
- High physical and technical standard, taking into account format, durability over multiple borrowings, size, binding, audio and visual quality
- Materials not readily available elsewhere
- Special local, social or historical significance
- Positive critical reviews
- Reasonable price, appropriate to the resource and balanced against probable use.

Generally, abridged material will not be purchased, however, some abridged formats may be purchased to meet the special needs requirements of the community. Material available in local educational institutions will not be acquired for the Central West Libraries collection.

4.2 Representing First Nations Peoples

CWL collections contain information regarding Aboriginal and Torres Strait Islander people, history, and culture. However this information is predominantly from the perspective of non-First Nations people. To expand the representation of Aboriginal or Torres Strait Islander peoples within our collection, and to provide a greater diversity of perspectives to our readers, CWL will seek to increase acquisition of material authored by Aboriginal or Torres Strait Islander people and communities.

CWL will respond promptly to any requests from Aboriginal and Torres Strait Islander community members to restrict access to material containing their cultural and intellectual property. The Library will temporarily remove material from public access, with the material remaining restricted until a formal assessment has been made. CWL will seek guidance from local First Nation people to assist with assessing the risk of cultural harm, and to give guidance as necessary to decide the next steps.

4.3 Commitment to Diversity

CWL collections will reflect the diversity of our communities. We seek to collect positive representations of diverse people and communities and where possible increase the acquisition of materials of authored by people with personal life experience informing their writing.

4.4 Responsibility for selection

The Technical Services Librarian has overall responsibility for the content and development of the CWL collections.

Staff are encouraged to participate in the selection process, with contributions from members of the public also welcome. See Appendix C for the suggestion for purchase form. This is also available to view in content manager (D20/51329)

The Orange Librarian with Local and Family History expertise is responsible for the selection of Local and Family History resources.

4.5 Methods of selection and acquisition

Acquisition of library materials is undertaken in accordance with Orange City Council's policies.

- Purchasing – Strategic Policy – ST093
- Purchasing Operational Policy – OP047
- Local Preference Purchasing – ST109
- Credit Cards – OP016

A variety of methods are used for selection and acquisition:

- Blanket orders within specified criteria
- Standing orders for particular authors or series titles
- Online ordering via vendor and publishers' websites
- Specific title orders
- Book drops by library suppliers
- Warehouse visits
- Bookshop visits
- Supplier stock updates
- Bulk author or series orders with suppliers
- Subscriptions

All of these methods are informed by the following sources:

- Reviews in professional journals
- Reviews in trade journals
- Reviews in specialist journals
- Reviews in general media
- Publishers' websites
- Online newsletters and journals
- Social media interest
- Blogs – authors, readers, bookshops
- Customer requests and suggestions
- Professional publishing and collection development knowledge

Standing orders are established for a number of areas and reviewed on an annual basis.

Standing orders exist for the following:

- Adult fiction authors
- Junior/teenage authors
- Junior/teenage series
- Reference
- Travel series

4.6 Collections

4.6.1 Fiction

Fiction is provided for all age groups in English. Other languages are provided from the State Library of NSW on a rotating basis. Fiction includes a wide range of genres, popular best sellers, classics, award winners, in print, in audio and ebook formats. There is an emphasis on Australian authors. Graphic novels will be collected to cater for those who prefer this format.

High demand items are supplied through the Best-sellers collection which purchases 5 – 10 copies of a titles. Demand is also monitored through the reservation system and additional copies will be purchased for every 5 reservations.

4.6.2 Non-Fiction

The non-fiction collection aims to support and stimulate the cultural, information and recreational wants and needs of the community in English. Non-fiction will be considered in print, audio book and ebook formats. Materials relevant to children, teenagers and adults will cover a wide range of subjects, literacy levels and intellectual content, but with lesser emphasis on tertiary level resources. Technical, legal and medical works will be evaluated in terms of appropriate cost, suitability and content for intended users. Professional texts will not be collected. Preference will be given to Australian material.

