



# Library Collection Management Strategy

Sutherland Shire Council

## Document review and approval

This document has been approved by

	Name	Minute No	Date approved
1	<i>Community Services Committee</i>	542	13/12/04
2			

## Revision history

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2	<i>Manager – Library &amp; Information Services</i>	<i>13 March, 2012</i>	Annual review conducted, minor adjustments made to update figures referred to in the strategy.

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## 1. Background

Sutherland Shire Libraries was established in 1953 to provide library services to the population of the Sutherland Shire. Responsibility for the provision and management of library services is currently within the Community and Recreation Services Division of Sutherland Shire Council

Public libraries, by tradition and through legislation, are required to serve their communities without limits being imposed by particular customer groups. The library's collection building strategy will always be driven by customer needs and developed within budgetary considerations.

Library branches are located at Sutherland, Cronulla, Miranda, Caringbah, Engadine and Menai with part-time branches located at Sylvania and Bundeena. They have been located close to community centres within the local government area.

## 2. Introduction

The Library's collection, both in traditional and new technological formats, is at the core of its service provision.

This policy document will provide the guidelines for developing a collection that is relevant to both current and potential customers and is supportive of Library and Council objectives

[http://www.sutherlandshire.nsw.gov.au/Council The Shire/Our Future/Our Shire Our Future](http://www.sutherlandshire.nsw.gov.au/Council%20The%20Shire/Our%20Future/Our%20Shire%20Our%20Future)

*'The Sutherland Shire in Sydney's South is shaped by bays, rivers, beaches and national parks and our vision for the future is: 'A community working together to attain safe, healthy and active lifestyles through accountable decision making that achieves sustainable development and economic opportunities which respect people and nature*

It will formulate the principles by which the Library Service will continue to improve and manage its collection over the next 5 years, in support of its vision, role and objectives and in accordance with the Unit's Business Plan. The policy's purpose is to clarify the planning and management issues of collection development.

It will affirm the Sutherland Shire Libraries philosophy as expressed in its vision statement.

***'Our library is the focal point for the community to support people to live, learn, work and play. We will do this by providing equity of access to information, services and support.'***

### 3. Aims & Objectives

- To provide a library collection developed to meet Australian Library and Information Association and community expectations. See ALIA Core Values Statement [www.alia.org.au/policies/core.values.html](http://www.alia.org.au/policies/core.values.html) and Public Library Services [www.alia.org.au/policies/public.library.services.html](http://www.alia.org.au/policies/public.library.services.html)
- To provide quality leisure, information and educational support materials in a wide range of suitable formats.
- To provide services and collections which encourage and promote the enjoyment of reading in children and promote the development of research skills.
- To provide popular, contemporary and recognised classic material, both fiction and non-fiction, in a range of suitable formats
- To provide material that reflects changing technology, methods of delivery and customer expectations
- To provide a non-lending research collection which is relevant.
- To provide an in-depth Local Studies research collection and information service.
- To meet the needs of the housebound via the Home Library Service.

The Library aims to meet these objectives through the following means:

- Developing and maintaining balanced collections, facilities and services that meet and reflect the needs and interests of both current and potential customers in the community.
- Regular analysis of stock and circulation statistics to evaluate collection usage, in conjunction with customer input to determine purchasing requirements.
- Making use of the area's demographic and geographic profiles to plan for the growth and development of collections.
- Resource sharing with other libraries and institutions when appropriate opportunities arise.
- Responsive to special need groups within budgetary constraints.

## 4. Population

Sutherland Shire has an estimated population of 220,835\*, the second largest population figure for a Local Government Area in New South Wales.

It is situated on the southern edge of the greater Sydney area. Bound by two rivers and the sea, the Sutherland Shire is geographically large (33,363 hectares) and isolated.

It consists of 37 suburbs divided into the eight planning areas of Caringbah, Como, East Coast, Engadine, Menai, Miranda, Sutherland, and Sylvania.

The Sutherland Shire lies between, Hurstville City to the north, Bankstown City to the west and Wollongong City to the south. It is served by bus and rail transport. There are three major transport routes, Princes Highway, Heathcote Road and the New Illawarra Road.

Sutherland Shire is a well developed, largely residential area and has several major employers covering a variety of industries. Caltex Australia Ltd. located at Kurnell, Westfield Miranda, TAFE NSW Sydney Institute - Sutherland College (Gymea and Loftus Campuses), Sutherland Hospital Caringbah, and Sutherland Shire Council in Sutherland. Other industries represented are manufacturing, food retailing and tourism.

The estimated resident population is 220,835\* people distributed across the following age groups.

		2006	2007	2008	2009	2010
<b>ESTIMATED RESIDENT POPULATION - at 30 June</b>						
<b>Population by Sex</b>						
Males	no.	104 529	105 276	106 542	107 954	108 381
Females	no.	108 002	108 885	110 276	111 874	112 454
Persons	no.	212 531	214 161	216 818	219 828	220 835
<b>Population by Age group</b>						
Persons - 0 to 14 years	%	19.1	18.9	18.7	18.7	18.6
Persons - 15 years to 24 years	%	14.0	14.1	14.2	14.1	13.9
Persons - 25 years to 34 years	%	13.8	13.5	13.4	13.5	13.5
Persons - 35 years to 44 years	%	14.7	14.5	14.5	14.3	14.2
Persons - 45 years to 54 years	%	14.3	14.4	14.3	14.2	14.2
Persons - 55 years to 64 years	%	11.2	11.4	11.6	11.6	11.7
Persons - 65 years to 74 years	%	6.4	6.6	6.7	6.9	7.2
Persons - 75 years to 84 years	%	5.0	4.9	4.9	4.9	4.8
Persons - 85 years and over	%	1.6	1.6	1.7	1.8	1.9

## **5. Collection Management**

### **Definition of Collection Management**

The process by which informational, educational, recreational and cultural resource materials are managed in order to meet the Library's aims and objectives in accordance with the needs of its customers.

### **Outcomes of the Collection Management Strategy**

- Staff are provided with a framework for the selection of materials.
- The public is informed of the collection parameters.
- It provides a resource that will indicate the ways in which community needs will be met through the collections.
- It provides Council with an information tool for Library Service evaluation.
- It demonstrates commitment to the wider library services network to the development and management of quality collections for the Sutherland Shire community.
- This policy will be reviewed as systems change.

### **Other issues**

The following are issues that may influence the structure of collections.

