

COLLECTION MANAGEMENT POLICY

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PREPARED BY:
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SUTHERLAND SHIRE

1. PURPOSE

The purpose of this policy is to support Council's vision for a culturally rich and vibrant community by providing spaces, resources and services for our community and to provide guidelines for the content, management, preservation, development and promotion of the general Library and Local Studies collection as a community resource.

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. It underpins the Collections and Local Studies Guidelines and should be read in conjunction with them.

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 The Collection Management Policy provides the framework by which Sutherland Shire Libraries will meet the legislative obligations of the Library Act 1939 No 40 (NSW) and community need and expectations to deliver:

- lifelong learning opportunities through the provision of a high quality, continually developing library collection that meets the Australian Library and Information Association and community expectations
- 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.
- a knowledge hub that encourages and promotes the enjoyment of reading through the provision of information, leisure and educational support material
- research support services through provision of a non-lending research collections and quality information services
- collections that reflect the changing demographic, economic and social needs and interests of the local community
- a local studies 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

The Chief Executive Officer has the authority to exercise the functions of the Council that are delegated by the Council to the Chief Executive Officer, and to exercise the responsibilities detailed in this policy.

4.3 Staff

Staff must adhere to the requirements of this policy.

5. MONITORING

The Manager Library Services will monitor and review the effectiveness of this policy.

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 Enterprise Content Management Policy and Privacy Policy.

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 via the Manager Library Services.

8. RELATED DOCUMENTS

- Collections and Local Studies Guidelines – Sutherland Shire Library.

9. RELEVANT LEGISLATION, REGULATIONS AND GUIDELINES

- Local Government Act 1993 No 30 (NSW)
- Library Act 1939 No 40 (NSW)
- Library Regulation 2018 (NSW)

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