Textbooks and curriculum related materials will only be provided where the materials also serve the general public or where they provide information not otherwise available. The responsibility for the provision of textbooks and research materials for students lies with the educational institution at which they are enrolled, but the public library will provide materials which supplement and enrich the information and recreational needs of students of all ages.

4.6.3 EBooks

This collection consists of fiction and non-fiction according to the selection criteria. Unlike physical books, the library can only select ebooks for which its vendors hold digital rights. Use of titles can be restricted by publishers and titles can be withdrawn or made unavailable for re-licence. Pricing structures vary making some acquisitions uneconomic. At the time of writing, many titles that the library can acquire in physical format are still not available in ebook format.

4.6.4 Large Print

Large print books are provided for patrons who have a sight disability or who have a preference for materials with a larger typeface. The collection consists of both fiction and general interest non-fiction, such as biographies, travel and health.

4.6.5 Languages Other Than English

The Central West Libraries use the State Library of NSW for the provision of books in languages other than English. The trigger point for collecting local community languages is having 1,000 people using a language in their homes. The exception is the Central West Libraries commitment to purchase any works published in Wiradjuri.

4.6.6 Magazines

Magazines are provided for children, teenagers and adults. The subscription list is reviewed annually, when consideration is given to the aforementioned criteria for selection, but also specific considerations such as:

- a) Frequency of publication
- b) Consistency of publication
- c) Reliability of delivery
- d) Projected use assessed against price of subscription

The period for which copies of a title will be kept is dependent on physical condition, frequency of publication, subject content and space.

The library also subscribes to a range of magazine titles via database subscriptions and online platforms.

4.6.7 Newspapers

A variety of newspapers are kept for reading within the libraries. As well as local papers, a selection of State and national newspapers will be provided.

The library's online subscriptions also cover many newspapers, including the national dailies as well as a vast array of newspapers from other countries.

4.6.8 Reference

A selection of reference items are interfiled within the non-fiction collections and is for use within the library. Reference material is selected on the basis that it aims to meet general information needs and its authoritative scope within its subject category. Reference material may be removed as a reference item if this content is not current. Some superseded reference material may be retained and placed into the general non-fiction collections for loan if it is deemed accurate in its scope and content.

Online resources are a significant part of the Reference collection. These resources consist of both databases that Central West Libraries subscribes to and official web sites such as ABS. It is the intention of the library service that most of these sites can be accessed throughout the library service and from home.

The Central West Libraries subscribe to databases through NSW.net and independently. Databases are selected according to a number of criteria including authority, accessibility, vendor support and cost. In the case of those the library subscribes to independently, they are also selected on the basis of the subject matter to fill gaps or enhance the coverage provided from the NSW.net databases.

4.6.9 Local and Family History

The Central West Libraries has a major local and family history collection at Orange City Library. Other libraries also hold collections which cover the history of their municipalities.

The local and family history collections comprise mainly print materials, including published books, maps, ephemera, newspapers and photographs, as well as resources on microform, audio visual media and subscription databases such as *Ancestry.com*.

Most items within these collections are available for use within the libraries; however some records and documents are not available for public use because of their physical fragility.

Within local history collections, an ongoing strategy has been to provide copies of material for the community whilst holding a second copy for preservation. This strategy originally focused on providing digital content which can be readily shared world-wide via the internet.

The library provides local history digital content through a variety of platforms.

Trove is the preferred platform for digitised newspaper content which provides worldwide access. For newspapers microfilm remains the preferred format for preservation. CWL and its member Councils have funded the digitisation of a variety of local newspapers including early runs of the Cowra Guardian, the Forbes Gazette and Orange Star. Upcoming newspaper digitisation projects include the Cowra Guardian during the Second World War.

CWL has established a Recollect platform to provide public access to locally digitised materials including photographs from the Central Western Daily newspaper, documents from local organisations such as the Orange Festival of Arts and for the publication of winners of the local Banjo writing and poetry Awards.

4.6.10 English as a Second Language

These materials support those in the community with English as a second language needs. It primarily provides support for individual informal self-directed learning. A selection of International English Language Testing System (IELTS) materials are held including online resources, multi-media kits and books.