#### **➤ Requests for purchase by customers**

Items requested will be given serious consideration for purchase where they meet the selection criteria. It is not the place of the public library to provide highly specialised, technical or academic publications.

#### **➤ Donations**

The Library will accept donations on the understanding that they will become the property of the Library and as such the Library reserves the right to evaluate, use or dispose of the materials as it deems appropriate. Once donated ownership is transferred to the library and as such items are not returnable.

Disposal of items which do not meet the collection criteria is left to the discretion of library staff. Discarded resources may be:

- sold to the public
- sent to the paper recycling depot
- forwarded to other libraries
- given to approved organisations

There is to be no coercion on the part of the donor imposing conditions relating to any gift either before or after its acceptance by the Library. A bookplate acknowledging the donation may be inserted at the discretion of Library staff. Unsolicited donations may be rejected.

#### **➤ Second-hand material**

As a general rule, second-hand material will not be purchased, except for Local Studies, where this can be a common and acceptable form of purchase.

#### **➤ Controversial material**

The public library has a right and duty to keep on its shelves a representative selection of materials which meet the basic selection criteria on topics of interest to its readers, including materials covering a range of opinions and controversial subjects and which are allowed under the law. Material prohibited by law will not be made available.

Under no circumstances will print material be excluded from the adult collections on the grounds that it is not suitable for children. It is the responsibility of parents or guardians, rather than staff, to make a final decision on what is suitable reading for the individual child. “MA” and “R” rated audio-visual material may be purchased, but will be managed according to relevant guidelines of the Office of Film & Literature Classification

[http://www.classification.gov.au/www/cob/classification.nsf/Page/ClassificationinAustralia\\_NationalClassificationScheme](http://www.classification.gov.au/www/cob/classification.nsf/Page/ClassificationinAustralia_NationalClassificationScheme)

➤ **Literacy**

Libraries’ concern with literacy standards is longstanding and is summarised in the ALIA Statement on Libraries and Literacy adopted in 1979 and amended in 2006

<http://www.alia.org.au/policies/library.literacy.html>.

Sutherland Shire Libraries supports the sentiments expressed in that statement and directs its efforts and resources to providing library collections that incorporate literacy materials.

Not all these materials will be held at every library or in separate literacy collections, rather the library collection as a whole is the literacy resource for the community.

➤ **Requests for reconsideration of library materials**

All requests for a review of a selection decision must be submitted in writing or by emailing to [library@ssc.nsw.gov.au](mailto:library@ssc.nsw.gov.au). Requests may be lodged at any branch library. All requests relating to material of concern shall be referred to the Team Leader responsible for the collection in question, who will assess the request and obtain confirmation of the final decision from the Library Manager. The customer will then be notified of the decision in writing or email. If the original decision is still considered to conform to the selection criteria, the item in question will remain on the shelves. If the criticism is considered valid, the item will be reassigned to another collection or withdrawn. **No further correspondence will be considered.**

Any assessment of complaints about controversial material is done using the Australian Library and Information Association’s policy statement on Free Access to Information

[www.alia.org.au/policies/free.access.html](http://www.alia.org.au/policies/free.access.html) and the Library Council of NSW policy statement

**Access to Information in New South Wales Public Libraries Guideline**

<http://www.sl.nsw.gov.au/services/public-libraries/policies/library-council-guidelines.html>

➤ **Lost book policy**

It is Library policy for the customer to pay for the cost of a lost item plus a processing fee in accordance with Sutherland Shire Council’s Schedule of Fees and Charges. This processing fee is separate from the cost of the book and includes the partial recovery of administrative costs such as purchase of catalogue records, RFID tags, covering or cases. Replacement copies will not be accepted.

## 6. Collection Parameters

The Collection Management Strategy refers to the library service as a whole, which encompasses eight branches. The library does not purchase eight copies, that is one copy for each branch, of titles unless the title is in high demand or is a popular author. Popular fiction authors will have multiple copies ordered automatically. Movement of titles between branches is fluid, with available items reaching other branches within a few days. A hold fee is required for delivery from branch to branch.

Sutherland Shire Library has a living collection and as such responds to recognised community needs by developing ongoing collection projects to enhance accessibility.

Each library branch within the system has different collecting levels.

Sutherland Library is the central library and is open on average 71 hours over 7 days per week. Due to its size and opening hours this branch contains a larger, more in-depth collection, in all formats and thus receives more of the allocated budget. Most single copy non fiction, fiction, large print material, periodicals, workshop manuals and music scores are housed at Sutherland. At present the DVD, CD and other audio collections are available at Sutherland and some branches with size of collection dependent on available funds and customer demand Community Languages are located at Sutherland and branches responding to demographic need.

Cronulla, Miranda, Caringbah, Engadine & Menai Libraries hold a core collection with emphasis on popular new releases. Branch collections are developed in response to demographic variables and demonstrated use patterns highlighted in circulation statistical reports.

Sylvania Library is a part time library open 21 hours a week. It is a small branch holding a basic collection in response to customer demand.

Bundeena Library is a partnership between Sutherland Shire Libraries and the NSW Department of Education and Training through the local school. It is open to the general public 14 hours a week with the collection level reflecting its available physical space and hours of access.

## 7. Collection Criteria

### Basic Criteria for Selection

Materials being considered for selection are examined with a number of factors in mind.

- Integrity of content, currency of material and quality of writing.
- Popularity of an author/subject.
- Suitability of format.
- Cost of the item.
- Particular relevance to the Sutherland Shire community.
- High standard of physical and technical excellence in durability, clarity, readability and quality of presentation.
- Reputation and status of the author.
- Reputation and significance of the publisher.
- Accessibility of information.

Notwithstanding these factors, where popular materials are being selected, the fact that they are in demand will frequently outweigh other considerations and be the paramount reason for their selection.

Textbooks may be included in the collection when they are the best authority available, cover high demand subject areas, or are likely to be of interest to the broader community. Generally however the provision of prescribed textbooks and curriculum related material is the responsibility of each educational institution and not that of a public library.

### Selection Methodology

Selection is carried out using a range of resources and bibliographic tools including:

- Professional discretion.
- Electronic bibliographic resources.
- Publishers' and booksellers' catalogues.
- Library selected profiles and collective purchasing opportunities.
- Library suppliers' promotional literature and visits.
- Standing orders.
- Bookshop and warehouse visits.
- Requests for purchase from library customers and staff.
- Evaluation of donations.

