

LIBRARY COLLECTION MANAGEMENT POLICY

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**PREPARED BY:
LIBRARY SERVICES UNIT**



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SUTHERLAND SHIRE

1. PURPOSE

The purpose of this Policy is to support Council's vision for a connected and safe community by providing spaces, resources and services. We will do this by providing content, management, preservation, development and promotion of the general Library and Local History collection for the community.

2. APPLICATION

This Policy applies to both current and potential customers and provides the framework for the selection, de-selection, maintenance and evaluation of the Sutherland Shire Libraries collection.

3. PRINCIPLES

3.1 Application of Principles

No one principle should be applied to the detriment of another. Principles must be collectively considered and applied to the extent that is reasonable and practicable in the circumstances.

3.2 Lifelong Learning

Engage the community in lifelong learning through the provision of a high quality, continually developing library collection that meets the Australian Library and Information Association and community expectations.

3.3 Access

Appropriate, efficient and equitable access for all members of the community through the provision of a variety of formats, including print, audio and digital; and the effective use of current and emerging technology and relevant methods of service delivery. This includes meeting the needs of housebound clients through the Home Library Service. Providing research support services through provision of non-lending research collections and quality information services.

3.4 Welcoming

A knowledge hub that encourages and promotes the enjoyment of reading through the provision of information, leisure and educational support material. Collections that reflect the changing demographic, economic and social needs and interests of the local community.

3.5 Sustainability

A local history collection that collects and preserves the social and documentary heritage of the Sutherland Shire for current and future generations.

4. RESPONSIBILITIES

4.1 Responsible Officer

The Manager Library Services is the Responsible Officer for this Policy and is responsible for the implementation of this Policy.

4.2 Chief Executive Officer

Council has delegated the Chief Executive Officer the authority to exercise the responsibilities detailed in this Policy.

4.3 Directors

Directors are responsible for ensuring their Division adheres to the requirements of this Policy and provide guidance in respect of providing spaces, resources and services for our community within their division and the organisation.

4.4 Employees

Employees must adhere to the requirements of this Policy and operate within its authorities.

5. POLICY COMPLIANCE

The Library Services staff will monitor the Policy by the reporting of collection usage, customer engagement and ensuring the diversity of the collection.

6. RECORD KEEPING, CONFIDENTIALITY AND PRIVACY

Council adheres to and complies with the *NSW State Records Act 1998* and *Privacy and Personal Information Protection Act 1998* through its Access to Information Policy and Privacy Management Plan.

7. BREACHES OF POLICY

Breaches of this Policy will be dealt with in accordance with normal disciplinary procedures and will be advised to the Chief Executive Officer and / or Director Shire Services, via the Manager Library Services where appropriate.

8. RELATED DOCUMENTS

- Library Strategy 2022 - 2032
- APLA-ALIA Standards and Guidelines for Australian Public Libraries, May 2021

9. RELEVANT LEGISLATION AND REGULATIONS

- *Local Government Act 1993 (NSW)*
- *Library Act 1939 No 40 (NSW)*
- *Library Regulation 2018 (NSW)*

10. DEFINITION OF TERMS

Term	Meaning
Australian Library and Information Association	The Australian Library and Information Association (ALIA) is the national professional organisation for the Australian library and information services sector.

End of Document

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