4.6.11 Easy Books

This collection is aimed at children from 0-6 years old, although some of the collection is intended to appeal to a wider audience. The collection includes board books, stories without words, stories to be read to children, ABC and concept books, and books dealing with sensitive issues. Picture books can range from simple stories through to sophisticated content for older children. The emphasis is on quality illustration and text with an appropriate relationship between text and illustration to tell the story. A range of picture books are also available online through Story Box.

4.6.12 Early Reader Fiction

This collection is aimed at beginner readers and emphasises grammar, spelling or phonics for children learning to read. All types of stories are included, as well as some non-fiction content, with the emphasis on short books with large, clear type and illustrations which enhance the story. Books with simple language and lively stories are preferred. Other books with more challenging vocabulary, which provide the beginner reader with a sense of

achievement and encourage them to proceed to longer and more substantial stories, are also included.

4.6.13 Young Adult

To provide access to current young adult fiction and selected classic works to accommodate a broad variety of reading interests.

4.6.14 Compact Discs

This collection is held at Orange City Library and aims to cover a broad spectrum of music for people of all ages. It may also include non-musical discs, such as relaxation, bird-calls, comedy and some information titles. We aim to develop a diverse collection catering to varying tastes.

4.6.15 Audio Books

This collection aims to provide access to a wide range of books on compact disc and via eaudio for adults, teenagers and children. Both fiction and non-fiction titles are purchased. Priority is given to unabridged materials.

4.6.16 DVDs

The aim of the DVD collection is to support the information, educational, cultural and recreational needs for people of all ages. Recreational films and series for adults will also be collected with an emphasis on collecting works with one or more of the following attributes:

- Screen adaptations of literary works
- Classic or iconic status
- Australian productions
- Dramatic works screened on public broadcasting stations
- A finite series
- Subtitles in English as well as other languages
- Availability of captions
- Works that support cultural identity.

Where possible CWL will acquire DVDs that provide subtitles to assist people with hearing impairment or people learning a language. Some music titles are also collected, including concerts and film clips. Multiple copies may be purchased for high demand material. Animated films for children are also acquired.

MA 15+ and R-rated materials which meet the selection criteria may be purchased. Staff will be alerted to circulation restrictions via the library management system.

The collection is limited by the budget and availability. Provision of titles is closely aligned with high community demand.

4.6.17 Special Collections

At Orange City Library the Mary Elizabeth Byrnes Collection was established through a bequest and is a collection mainly focused on Australian fiction. It is a non-lending collection, with the bequest funding covering ongoing addition of award winning Australian literature. At the time of writing this collection held over 9,700 items.

The Drug Info book collection of plain English books about drugs and alcohol identified by the State Library of NSW. Unfortunately, there are a limited number of Australian books about drugs and alcohol. Central West Libraries keeps a reference collection of these titles in all branches and has duplicates available for loan. This collection is updated by State Library Drug Info staff annually.

Find Legal Answers provides quality, plain English legal information. The Find Legal Answers service is co-ordinated by staff of the Legal Information Access Centre (LIAC) at the State Library of NSW. Find Legal Answers collections are held in all Central West Libraries. Legal information is provided online through the Find Legal Answers website [Find Legal Answers | State Library of NSW](#)

In 2023 a collection of novelty cake tins and patterned rolling pins was established at Canowindra Library. This collection was funded by Cabonne Shire from Local Priority Grant monies.

4.6.18 Stack

The Stack is an adult non-fiction and fiction collection of older materials which supports the broader collections. It consists chiefly of Australian or seminal works no longer in print. The stack is held at Orange City Library and is accessible by reservation.

4.7 Collection Maintenance

4.7.1 Aims

Central West Libraries aim at all times to maintain a well-balanced, current and functional collection. The collection requires continuous revision and evaluation in order to ensure that it is relevant to local community needs and is in good physical condition.

Library collections must undergo ongoing reassessment to reflect changes in the community and in the Libraries goals. Weeding will make space for current materials and reduce damage to books caused by overcrowding and space limitations, ensuring that materials are attractive, useful and accessible.