## 8. Deselection Criteria

### *Aim*

The objective of deselection is to maintain a well balanced, current and functional collection. The collection needs continuous revision and evaluation in order to ensure that the Library is fulfilling its aims and objectives. The library uses deselection as an ongoing management tool. Appropriate positions have the responsibility for deselection decisions.

### *Criteria for discarding an item*

- Infrequent use.
- Poor physical condition.
- The subject matter may now be misleading and/or factually inaccurate.
- The item is superseded by a new edition or a better source.
- The subject matter is no longer of current interest.
- The item is a duplicate copy of a former popular item no longer in high demand.
- Local Studies materials are not deselected.

### *Replacement*

Some titles in the fiction collections are considered to be standard titles and may be replaced as they deteriorate. 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.

### *Disposal*

Disposal of items that are removed from the shelves and donations that do not meet the collection criteria is left to the discretion of library staff. Discarded resources may be :

- sold to the public
- sent to the paper recycling depot
- forwarded to other libraries
- given to approved organisations

## 9. Adult Non Fiction Collection

### *Aim*

The collection aims to meet the specific cultural, informational and recreational needs of the community and to provide appropriate curriculum support to students of all ages. Quality and clarity of text and illustrations are essential.

### *Content & Scope*

- Current, popular material supported by standard works in broad subject categories.
- Material covering subjects of *high interest* or emerging issues.
- Materials with the emphasis on the general, non-professional reader.
- Emphasis on materials published with an Australian author, published in Australia or with Australian content.
- Popular and best seller non-fiction purchased in multiple copies is distributed among the branches when demonstrated demand dictates.
- Subject gaps are actively identified and filled.
- Autobiographical and biographical works deemed to be of general interest or historical in nature housed in a separate Biography Collection.
- Mechanical manuals including car and boat manuals responding to specific customer demand and housed in a separate Workshop Manual Collection.
- Limited music scores catering to general interest and housed in a separate Music Score Collection.
- HSC support material including subject guides, novels, critics that may duplicate or supplement the Reference HSC collection. This collection is a fluid collection responding to the HSC Syllabus and is housed in a separate collection for concentrated access.
- Suggestions for purchase considered.

### *Reasons for non-inclusion*

- Material is out of date, published in an unsuitable format, or too expensive.
- There are already suitable alternative titles in the collection on the subject.
- The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area.
- Item is of a highly technical or specialised nature which is unlikely to be widely used.
- Material is a multi-volume set unsuitable for a lending collection.
- Second-hand materials will not be purchased for this collection.

### *Access*

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## 10. Adult Fiction

### *Aim*

The Adult Fiction collection is intended to provide access to contemporary works, recreational and classical novels to accommodate as many reading interests as possible. The material purchased may be in hardcover, paperback, electronic or digital format depending on availability, price, and predicted use.

### *Content & Scope*

- Popular and best seller fiction purchased in multiple copies.
- Paperback collections of best seller fiction with shorter loan periods at Sutherland and selected branches.
- Popular genres e.g. mysteries, family sagas, science fiction, romance etc.
- Popular series titles.
- Comprehensive selection of titles by major Australian authors.
- Recognised classics and high quality contemporary material.
- National and international award winning novels.
- Notable foreign materials translated into English.
- Works in low demand, but considered to be of enduring value and significance are acquired to add depth to the total collection.
- Suggestions for purchase considered.
- Where the hardback and trade paperback are released at the same time, more copies of the trade paperback will be purchased as hardback editions no longer have the sturdy shelf life of the past.
- E-books or audio versions of suitable fiction titles dependent on supply and price of subscription

### *Reasons for non-inclusion*

- Material is out of print, published in an unsuitable format, or too expensive.
- Second-hand materials will not be purchased for this collection.
- Physical format not well constructed or appealing.

### *Access*

For loan.

To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## 11. Graphic Novels

### *Aim*

The graphic novels collection is intended to provide access to illustrated novels and comics as an alternative to the traditional novel collection. Its aim is to accommodate more visually oriented customers and it has been housed with the audio-visual materials. The collection encompasses junior, teenage and adult materials.

### *Content & Scope*

- 1-2 copies of items are purchased, with the first being for Central Library Sutherland, and the rest distributed across Engadine, Menai and Cronulla branch libraries
- Titles recommended on websites and publisher's catalogues.
- The majority of titles are to be purchased on standing order
- Bestsellers.
- Recognised authors and publishers.
- Visually appealing works.
- Classic style comics that have retained appeal.
- Notable Manga style works.
- Suggestions for purchase. Purchase is limited to titles able to be sourced from established library supplies, bestsellers and be recognised authors and publishers.
- Film & TV tie-ins as per Audiovisual purchasing guideline.

### *Reasons for non-inclusion*

- Material is out of print, published in an unsuitable format, or too expensive.
- Not available from established library suppliers.
- Not to be purchased from suppliers where postage costs are excessive.
- Second-hand materials will not be purchased for this collection.
- Physical format not well constructed or visually appealing.

### *Access*

- For Loan.
- To ensure equity of access the library may restrict the loan period of certain titles which have a high ratio of holds per title.
- It is the responsibility of parents or guardians, rather than library staff, to make a final decision as to what is suitable reading for their child.

## 12. Adult Paperback Collection

### *Aim*

The aim of the collection is to meet the recognised public demand for a browsing collection of fiction paperbacks. It is collected primarily for its recreational appeal and is not necessarily balanced across all fiction genres or complete in its coverage.

### *Content & Scope*

- Popular and bestseller titles.
- Leisure reading materials in all fiction genres.
- The collection may complement Adult Fiction by duplicating titles thus creating greater availability of popular works.
- Suggestions for purchase considered.

### *Access*

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## 13. Large Print

### *Aim*

The Large Print collection, of fiction and non-fiction books, has been developed to meet the needs of those members of the community unable to read normal size print.

### *Content & Scope*

- Popular fiction and high demand non-fiction subject categories.
- The collection may complement Adult Non-fiction and Adult Fiction by duplicating titles thus creating greater availability of popular works.
- Suggestions for purchase considered.

### *Reasons for non-inclusion*

- Material is out of print, published in an unsuitable format, or is too expensive.
- Second-hand materials will not be purchased for this collection.
- Suggestions for purchase considered.

### *Access*

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## 14. Stack Collection

### *Aim*

The Stack collection aims to retain within the library service a small collection of materials on the basis of their enduring value. Stack items contribute to the general quality of the collection, but their level of usage may not justify them being retained on the open shelves.

