



Public Library Collection Development Framework

September 2023


Shire of Dardanup

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1 Purpose

This Collection Development framework has been created to ensure that the library collections support and define the Shire of Dardanup Library's mission, vision and objectives, while reflecting the diverse needs of the community.

The Framework will:

- ensure the development and maintenance of the collection relevant to the community
- provide accountability within budget expenditure
- establish priorities and parameters for selection
- inform the community about the library's principles of selection to develop and manage the collection on their behalf
- provide guidance for staff about their roles in collection management

1.1 Updating of the collection development framework

The Collection Development Framework will be reviewed annually by the Shire of Dardanup Coordinator Library Services and Collections Development Officer.

The Shire of Dardanup has outlined the following initiatives for the library service as part of the annual Library Review:

- To improve the quality of the library service
- To clearly define the role of each library service point
- To foster cooperative links between the library and the community
- To improve community access to information technology through the library service
- To improve access to library resources through institutional partnering
- To maximise cost effective management of the library service
- To continually develop an improved funding base for library services

2 South West Library Consortium

In 2016 the South West Library Consortium (SWLC) was established in partnership with public libraries throughout the South West region to expand shared access to Library resources. The local governments include: Shire of Boddington, Shire of Boyup Brook, Shire of Bridgetown-Greenbushes, City of Bunbury, City of Busselton, Shire of Capel, Shire of Collie, Shire of Dardanup, Shire of Donnybrook-Balingup, Shire of Harvey, Shire of Manjimup, Shire of Nannup and the Shire of Waroona.

As part of the One Library network, the Shire of Dardanup Library service maintains selected floating collections. These items can be borrowed from one library and returned to another where it remains until it is borrowed again. This allows our users to have a direct influence on our collection while also keeping it continuously refreshed.

Additionally, to ensure collections are well distributed across the service and are positioned to best meet the needs of our community we do not float specific local collections including stock purchased directly by the library with Shire funds, reference and local history materials, periodicals and newspapers.

3 Introduction

The library collection contains materials that have been purchased with funds provided by the State Library of Western Australia (SLWA) and the Shire of Dardanup with the intention that they be available for loan or used within the library.

The library primarily serves the ratepayers and residents of the Shire of Dardanup; however through the Library Board of Western Australia Act (1951-1983) and our association with the SWLC, provision is made for the wider community to access the library and its collection.

The collection may contain materials in all available formats. New formats will be included when professional assessment is made of suitability, space and budgetary requirements. The mix of formats is dependent on availability, budgetary considerations, client needs, community profiles and other evaluation tools.

The collection will reflect a wide variety of ideas and may contain controversial points of view.

4 Selection and acquisitions

Each library within the consortia primarily collects material to support the needs of their own users, but also collaborates to ensure a coordinated approach to build complementary collections across the consortium. Combined with collaborative access and sharing through the State Library Western Australia (SLWA) Inter Library Loan scheme (ILLS), this model of collection development greatly increases the diversity of content available to consortia members.

Selection will be undertaken with:

- the exercise of professional judgement
- an awareness of the needs and interests of individuals and organisations in the community
- knowledge of collection strengths and weaknesses
- consideration of budget and space constraints

Consideration will be given to requests and suggestions from users, and every effort to satisfy demand will be made, based upon the general selection criteria for each part of the collection.

4.1 Methods and tools used

- Liaison with community members and experts in particular areas

- Customer requests and suggestions
- Staff recommendations
- E-lists, online databases, trade and other journals
- Bibliographies and reviews
- Bestseller lists
- Pre-publication information
- Interlibrary loan requests
- Supplier profile orders and standing orders
- Visits from booksellers
- Visits to bookshops and warehouses

4.2 Responsibility

The ultimate responsibility for selection of library materials rests with the Library Coordinator and Collection Officer who operates within the framework of the policies and processes determined by The Shire of Dardanup and SLWA.

4.3 Acquisitions

Purchases operate within the framework of the policies and processes determined by the Shire of Dardanup and the State Library of Western Australia.

4.3.1 State Library of Western Australia

SLWA and the Shire of Dardanup stock selections are provided by preferred suppliers through the Supplier Selection arrangement. These are informed by branch profiles which are based on the understanding of the local demographic and user base. Selections are also founded on analysis of statistical data provided by the Library Management System (SirsiDynix).

4.3.2 Local stock

Community-led resource selection, purchase requests and suggestions may be submitted by library patrons. This proactive approach is a key aspect of collection development at the Shire of Dardanup Libraries.

Stock may be purchased from library suppliers, local retail outlets and subscription agencies.