4.7.2 Criteria for Discarding an Item

Six general criteria for considering discarding an item from the collection which are summarised with the acronym MUSTIE.

M = Misleading—factually inaccurate

U = Ugly – worn beyond mending or rebinding

S = Superseded – by a new edition of/or by a much better book on the subject

T = Trivial – of no discernible literary or scientific merit

I = Irrelevant to the needs and interests of the library's community

E = Elsewhere – the material is easily obtainable from another library

The two factors that contribute to materials evaluation are age and usage and are placed into a simple formula. An example of a formula is: 5/ 3/ MUSTIE In the above example, the five refers to age - anything over five years old may be considered for weeding. The three refers to the circulation – anything that has not circulated in the past three years will be considered for weeding. MUSTIE refers to the criteria listed above.

Age and/or circulation are not considered in some subject areas. The numbers will then be replaced by an X, for example: X/ 3/ MUSTIE Media, by the nature of the format, should be evaluated by circulation and condition rather than age or copyright.

Adapted from CREW: A Weeding Manual for Modern Libraries.

<http://www.tsl.state.tx.us/ld/pubs/crew>

The following guidelines are broken down into types of materials and formats for easier and more specific evaluation.

4.7.2.1 DVDs

Weeding Criteria 5/2/MUSTIE

- Consider replacement copies for high demand titles that are showing the result of high use
- Aggressively weed DVD, except local history
- As with Nonfiction print materials, aggressively weed Medical and Science informational DVDs for accuracy of information

Exceptions

- Watch trends
- Special consideration should be given for Documentaries, Do-it-Yourself, Shakespeare and Series titles

4.7.2.2 Adult Music CDs

Weeding Criteria 5/2/MUSTIE

Consider replacement copies for high demand titles

- Weed “One Hit Wonders”

Exceptions

- Series or collections, such as classical or jazz collections

4.7.2.3 Junior Music

Weeding Criteria 10/2/MUSTIE

Exceptions

- Watch trends

4.7.2.4 Adult Nonfiction (Regular and Large Print)

Weeding Criteria 7/2/MUSTIE

- Consider ordering replacement copies for worn but highly used titles
- Check for newer editions

- Keep local history and special interest books (local author, smaller press/limited edition)
- Weed Medical books aggressively - every 5 years & check yearly for updated editions
- Science/Technology books - every 5 years & check yearly for updated editions
- Travel guides 5/1/MUSTIE

Exceptions

- Classic works on a subject
- Memoirs and histories

4.7.2.5 Adult Fiction (Regular and Large Print)

Weeding Criteria 10/2/MUSTIE

- Consider duplicate copies for high demand titles
- Weed duplicates of best-sellers when demand diminishes
- Consider replacing titles in an incomplete series

Exceptions

- Series, Premiers' Reading list, and Classics as local need dictates

4.7.2.6 Adult Fiction Audiobooks

Weeding Criteria 10/2/MUSTIE

Weed abridged when unabridged is owned

Exceptions

- Keep high demand Classics, Premiers' Reading list and Series titles

4.7.2.7 Audio Nonfiction

Weeding Criteria 10/2/MUSTIE

- Check validity of Nonfiction titles – Is information out of date or inaccurate?
- Discard duplicates unless the title has a high circulation.

4.7.2.8 Young Adult Fiction and Graphic Novels

Weeding Criteria 7/2/MUSTIE

- Consider replacement of high demand hard cover titles with trade or paperback formats as preferred by the age group
- Consider weeding a series that is no longer popular, especially if incomplete

Exceptions

- Popular Series and Premiers' Reading list titles

4.7.2.9 Junior Fiction (includes Graphic Novels)

Weeding Criteria 7/2/MUSTIE

- Consider weeding series that are no longer popular
- Replace popular series titles when damaged or worn
- Replace Picture books and Readers with hard cover whenever available
- Consider reordering attractive copies of Classics and Award winners if circulation warrants

Exceptions

- Premiers' Reading lists

- Classics and Award winners – but only if locally in demand. Many award winners, ie. early Children’s Book Council winners, are not in demand and should not be retained.