### *Content & Scope*

- Worn or damaged fiction items of enduring interest that are difficult to replace.
- Fiction, some selected film & TV tie-in series held in paperback.
- Last copies of out of print popular titles.
- Classic works of literature.
- Non fiction titles that are not current but are of lasting value.
- Seminal works.
- Library science resources.
- Both adult and junior material may be retained.

### *Reasons for non-inclusion*

- The space available to house the Stack collection is limited and will always determine the size of the collection. Items will be removed from the collection to house what are considered to be more valuable inclusions.
- Not deemed valuable.
- Very poor, dirty condition.
- Extremely low use.

### *Access*

- The collection is housed at Sutherland Library and acts as a resource for branch libraries.
- Closed access, but available for loan on request.

## 15. Junior Collections

### *Aim*

The junior collection aims to provide and maintain a well balanced collection of resources to meet the informational and recreational needs of the children of the Sutherland Shire. High school students' needs will be supplemented by the adult non fiction collection.

The junior collections aim to encourage children to discover the enjoyment and appreciation of reading for pleasure. These collections serve children from infancy to approximately 13 years.

All titles are judged on their individual merits. No titles are excluded because of any particular bias against an author or subject matter. It is the responsibility of parents or guardians, rather than library staff, to make a final decision as to what is suitable reading for their child.

### **Non Fiction**

#### *Content & Scope*

- Current, popular material and standard works in broad subject categories.
- Multiple copies will be purchased in areas of high demand.
- School libraries are the primary source of curricula material in the community, with the public library collection acting as a secondary source.
- Subject gaps are actively identified and filled.
- Collections will be shaped by local demands.
- Preference is given to books with contents and index pages to ensure accessibility of information
- Ease of use and clarity of text and illustrations is essential.
- Preference is given to books written objectively. Where this is not possible, purchases are made to ensure a diversity of opinion.
- Suggestions for purchase considered.

#### *Reasons for Non-Inclusion*

- Material is out of date, published in an unsuitable format, or too expensive.
- There are already suitable alternative titles in the collection.
- The item is a text book or prescribed text not considered to be the most appropriate resource for the subject area.
- Language, levels and concepts of the items are inappropriate for the intended audience.

#### *Access*

- For loan.
- To ensure equity of access the library reserves the right to limit the number of titles which may be borrowed in a subject area.

## **Fiction**

### ***Content & Scope - General***

- Popular and best seller titles.
- Popular series titles.
- An emphasis on literature by Australian authors.
- E-books or audio versions of suitable fiction titles dependent on supply and price of subscription
- Leisure reading in all genres.
- Children's classics.
- Works in low demand, but considered to be of enduring value and significance are acquired to add depth to the total collection.
- Current and popular use.
- An active policy of replacements is followed to ensure that a core basic collection is always available.
- Collections will be shaped by local demand.
- Every attempt is made to ensure content, style and reading level is appropriate.
- Suggestions for purchase considered.

### ***Content & Scope - Picture Books***

- For children from birth to approximately seven years. Text and illustrations must be appropriate for the age group.
- Purchased in hardcover wherever possible due to increased durability.
- Preference given to titles with high quality text and illustrations.
- Wide range of titles purchased to provide even coverage.
- Some titles purchased meet the criteria of our First Experiences Collection, and as such are housed in the junior non fiction collection.

### ***Content & Scope - Junior Easy Readers***

- Titles with simple controlled vocabulary for children who are learning to read.
- It is not the aim of the library to duplicate the resources provided by the school, rather to compliment their collections.
- Divided into four categories ranging from short simple sentences, to longer more complex paragraphs.

### ***Content & Scope - 3<sup>rd</sup> and 4<sup>th</sup> Class Readers***

- Books with controlled vocabulary for children developing their independent reading skills.
- Purchased in hardcover and softcover.

### ***Content & Scope - Junior Fiction and Paperbacks***

- Books for children from 7 to 12 years.
- The collection will reflect a balance between quality literature and popular authors.
- Titles may be held in both hardcover and soft cover.
- Every attempt is made to ensure content, style and reading level is appropriate for this collection.

### ***Reasons for non inclusion***

- Material is out of print, published in an unsuitable format or too expensive.
- Language, levels and concepts of the items are inappropriate for the intended audience.

### *Access*

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## **16. Junior Reference**

### *Aim*

The junior reference collection exists to provide resources to meet the specific informational needs of children. The collection aims to provide age appropriate material on frequently requested subjects.

### *Content & Scope*

- Frequently requested subjects in broad categories.
- Subject gaps are actively identified and filled.
- Preference is given to books with contents and index pages to ensure accessibility of information
- Ease of use and clarity of text and illustrations is essential.

### *Reasons for Non-Inclusion*

- Material is out of date, published in an unsuitable format, or too expensive.
- The item is a text book or prescribed text not considered to be the most appropriate resource for the subject area.
- Language, levels and concepts of the items are inappropriate for the intended audience.

### *Access*

- For use in library only
- Online access including remote to reference ebooks and electronic resources when possible.

## **17. Young Adult Collection**

### *Aim*

The aim of the young adult collection is to serve the needs and interests of customers aged 13 to 18 years through the provision of a range of suitable resources. The collection acts as a bridge between the junior and adult collections, and hopes to encourage the use of the library by teenagers.

All titles are judged on their individual merits. No titles are excluded because of any particular bias against an author or subject matter. It is the responsibility of parents or guardians, rather than library staff, to make a final decision as to what is suitable reading for their child.

### **Non Fiction**

#### *Content & Scope*

- Current and popular use.
- Titles appropriate to intended audience – life skills, sex and drug issues, career choices, relationship issues and recreational interests.
- Collections will be shaped by local demands.
- Suggestions for purchase considered.

#### *Reasons for non inclusion*

- Material is out of date, published in an unsuitable format or too expensive.
- There are already suitable alternative titles in the collection.
- Language, levels and concepts of the items are inappropriate for the intended audience.

### ***Access***

- For loan.
- Items in the collection are interfiled with the adult non fiction collection.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

### **Fiction**

#### ***Content & Scope***

- Popular and best seller titles.
- Paperbacks and hardcovers.
- Popular series titles.
- Leisure reading materials in all genres.
- An emphasis on literature by Australian authors.
- Collections will be shaped by local demands.
- Works in low demand, but considered to be of enduring value and significance, will be acquired to add depth to the total collection.
- Every attempt is made to ensure content, style and reading level is appropriate.
- Suggestions for purchase considered.

#### ***Reasons for non inclusion***

- Material is out of print, published in an unsuitable format or too expensive.
- Language, levels and concepts of the items are inappropriate for the intended audience.