4.3.3 eResources

Our eLibrary is resourced primarily through State Library's Online Resources Working Group (ORWG). This group oversee the management of the annually allocated budget for statewide public libraries' collection of eresources, including reviewing the licences, manage the spending, liaising directly with vendors, and oversee the implementation of new statewide eResources, when required. Shire of Dardanup Library Services also purchase additional eResources through Overdrive as part of the Advantage plan to allow our customers immediate access to high demand eBooks and eAudiobooks.

4.3.4 General selection criteria

The main points considered in the selection of new materials are (in no particular order):

- Popular interest and community needs
- Potential use
- Scope and content
- Relationship to the collection
- Quality
- Suitability of Format
- Currency
- Date of publication
- Cost
- Attractiveness and appeal

- Literary merit
- Accuracy
- Suitability for appropriate age levels
- Language and country of origin
- Authority and reputation of author, publisher, producer or illustrator
- Local emphasis
- Special features
- Availability in the SWLC and other WA Libraries

4.3.5 Electronic resources selection criteria

Criteria for electronic resources also include:

- Relevance to the actual or potential needs of the users of the Shire of Dardanup
- Level of access (stand-alone or networked, availability to access from home, Library Server, via the Internet)
- Relationship to the print version
- Availability of familiar search software
- Number of simultaneous users
- Document delivery facilities
- Price
- Country of origin

5 Collection evaluation and assessment

The Collection is assessed regularly by experienced library officers to ensure the currency, accuracy, quality and ongoing usefulness of material and to identify any gaps in the collection.

Evaluations are carried out in line with the Shire of Dardanup Library service Collection Development Framework guidelines; using statistical tools such as circulation/usage reports, collection turnover reports and patron input via community surveys and informal feedback.

Resources in poor condition, dirty, outdated or incomplete should also be withdrawn as part of this evaluation process. To ensure consistency, each area of the collection should be assessed at a set time throughout the year ensuring the entire collection, including subscriptions.

In addition, stocktaking should be undertaken every two years when resources permit and form part of the ongoing evaluation plan.

6 Deselection

Deselection improves the library's collections by removing books that are obsolete or unattractive which improves the appearance of the collection. By regularly weeding the collection, the library's reputation for current authoritative material is increased, as customers are more likely to find only current material on the shelves.

Material that has no potential future use is withdrawn.

6.1 Deselection guidelines

The ongoing process of removing items from the collection is the responsibility of the Library Coordinator and Collections Officer with assistance from other members of staff. All staff are responsible for charging damaged dirty, faulty or unappealing items to repair/assess status. The criteria for deselection can change, but stock is usually deselected under the following guidelines:

- Currency or accuracy of information
- Worn beyond repair
- In an unappealing physical condition
- Irrelevant to the needs of the community served

- Not circulated in a two-year period
- Non-fiction items published more than 10 years ago
- Superseded by a newer edition
- Of no discernible literary or topical merit
- Online availability
- Capacity of shelf storage
- Number of copies available in the collection/SWLC
- Obsolete format due to technological advances and market availability
- Available elsewhere through the SWLC or interlibrary loan and have specialised appeal

These criteria may not be equally relevant for all the collections and are suitably adjusted to meet the needs of the area being appraised.

6.2 Special consideration

When deselecting items, employees will be conscious of contributing factors to an item's reason for being in the collection. These factors will influence whether some items are judged by the same standards as the majority. Special consideration will be given to items that:

- Have Indigenous content, or are by Indigenous authors or artists
- Have a heavy focus on the local area
- Are hard to replace, such as out-of-print or rare books
- Are considered classic, core parts of any collection, such as the works of Shakespeare
- Are part of a series

6.3 Disposal

Items discarded from the collection maybe recycled, sold or donated to organisations within the community.

7 Scope of Collection

The Shire of Dardanup Library collection is divided into the following categories.

7.1 Adult fiction

The aim is to provide clients with the broadest possible selection of popular and contemporary fiction and literary classics.

The collection will include:

- Bestsellers
- Contemporary literature
- A representative selection from fiction genres (classics, family saga, historical, science fiction, fantasy, romance, crime and mystery)
- Winners of major international prizes
- Winners and shortlisted titles of Australian awards
- Critically acclaimed works from other cultures in English translation
- New and emerging writers
- Works by local authors

7.2 Non-fiction

The aim is to encourage life-long learning and satisfy the informational, recreational and cultural needs of the community. This includes resources covering a wide range of subjects and interest levels.

As per SLWA guidelines we do not collect Textbooks/TAFE/University course material. There is a focus on up-to-date information and Australian content is preferred. The collection is customer driven and as comprehensive as possible.

The collection comprises a Junior Non-Fiction collection and an Adult Non-Fiction collection.