4.7.2.10 Junior Nonfiction

Weeding Criteria 10/2/MUSTIE

- Changing technologies and Sciences -- 3/2/MUSTIE
- Folklore/Fairytales -- 5/2/MUSTIE

Look for quality illustrations and retelling of story, and replace with attractive editions where possible

Exceptions

- Australian History – keep older publications if in good condition and quality content

4.7.2.11 Junior Audiobooks

Weeding Criteria 10/2/MUSTIE

Exceptions

- Premiers’ Reading list and classic children’s literature titles

4.7.2.12 Magazines

Weeding Criteria 2/1/MUSTIE

Exceptions

- Retain indexed or popular magazines longer.

4.7.2.13 Genre Adult, YA and Junior Paperbacks and Board Books

Weeding Criteria 3/1/MUSTIE

- Weed for condition and space

4.7.2.14 Reference materials

Weeding Criteria 3/1/MUSTIE

Exceptions

- Local History items

4.7.3 Replacement Guidelines

Some titles in the fiction collections are considered to be standard titles and are replaced as they wear out. Very few non-fiction titles are treated in this way, the majority being replaced by other new titles on the same subject or updated editions. Items which become out of date regularly include health, computer science, technology, science, geography, travel, psychology, sociology, and political science.

4.7.4 Disposal Guidelines

Discarded material, including unwanted donations, may be:

- Offered for sale at a Library book sale
- Given to recognised social or civic organisations

Materials that are in poor physical condition and of limited appeal to the general populace and are unsuitable for a book sale are disposed of through recycling.

4.8 General Considerations

4.8.1 Controversial Issues

The library has a duty to provide a collection which reflects the full spectrum of community viewpoints. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the selection criteria listed, and to serving the interests of the entire community.

It is the responsibility of parents, rather than of library staff, to guide children and teenagers in their selection, and to ensure that the materials chosen meet their requirements. This view is reflected in procedures for children and teenagers joining the library service where parents or guardians take responsibility for items borrowed or library services used by the child or teenager.

This Policy endorses the ALIA [Statement on Free Access to Information](#) and the IFLA [Declaration on Libraries and Intellectual Freedom](#). See Appendix A for links to these documents.

4.8.2 Censorship

Powers of censorship are vested in the Federal Government. Items prohibited by law will not be included in the collection. If there are restrictions imposed on the access to any item in the collection, these restrictions will be observed by the libraries.

4.8.3 Feedback

Feedback regarding library materials should be detailed in writing to the Manager Central West Libraries.

5 DONATIONS

Donations are accepted on the understanding that it is the prerogative of the library to dispose of material as it sees fit.

Donations to Local Studies are welcomed for any material relating to any aspect of the Central West, regardless of currency; quality; format eg. souvenirs & photos; physical condition; series e.g. newspapers; interest level or readership items with Local content should be forwarded to the Local Studies Librarian for assessment.

The following guide to accepting or rejecting donated material is based on the existing selection criteria and its aim is to ensure that only suitable items are sent for accessioning.

Donation Acceptance Criteria

	Physical condition	Format	High Interest	Series	Readership	Quality	Currency of content
Fiction: AF, YA, Junior	✓	✓	✓	✓	✓	✓	
Non-fiction: ANF, JNF	✓	✓	✓	✓	✓	✓	✓
Music on CD	✓	✓				✓	
DVDs	✓	✓	✓	✓		✓	
Graphic Novels	✓	✓	✓	✓	✓	✓	

5.1 Physical condition

Do not accept anything that doesn't look new:

- Yellowed, dog-eared, watermarked, or grubby pages
- Faded, damaged covers
- Damaged spines or binding
- Underlining or highlighting
- Scratched surfaces (music CDs, DVDs)
- Musty, mildew or other unpleasant odour

5.2 Format

Do not accept:

- Material which cannot stand up to the demands of Library life (e.g. flap books, puzzle books, tiny books, loose-leaf folders, spiral binding)
- Superseded formats (e.g. floppy disk, music cassettes, VHS videos) and DVDs which are not 'All Regions' or 'Region 4'
- Non-user-friendly layouts (e.g. too much print per page, infrequent or no subject headings, no index or contents guide)
- Material where content level and audience do not match (e.g. preschool picture books with too much text; introductory guides lacking diagrams and illustrations)
- High Interest. Although some obscure titles might be worth holding, as a general rule only accept material that is likely to be of moderate or high interest to the majority of the borrowers.