### ***Access***

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## **18. Digital Downloads**

### ***Aim***

The digital downloads collection is aimed at providing customers 24/7 access, and attracting customers not physically able to use the library during normal opening hours. It provides listening, viewing and instructional material to complement and support the fiction, non-fiction and reference collections.

The collection also supports the special needs requirements of the community and encourages library use by people who are not traditional library customers. The feasibility of purchasing other formats will be investigated as they become available and affordable.

All titles are judged on their individual merits, and no title will be excluded on the grounds that it is unsuitable for children. It is the responsibility of parents or guardians, rather than library staff, as to what is suitable material for their child to download.

### ***Content & Scope***

- The collection is shaped by customer interest, geographic rights limitations and budgetary constraints.
- Adult and junior genres, e.g. self help, mysteries, family sagas, science fiction, romance etc.
- Legal music downloads from subscription based services.
- Recognised classics and high quality contemporary material.
- Suggestions for purchase considered.

### ***Reasons for non-inclusion***

- Lack of availability, geographic rights limitations.
- Material out of publication.
- Cost is prohibitive.
- Subject matter does not have wide appeal.

### ***Access***

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## **19. Adult Audio-Visual Collections**

### ***Aim***

The Audio-visual collections are aimed at providing listening, viewing and instructional material to complement and support the fiction and non-fiction collections.

The collections also support the special needs requirements of the community and encourage library use by people who are not traditional library customers.

Alternative reproduction formats will be considered in response to developing technology.

### **Compact Discs & Playaways**

#### ***Content & Scope***

- All music styles will be considered.
- Major composers and performers are represented.
- Recorded books including a wide range of fiction, and popular non-fiction titles with emphasis on proven popularity of authors, meditation and relaxation.
- Playaway units or similar, including a wide range of fiction and non fiction titles depending on availability.
- Language instruction.
- Suggestions for purchase of compact discs considered.
- The library currently collects in compact disc format only for the adult collection.
- Formats under constant review due to rapid changes in technology.

### ***Reasons for non-inclusion***

- The material is too expensive or is unavailable in Australia.
- The material is published in an unsuitable format.
- Material is poorly produced and presented.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## **DVD**

### ***Content & Scope***

- Collection to focus on popular contemporary movies and informative television programs.
- The Board of Studies recognises film as a contemporary form of literature. The needs of students are reflected in the development of this collection.
- Quality popular feature films, book based series of a finite length, classic movies and plays. ~~and~~
- Mini-series television programs with a limited number of discs and a definite end.
- Documentaries of an informative, entertaining or educational nature.
- Selected subject coverage focusing on topics of wide appeal.
- Major creative or artistic works.
- Multiple copies may be purchased for high demand material.
- Suggestions for purchase of DVD titles considered.
- MA and R rated material can be purchased and will be labelled appropriately.

### ***Reasons for non-inclusion***

- Material is out of print, too expensive, yet to be published in Australia, or incompatible with Australian standards.
- Television series with multiple discs and ongoing seasons, with the exception of quality ABC, BBC and SBS productions.
- Second-hand materials will not be purchased for this collection.
- Titles covering specific training needs for particular industries or occupations.
- Titles supporting tertiary courses.
- Material is poorly produced and presented.

### ***Access***

- For loan.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## 20. Junior Audio Visual Collections

### *Aim*

The audio visual collections are aimed at providing listening, viewing, recreational and instructional material to complement the print collections.

### **DVD**

#### ***Content & Scope***

- Collections and formats will be shaped by local demands, budgetary constraints and availability of format.
- Feature films, selected television shows and educational films.
- Music and dance.
- Popular and best seller titles.
- Multiple copies will be purchased where demand exists.
- Suggestions for purchase considered.
- Works in low demand, but considered to be of enduring value and significance are acquired to add depth to the total collection.

#### ***Reason for non inclusion***

- Material is out of print, too expensive, yet to be published in Australia, or incompatible with Australian standards.
- Language, levels and concepts of the items are inappropriate for the intended audience.

#### ***Access***

- For loan.
- Due to the limited size of the collection, and to ensure equity of access the library reserves the right to limit the number of titles borrowed from this collection.
- To ensure equity of access the Library may restrict the loan period of certain titles that have a high ratio of loans per title.

### **Compact Discs**

#### ***Content & Scope***

- Collections and formats will be shaped by local demands and budgetary constraints.
- Popular and best seller titles.
- Music, fiction and nursery rhymes.
- Multi media kits including texts.
- Suggestions for purchase considered.
- Works in low demand, but considered to be of enduring value and significance is acquired to add depth to the total collection.

#### ***Reasons for non inclusion***

- Language, levels and concepts of the items are inappropriate for the intended audience.

#### ***Access***

- For loan.

- Due to the limited size of the collection, and to ensure equity of access the library reserves the right to limit the number of titles borrowed from this collection.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## 21. Young Adult Audio Visual Collections

### *Aim*

The audio visual collections are aimed at providing listening, viewing, recreational and instructional material to complement the print collections.

### DVD

#### *Content & Scope*

- Collections and formats will be shaped by local demands, budgetary constraints and availability of format.
- Feature films and selected television shows.
- Collections will be shaped by local demand.
- Music and dance.
- Popular and best seller titles.
- Popular sports.
- Every attempt is made to ensure content and style is appropriate.
- Suggestions for purchase considered.

#### *Reason for non inclusion*

- Material is out of print, too expensive, yet to be published in Australia, or incompatible with Australian standards.
- Language, levels and concepts of the items are inappropriate for the intended audience.

### *Access*

- For loan.
- Due to the limited size of the collection, and to ensure equity of access the library reserves the right to limit the number of titles borrowed from this collection.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

### Compact Discs

#### *Content & Scope*

- Collections and formats will be shaped by local demands, budgetary constraints and availability of format.
- Popular and best seller titles.
- Music.
- Every attempt is made to ensure content and style is appropriate.
- Suggestions for purchase considered.

#### *Reasons for non inclusion*

- Material is out of print, too expensive, or not yet released in Australia.
- Language, levels and concepts of the items are inappropriate for the intended audience.

### ***Access***

- For loan.
- Due to the limited size of the collection, and to ensure equity of access the library reserves the right to limit the number of titles borrowed from this collection.
- To ensure equity of access the Library may restrict the loan period of certain titles which have a high ratio of holds per title.

## **22. Community Languages**

### ***Aim***

To provide members of the community with core library materials in targeted community languages, supporting the promotion of the free flow of information and ideas.

### ***Content & Scope***

- Popular adult fiction of all genres, including works by authors of the country, and translated titles.
- Contemporary magazines.
- Junior books with an emphasis placed on bilingual material in order to promote literacy in both languages.
- Non-fiction books covering topics of general interest. Subjects collected are guided by customer recommendation.
- Recreational and informational videos/DVD's for both junior and adult audiences.
- Smaller language groups will be serviced by resource sharing with other public libraries and the State Library of New South Wales Multicultural Services, via the 'Bulk Loan' system.

### ***Reasons for Non-inclusion***

- Material is out of date, published in an unsuitable format, too expensive or not available in Australia.
- Collections are established in response to demographics, in conjunction with customer demand.

### ***Access***

- For loan.

## **23. Periodicals**

### ***Aim***

Periodicals purchased for the Adult Lending, Junior, Young Adult and Community Language collections aim to meet the recreational and informational needs of the community. They provide a current, topical collection that complements and supports the lending monograph collection.

Periodicals purchased for the Reference and Corporate collections aim to complement and support both the Reference monograph collection and on-line database subscriptions.

Periodicals relevant to the Sutherland Shire area, newsletters and journals of local groups are collected for the Local Studies collection.

Titles are evaluated and reviewed annually for regularity, popularity, relevance and reliability of supply. If a title has an irregular, or unclear production and/or supply it will not be reselected. If an existing title is heavily vandalised or is not used often the subscription will be cancelled.

## **Adult Lending**

### ***Content & Scope***

- General, popular and specialist periodicals are purchased to reflect customer needs and preferences. Sutherland holds one copy of most of the titles purchased with the branches holding additional copies where customer needs and preferences have been identified by the Branch Librarian.
- Donations of new quality publications will be considered for inclusion in this collection, where the donator guarantees continuation and reliability of supply, and the subject area fills a gap.

### ***Reasons for non-inclusion***

- Material is too expensive or published in an unsuitable format.
- Title is too esoteric and specific and is therefore unsuitable for a Public Library audience.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- For loan.
- Current issues of periodical titles held at Sutherland are generally located in the Display area and designated 'For use in library only'. They are not for loan until the next issue arrives. Most branch copies are immediately available for loan.

## **Junior & Young Adult**

### ***Content & Scope***

- General, popular, and age specific interest periodicals are purchased to reflect customer needs and preferences.
- Titles are reviewed annually in line with the renewal process.

### ***Reasons for non-inclusion***

- Material is too expensive or published in an unsuitable format.
- Title is unlikely to be of interest to a broad range of readers.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- For loan.
- Current issues of periodical titles held at Sutherland may be designated 'For use in the library only' and are not for loan until the next issue arrives. Most branch copies are immediately available for loan.
- It is the responsibility of parents or guardians, rather than library staff, to make a final decision as to what is suitable reading for their child.

## **Community Languages**

### ***Content & Scope***

- Current affairs and recreational periodicals purchased to expand and support the community language collection.
- Basic collections only held.

### ***Reasons for non-inclusion***

- Material is too expensive or published in an unsuitable format.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- For loan.

## **Reference**

### ***Content & Scope***

- In response to customer research needs, current affairs and issues, consumer information and Australian literary commentary. This collection complements and supports electronic resources.
- Titles are reviewed annually in line with the renewal process.

### ***Reasons for non-inclusion***

- Material is too expensive or published in an unsuitable format.
- Material that is already available electronically will not be considered for purchase.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- This is a non-lending collection of resources specifically selected for reference within the library. This area is open-access.

## **Corporate**

### ***Content & Scope***

- The collection is developed in response to Sutherland Shire Councils corporate research and professional needs.
- Titles are reviewed annually in line with the renewal process.

### ***Reasons for non-inclusion***

- Material is too expensive or published in an unsuitable format.
- Material that is already available electronically will not be considered for purchase.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- Housed with Reference Collection and is available for customer use in the Reference Library.
- Material is for loan by Council staff and Councillors only.

## **Local Studies**

### ***Content & Scope***

- Publications of relevant historical societies and local family history groups.
- Publications of local community groups.
- Journals of relevant professional bodies, such as oral history, genealogy, library and archivist associations.

### ***Reasons for non-inclusion***

- Material is too expensive.
- Material is unrelated to the local area.

### ***Access***

- Available for use only within the Local Studies room.

## **24. Newspapers**

### ***Aim***

Newspapers aim to provide current, topical information which complements and supports the lending and reference collections. Newspapers with local content are acquired as a source of historical record of the local community.

### **Reference**

#### ***Content & Scope***

- Popular newspapers.
- A copy of The Sydney Morning Herald, the Daily Telegraph and the Australian are purchased for each full time branch. The Australian Financial Review and the Trading Post are also held by some branches. Part-time branches hold at least one newspaper.
- Print newspapers are held for a maximum of 3 months.
- Print copies of The Australian, Sydney Morning Herald and the Financial Review are kept at Sutherland for 3 months. Microfilmed copies are purchased.
- Online newspapers including archived editions via database subscriptions

#### ***Reasons for non-inclusion***

- Interstate and international papers not purchased in print format.

#### ***Access***

- For use in library only.
- Microfilmed copies of the Sydney Morning Herald are held indefinitely, The Australian for 20 years and The Australian Financial Review for 4 years.

## **Local Studies**

### ***Content & Scope***

- The Library actively acquires the St. George and Sutherland Shire Leader.
- Print copies are kept until microfilm is produced.
- Locally produced papers both current and discontinued are kept and collected in print and/or microfilm.
- The St. George and Sutherland Shire Leader is indexed for major local items of interest for research purposes.

### ***Reasons for non-inclusion***

- Non specific to local community.
- Material is readily available in other collections.

### ***Access***

- For use in library only.
- All papers collected are kept indefinitely.
- Microfilm is made available for general use

## **Community Languages**

### ***Content & Scope***

- Arabic and Chinese newspapers subject to review after analysis of usage statistics, Census data and customer requests.
- New languages will be added as demographics suggest possible demand.

### ***Reasons for non-inclusion***

- Limited popular appeal and content.
- Demographics indicate lack of demand.

### ***Access***

- For use in library only.
- Kept for a maximum of 3 months.

## 25. Reference Collection

### *Aim*

The Reference collection aims to meet specific information needs of the community, to support and supplement the lending collection and to provide access to these resources, in varied formats.