5.3 Series

Accept:

- Complete series - if all items meet the other relevant criteria
- Titles (in good physical condition) that fill gaps in a series already in the collection

Do not accept:

- Incomplete series (e.g. numbers 2 & 4 of a 6 part series) unless we already hold all or most of the other titles.

5.4 Readership

Accept:

- Material suitable for primary or secondary students or general interest readers

Do not accept:

- Highly academic / post-graduate level material
- Material only of use to advanced hobbyists, tertiary students, or professionals in the subject area.
- X-rated material (all formats)

5.5 Quality

Accept:

- Material by recognised authors and / or publishers
- Professionally compiled and produced materials

Do not accept:

- Material that is amateurish
- Material that has been produced by lobby / political / religious etc. groups as pseudo-educational material.

5.6 Currency

Although there may be the occasional worthy exception, as a general rule that donations over 5 years old will be declined.

Note: Exceptions may be made if the item meets all other criteria and the content is considered “ageless” (e.g. art history, classic fiction) or to fill a gap in a series.

6 REVISION OF POLICY

This policy will be reviewed every four years following the Community Strategic Planning process undertaken by Councils following Council elections.

APPENDIX A

Related Documents and Links

This document should be read in conjunction with:

- 1) Aboriginal and Torres Strait Islander Library and Information Resources Network. (2005) Aboriginal and Torres Strait Islander Library and Information Resources Network Protocols. Retrieved from <https://webarchive.nla.gov.au/awa/20080722071713/http://www1.aiatsis.gov.au/atsilirn/protocols.atsilirn.asn.au/ATSILIRNprotocols.pdf>
- 2) Aboriginal and Torres Strait Islander Library and Information Resources Network. (2012). ATSILIRN Protocols for Libraries, Archives and Information Services. Retrieved from <https://atsilirn.aiatsis.gov.au/protocols.php>
- 3) Australian Library and Information Association. (2002). ALIA on online content regulation. Retrieved from [ALIA on online content regulation | ALIA Library](#)
- 4) Australian Library and Information Association. (2018). ALIA Free access to information statement. Retrieved from <https://read.alia.org.au/alia-free-access-information-statement>
- 5) Australian Library and Information Association. (2006). Statement on information literacy for all Australians. Retrieved from [Statement on information literacy for all Australians | ALIA Library](#)
- 6) International Federation of Library Association and Institutions (1999) IFLA Statement on Libraries and Intellectual Freedom
Retrieved from [IFLA Statement on Libraries and Intellectual Freedom](#)
- 7) International Federation of Library Association and Institutions (2020) The IFLA-UNESCO Public Library Manifesto 2022.
Retrieved from [The IFLA-UNESCO Public Library Manifesto 2022 – IFLA](#)
- 8) State Library New South Wales. (2020). Living learning libraries: a population approach (7th ed.)
Retrieved from <https://www.sl.nsw.gov.au/public-library-services/content/living-learning-libraries>
- 9) Australian Library and Information Association (2018) Statement on Public Library services
Retrieved from <https://read.alia.org.au/statement-public-library-services>
- 10) Australian Library and Information Association (2019) Guidelines on library and information services for people with disabilities
Retrieved from <https://read.alia.org.au/guidelines-library-and-information-services-people-disabilities>
- 11) Purchasing – Strategic Policy – ST093
Retrieved from Orange City Council Intranet
<http://intranet/policiesprocedures/Content/P.html/732382319/StrategicPolicy-ST093-PurchasingAdopted4February2020.pdf/2502834/StrategicPolicy-ST093-PurchasingAdopted4February2020.pdf>
- 12) Purchasing Operational Policy – OP047