### *Content & Scope*

- Books on subject areas intended to be consulted or referred to for some definite piece of information.
- Standard ready reference materials, including dictionaries, encyclopedias (general & specialist), directories, almanacs, indexes, bibliographies, handbooks, statistical material, maps and atlases. New editions are purchased when required.
- Serials are selected to complement the monograph collection and to provide information on current opinions and developments (see *section 23*).
- Electronic resources are collected to complement the monograph and periodical collection (see *section 28*).
- Genealogical research materials, with priority given to records relating to Australia and with emphasis on NSW. This collection is only held at Sutherland.
- HSC support materials including an author & critics file, Infocus material, subject guides, past examination papers and syllabuses.
- Community Information directory, in the form of a database, is actively developed and maintained. Flyers, pamphlets and notices are publicly displayed as they are received [http://www.sutherlandshire.nsw.gov.au/Our\\_Community/Community\\_Directory](http://www.sutherlandshire.nsw.gov.au/Our_Community/Community_Directory)
- LIAC and Di@yll collections are developed and maintained in accordance with membership agreements.

### *Reasons for non-inclusion*

- Highly technical or specialised resources are not usually selected unless they are likely to be of use to a wide range of customers.
- Video, DVD, compact disc and cassette formats are not selected for this collection due to difficulties with access and equipment.
- Materials may be excluded, or purchased less regularly, if the items are too expensive.

### *Access*

- This is a non-lending collection of resources specifically selected for reference. The Reference area is open-access.
- Electronic resources can be accessed onsite by anyone, however due to licence agreements databases can be accessed remotely by members only.
- Council staff may borrow items for a restricted loan period, at the discretion of the Information & Outreach Coordinator &/or the Corporate Librarian.

## 26. Family History Collection

### *Aim*

To house resources relevant to meet the needs of members of the community who are researching their Family History.

### *Content & Scope*

- Books, photographs, ephemera, newspapers microfiche, microfilms, CD ROMs and online resources.

### *Reasons for non-inclusion*

- Cost or lack of availability of suitable resources.
- Unsuitable material for preservation.

### *Access*

- This is a non-lending collection of resources specifically selected for reference within the library. The Reference area is open-access.
- Remote access to online subscriptions available if permitted by licence agreement with vendor

## 27. Corporate Collection

### *Aim*

To provide a collection relevant to the professional needs of Sutherland Shire Council staff and Councillors.

### *Content & Scope*

- Books, journals and reports relating to the business of local government and that are of interest across the organization.
- Networked electronic resources will be purchased if appropriate
- Anticipates and responds to organisational priorities.

### *Reasons for non-inclusion*

- Material is in an unsuitable format, too expensive, or not available in Australia.
- Second-hand items will not be purchased for this collection.
- Material is readily available in the lending collection.

### *Access*

- Housed with Reference Collection and is available for customer use in the Reference Library.
- Material is for loan by Council staff and Councillors only.

## 28. Electronic Resources

### *Definition*

Electronic Resources may be digital copies, either online or CD-Rom, of existing formats such as print, manuscripts, maps and pictures and digital formats such as electronic journals, databases and web sites.

### *Aim*

To provide information to the community regardless of format, location or time, in line with the National Library of Australia's statement on 'Directions for 2009-2011'

<http://www.nla.gov.au/corporate-documents/directions>

Sutherland Shire Libraries will continue to evaluate emerging technologies to assess their benefits to both on-site and remote registered customers.

### *Content & Scope*

- Databases that have authoritative source material. Full-text content preferred.
- Fill identified subject gaps in the library's physical collection.
- Reflect the needs of the Sutherland Shire community.
- Resources that can be made available to registered customers at remote locations are preferred.
- Provide measurable value for money. e.g. vendors can supply usage statistics.
- Allow access to information not feasible to provide in print format.

### *Reasons for non-inclusion*

- Cost is prohibitive.
- Subject matter does not have a wide appeal or is very academic by nature.
- Require substantial investment in hardware/software upgrades for the library.
- Databases that are citation only.

### *Access*

- Databases are available free to all customers, from networked PC's within Sutherland library and branches.
- Specific databases are available remotely (from home) to registered customers.
- CD-Rom's are available via standalone PC's within Sutherland Reference Library only.

## 29. Local Studies

### *Aim*

To provide a permanent collection of current and retrospective materials in a variety of formats relating to the study of all aspects of the Sutherland Shire. To collect, maintain, preserve and retain those resources and make them accessible to the customer for research. The Local Studies Librarian may accept custody of specialised archives of community groups and businesses by mutual consent. These records will be made available to the general public.

### *Content & Scope*

- The geographical scope of the Collection area is within the boundaries of the Shire of Sutherland, but includes Botany Bay, and the catchment areas of Port Hacking and Woronora Rivers.
- Collection of original materials and unique documents will be limited to those relating to this area.
- The Collection will include material relating to geological time, aboriginal occupation, post-European occupation, as well as current material.
- The Collection will be thematically comprehensive, containing material on all aspects of the area - geographic, sociological, education, economic, political, etc.
- Single items on the local area will be allocated to the Local Studies Collection.
- Items not being offered for donation will be accepted for copying on the understanding that the original will be returned to the owner.
- Monographs or pamphlets published on or by people who have lived in the area will be collected at the Local Studies Librarian's discretion.
- Literary works on the wider region and fictional works based on the area.
- Selective background or professional reference text, where helpful to historical or current research.
- Local Newspapers (*see section 24*).
- Periodicals (*see section 23*).
- Ephemera of local nature
- Photographic formats including prints, negatives (including glass negatives) transparencies, slides and postcards. Photographs in copyright will be collected on the understanding that every effort will be made to obtain the photographer's and or copyright owner's permission.
- Audio-visual material including phonographic discs, tapes, reels and compact discs, films, videos, DVDs, oral history recordings.
- Published and unpublished maps, survey plans, land subdivision or real estate maps, architectural and engineering plans, aerial photographs.
- Personal papers, archives of local community societies and groups (Manuscripts and personal papers, Life Albums).
- Selected Sutherland Shire Council archival material.

### ***Donations***

The Library will accept donations on the understanding that they will become the property of the Library and as such the Library reserves the right to evaluate, use or dispose of the materials as it deems appropriate. Once donated ownership is transferred to the library and as such are not returnable. Disposal of items which do not meet the collection criteria is left to the discretion of library staff.