Retrieved from Orange City Council Intranet

[http://intranet/policiesprocedures/Content/P.html/1239352624/OperationalPolicy-OP047-Purchasing-Approved8October2020.pdf/ 26541 F7 /OperationalPolicy-OP047-Purchasing-Approved8October2020.pdf](http://intranet/policiesprocedures/Content/P.html/1239352624/OperationalPolicy-OP047-Purchasing-Approved8October2020.pdf/26541_F7/OperationalPolicy-OP047-Purchasing-Approved8October2020.pdf)

13) Local Preference Purchasing – ST109

Retrieved from Orange City Council Intranet



[http://intranet/policiesprocedures/Content/P.html/429199730/StrategicPolicy-ST109-BuyLocalPurchasingAdopted4February2020.pdf/ 25029 CB /StrategicPolicy-ST109-BuyLocalPurchasingAdopted4February2020.pdf](http://intranet/policiesprocedures/Content/P.html/429199730/StrategicPolicy-ST109-BuyLocalPurchasingAdopted4February2020.pdf/25029_CB/StrategicPolicy-ST109-BuyLocalPurchasingAdopted4February2020.pdf)

14) Credit Cards – OP016

Retrieved from Orange City Council Intranet

[http://intranet/policiesprocedures/Content/C.html/1930216371/OperationalPolicy-OP016-CreditCardsApproved2June2020.pdf/ 25510 C8 /OperationalPolicy-OP016-CreditCardsApproved2June2020.pdf](http://intranet/policiesprocedures/Content/C.html/1930216371/OperationalPolicy-OP016-CreditCardsApproved2June2020.pdf/25510_C8/OperationalPolicy-OP016-CreditCardsApproved2June2020.pdf)

APPENDIX B

PO Box 35, Orange NSW 2800
Phone – (02) 6393 8120
email - library@cwll.nsw.gov.au

**ORANGE CITY LIBRARY
DONATION, LOAN, COPY AND COPYRIGHT FORM**

I/We (the "Donor") Name _____

Name _____

Address _____

Town/City _____ State _____ Postcode _____

Phone _____ Email _____

Being the sole owner(s), have donated the following items described and attached to this form to The Orange City Library.

TYPE OF DONATION (tick appropriate):

☐ Orange City Library to be the owner of the donated material and the library to also retain copyright on any copies produced to use in any manner

☐ To be copied by Orange City Library and the original returned to me, the owner. Orange City Library retains the right to use the copy in any manner

On loan to Orange City Library from _____ to _____
The library retains the right to keep or dispose of any copies made, and can make copies available in any format. The library may make further copies for display purposes, including on the library catalogue and website.

Signature (owner) _____ Date _____

Signed on behalf of Orange City Library: Staff member name: _____

Signature: _____ Date _____

ITEM INFORMATION (Please provide information where known)

Title of item(s) _____

Please provide information about the item eg: dates, history of the item, provenance

Credit Line (please advise) – eg: – Gift of Patricia Carr (family) etc

OFFICE USE ONLY

PLEASE TICK ☐ Owner ☐ Orange City Library ☐ Item

1. GIFT

1.1 The Donor hereby donates the Work to the Orange City Library.

1.2 The Donor promises that:

- (a) the Donor is the owner of the Work or is otherwise entitled to make this gift;
- (b) no other person's consent or permission is required to make this gift;
- (c) to the best of the Donor's knowledge, if the Work has been exported from any country, that export conformed with the laws of such country and its importation into Australia conformed with Australian law;
- (d) the Donor has received no notice of any claim that may affect any of the promises and warranties the Donor makes in this Deed and, in particular, knows of no adverse claim or notice relevant to ownership of the Work;
- (e) unless otherwise indicated the Work is original and authentic; and
- (f) the Work is free and clear of all encumbrances and restrictions.

1.3 Any Documentation that the Donor has provided is included in the donation, and the Donor promises that, to the best of the Donor's knowledge, the Documentation is true and accurate.

2. CREDIT LINE

2.1 The Donor requests that the Orange City Library acknowledge the Donor as set out under the section titled "Credit Line".

3. INDEMNITY

3.1 The Donor indemnifies the Orange City Library (including its directors, officers, employees and agents) against all actions, claims, suits, demands, liabilities, losses, damages and costs (including all legal costs on a solicitor-client basis) directly or indirectly arising out of, relating to or in any way connected with any breach of the Donor's promises under this Deed.

4. PROPERTY

4.1 From the date of this Deed, the Orange City Library owns all legal and beneficial right, title and interest in the Work and may deal with the Work in accordance with its policies, as in force from time to time.

4.2 The library may dispose of any item, that may be a duplicate, is in poor condition or does not relate to the library's collection themes.

5. LICENCE

5.1 To the extent that the Donor is the owner of copyright in the Work, the Donor:

- (a) licenses the Orange City Library to use and authorise the use of the copyright in the Work (including as a possible detail) in and/or for:
 - (i) exhibitions (including online exhibitions); Orange City Library is not obligated to display the item;
 - (ii) publishing in all media;
 - (iii) the Orange City Library's website and social media platforms, including third party platforms (eg Youtube, Twitter, Facebook, Instagram etc);
 - (iv) Promotional, publicity and advertising purposes;
 - (v) television programs that involve or relate to the Orange City Library or the subject of the interview;
 - (vi) research or study;
 - (vii) educational purposes; and
 - (viii) the Orange City Library's archival and preservation purposes

and

- (b) acknowledges that, while the Work is on display, it will be impracticable for the Orange City Library to prevent visitors taking photographs of the Work (including on their smartphones) and that the Donor will not hold the Orange City Library liable for such photography or a visitor's subsequent use of such photographs.

6. CONSIDERATIONS

6.1 The Orange City Library confirms that the Work is given to the Orange City Library as a gift. The Donor declares that this gift shall endure for the benefit of the Orange City Library, its successors and transferees in perpetuity.

7. ADDITIONAL INFORMATION

7.1 The Donor will notify the Orange City Library if the Donor at any time becomes aware of any fact or matter which indicates that the Work and/or the Documentation is not in whole or in part as described in this Deed or as otherwise stated to the Orange City Library by the Donor or someone acting on behalf of the Donor (for example, if the identity, quality, history, provenance, state of authenticity, legal status or general character of the Work or the Documentation is not as described or stated).

8. APPLICABLE LAW

8.1 This Deed is governed by, and must be construed in accordance with, the law in force from time to time in New South Wales and the parties submit to the jurisdiction of the courts of New South Wales.

9. GENERAL

9.1 This Deed may be executed and delivered electronically (including by facsimile and email).

9.2 A provision of this Deed must not be construed to the disadvantage of the Orange City Library merely because the Orange City Library was responsible for the preparation of the Deed or the inclusion of a provision in the Deed.

9.3 If the Donor consists of more than one person, this Deed binds each of them separately and any two or more of them jointly.

9.4 An obligation, representation or warranty in favour of more than one person is for the benefit of them separately and jointly.

9.5 Where the Work is being donated by a trust, the party signing this Deed is bound both personally and as a trustee of that trust.

9.6 If any provision in this Deed is unenforceable, illegal or void, it is severed and the rest of this Deed remains in force.

9.7 This Deed contains all the terms and conditions of the donation of the Work and supersedes any other agreement, discussion or negotiation between the Donor and the Orange City Library in relation to the gift.

APPENDIX C

SUGGESTION FOR PURCHASE



Please Print

*Date Submitted:.....

Please circle: Book Large Print DVD CD Audio Book

*Title/Subject:.....

Author:.....

Additional information (if known):

Where did you hear about this item?.....

Publisher:..... ISBN:

*Name: *Card No:

Address:

*Branch Pickup location:.....

Phone (home): (work):.....

Email:.....

STAFF COMMENT: INITIALS:

(* Compulsory fields)

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