Discarded resources may be:

- sold to the public
- sent to the paper recycling depot
- forwarded to other libraries
- given to approved organisations

There is to be no coercion on the part of the donor imposing conditions relating to any gift either before or after its acceptance by the Library. A bookplate acknowledging the donation may be inserted at the discretion of Library staff. Unsolicited donations may be rejected.

### ***Reasons for Non-Inclusion***

- No attempt will be made to collect and preserve electronic resources with local content, such as the content of web pages.

- Realia is not collected. However items of this nature are occasionally donated and if space allows and the item meets the collection criteria it will be retained. Alternatively, the donor will be referred to the appropriate agencies.
- Original works of art will not be purchased.
- Consideration will be given to potential size, permanency value, space and staffing capacity and funding before acceptance of community and business archives.
- Material is too expensive, or yet to be published in Australia.

### ***Access***

- The Local Studies Collection is housed in the Reference Section of Sutherland Shire Library however digitisation of suitable collections is ongoing.
- This is a non lending collection specifically selected for local studies and for use within the library.
- It is available to the public within the Local Studies Room.
- Access may be restricted where the service nature, or deposit arrangements, dictate or where access will jeopardise the long term preservation of the materials. In the latter case, a duplicate may be provided for public access if possible.

## **30. Stack Reference Collection**

### ***Aim***

The stack Reference collection aims to retain within the library service a collection of materials on the basis of their lasting, enduring value. Stack items contribute to the general quality of the collection, but their level of usage may not justify them being retained on the open shelves.

### ***Content & Scope***

- Back issues of selective journals and annuals.
- Professional library resources.
- Valuable resources that can not be replaced or duplicated.
- Precedence setting government reports.

### ***Reasons for non- inclusion***

- The space available to house the Stack Reference collection is limited and will always determine the size of the collection. Items will be removed from the collection to house what are considered to be more valuable inclusions.
- Not deemed valuable.

### ***Access***

- The collection is housed at Sutherland Library and acts as a resource for branch libraries.
- Closed access – for use in Reference Library only.

## **31. Home Library**

## ***Aim***

The Home Library aims to provide a library service to the residents of the Sutherland Shire who are unable to visit the library as a result of being frail aged, having/caring for a person with a disability, suffering from ill health or other associated difficulties on a permanent or temporary basis. The service is available to residents in their own homes, and also to residents of nursing homes, hostels and retirement villages.

This collection aims to provide reading, listening, viewing, recreational and documentary material. The Home Library collection is closed to the general public and is for use by Home Library customers only.

## **Print Material**

### ***Content & Scope***

- Popular and best seller fiction in both Large print and regular print.
- Popular large print non-fiction with emphasis on biographies and travel.
- Popular series titles in both Large print and regular print.
- Popular genres
- Materials that originate from or have a significant Australian content.
- Core collection of classic novels in Large print.
- Single copies only are purchased.
- Donated material in good condition which fills a collection gap will be accepted for this collection.

### ***Reasons for non-inclusion***

- Paperbacks are purchased in Large Print only.
- Material is too expensive or yet to be published in Australia.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- Not available for loan to the general public.
- For loan to Home Library customers only.

## **DVD & Video**

### ***Content & Scope***

- DVD is the format purchased. All selections are shaped by customer demand.
- The video collection is a closed one, due to difficulty in purchasing this format
- Feature films and television programs.
- Music and dance.
- Popular titles.
- Single copies only purchased.
- Donated material in good condition which fills a collection gap will be accepted

### ***Reasons for non-inclusion***

- Material is out of print, too expensive, yet to be published in Australia.
- The material is in an unsuitable format.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- Not available for loan to the general public.
- For loan to Home Library customers only.

## **CDs & Cassettes**

### ***Content & Scope***

- Collection is mainly CD format
- The cassette collection is a closed one due to difficulty in purchasing this format and this format is no longer purchased.
- Popular and instrumental music.
- Major composers and performers are represented.
- Recorded books that cover a wide range of fiction and biographical titles and general non-fiction titles are selected to accommodate as many reading interests as possible in both CD and cassette format.
- Unabridged recorded books in both formats are purchased wherever possible.
- Single copies only are purchased.
- Donated material in good condition which fills a collection gap will be accepted.

### ***Reasons for non-inclusion***

- Material is out of print, too expensive, yet to be published in Australia.
- The material is in an unsuitable format.
- Second-hand materials will not be purchased for this collection.

### ***Access***

- Not available for loan to the general public.
- For loan to Home Library customers only.

## **Downloadable audiobooks**

### ***Content & Scope***

- Collection shaped by availability of suitable titles and licence agreements.
- Popular and best seller fiction
- Popular non-fiction with emphasis on biographies and travel.
- Popular genres

### ***Reasons for non-inclusion***

- Availability of suitable titles.
- Cost
- File type unsuitable to download to reading devices

### ***Access***

- May be for loan to Home Library customers only or may be from library subscription dependent on format and licence agreement

## **32. Document Delivery**

### ***Definition***

Document Delivery (also referred to as interlibrary loan (ILL)) is a process whereby Sutherland Shire Libraries borrows or acquires material for a registered customer. Material may be sourced from libraries within Australia and overseas.

Photocopies of material not held in Sutherland Shire Libraries' collections may be requested on behalf of registered customers in accordance with the Copyright Act 1968. Photocopies may be sourced from other libraries or commercial suppliers.

Sutherland Shire Libraries participate in library networks on a State, National and International level and operate under both the NSW Public Library Guidelines <http://www.sl.nsw.gov.au/pls> and the Australian Interlibrary Resource Sharing Code [www.alia.org.au/interlibrary.lending/ilrs.code.html](http://www.alia.org.au/interlibrary.lending/ilrs.code.html)

### ***Aim***

To provide registered customers access to material not held by the Sutherland Shire Library system.

### **Considered for Document Delivery**

- Material not available for purchase.
- In print material which does not meet the collection criteria.
- Every effort will be made to obtain all requested material regardless of format.

### **Not Considered for Document Delivery**

- Works published recently which meet the collection criteria will be purchased rather than being borrowed.
- Items already held in the non lending collections.

### ***Access***

- Conditions imposed by the lending library apply. Therefore items obtained may be designated 'For use in Library only'.
- Varying charges apply.

For Sutherland Shire Libraries policy on lending to other libraries see [www.nla.gov.au/apps/ilrs](http://www.nla.gov.au/apps/ilrs)

## **Acknowledgements**

In preparing this policy, Sutherland Shire Libraries wishes to acknowledge those libraries which have made their collection development policies freely available on the Internet. These policies have been of assistance in the writing of this document.