Selection is influenced by public demand, as expressed through requests, reviews and usage statistics. The library will provide general works in major knowledge areas

Several areas of continuing popular interest include:

- Arts
- Australian Literature
- Biographies
- Cookery
- Craft
- Gardening
- Health
- Popular philosophy and psychology
- Self help
- Small business management

7.3 Magazines

The library maintains both Adult and Junior magazines. The aim is to provide popular titles that reflect the current information needs and leisure interests of the community. The materials available are based on client interest and demand.

The information available in this format is often ephemeral and therefore held for a limited time, the period for which copies of a title will be kept is dependent on physical condition, frequency of publication, subject content and space.

The subscription list is reviewed periodically taking into consideration:

- Frequency of publication
- Consistency of publication
- Reliability of delivery

- Projected use assessed against price of subscription

7.4 Newspapers

Newspapers are kept for reading within the library, to enable access to current affairs and to provide current information for study purposes.

The newspaper collection may include local, state and/or national newspapers. Newspapers will be kept for a period of up to one week and then discarded.

7.5 Children and Young Adult

These collections are designed to promote a love of reading and learning, and meet the educational, recreational and cultural needs of young people in the Shire of Dardanup.

Young people are defined as clients who are aged from 0 – 17 years of age. In conjunction with specific services (e.g. Storytime), the collection aims to contribute to the development of literacy and through a broad range of formats, supporting different learning styles and needs.

Selection will be influenced by current trend, public demand, as expressed through requests, reviews, award winning titles and statistics.

Emphasis is placed on:

- Recreational materials
- Materials that encourage a love of reading and books
- Materials to support school assignments
- Materials that assist with the development of early childhood literacy and numeracy
- Materials addressing Aboriginal and Torres Strait Islander peoples' history, culture and knowledge

The collection offers support materials to the education curriculum with preference for Australian content. The collection includes new, classic, contemporary and popular authors and series.

The collection provides access for three different age groups:

7.5.1 Junior Kindergarten (0 – 6 years)

The collection contains a wide variety of resources such as picture books, board books, concept books, nursery rhymes and some simple non-fiction suitable for this age group.

These books encourage children of all ages to understand simple concepts and aid in their development of word and image recognition. Picture books are designed, with bright illustrations and simple text, to promote and nurture a lifelong love of reading.

The collection is designed for pre-literate children. It provides a range of material for parents to read to children. The collection includes:

- Board books
- Stories without words
- Books with simple text and illustrations
- Books with more complex text and illustrations
- Indigenous story books

A range of picture books are also available online.

7.5.2 Early Readers

This collection is aimed at beginner readers and provides a transition for children who are just starting to read independently. They are often the first books a child reads with chapters. 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 in this collection cover topics of interest to primary age children and importantly, vocabulary and concepts must also be appropriate for this stage in a child's development.

7.5.3 Junior (6 – 12 years)

To promote an enjoyment of reading by providing a wide range of interesting and appealing books for children up to the age of twelve. The collection contains both fiction and non-fiction materials in a variety of formats suitable for this age group. It may provide classics, award-winners and popular fiction.

7.5.4 Young Adult (12-17 years)

Aims to provide the widest choice of materials that will support young people's informational, educational, recreational and cultural needs.

This collection should reflect their interests and ideas and by offering them this resource, the library seeks to retain these customers during their teenage years, encouraging them to become adult library users.

7.6 Large Print

The collection includes a wide range of available titles, covering both fiction and non-fiction. Australian content, current interests and popular authors are included. It may be appropriate to include the same title as is already available in other formats.

This collection is available to all library customers although it is intended primarily for customers with sight impairment. A variety of formats are purchased, including hardcover items or soft cover items which are easier and lighter to hold.

7.7 Audio Visual

The Shire of Dardanup aims to maintain up-to-date lending collections of audio books, compact discs and DVDs. The audio visual collections are discrete collections that may complement the book collection, as well as assisting those with sight or hearing disability.

Consideration is given to the hardware and software capabilities of clients; therefore preference is given to the current technologies.

The availability of high-speed broadband to the community is also likely to have an effect upon the long-term usage of the audio-visual collection.

All audio visual collections will contain materials for adults and for children. The library collects in multiple media formats in order to remain culturally and technically relevant to the interests and experiences of all library customers.

The selection of audio visual material will be governed to a large extent by the technical quality of the material. The fiction collections include new, contemporary and popular authors and the non-fiction collection principally includes autobiography, biography and general interest.

7.7.1 Audio books

Abridged and unabridged formats will be held in the adult audio book collection. Some dramatisations of children's classics are included.

7.7.2 DVDs

The library's DVDs are separated into a Junior DVD collection, an Adult DVD collection and a Non-Fiction DVD collection.

Coverage is selective, driven by commercial availability and public demand for particular titles. The library buys extensively in adult and children's fiction DVDs, including:

- Popular, classic or award winning films
- Animated and live action films for children
- Television series
- Music DVDs
- Documentaries

The Library adheres to the Australian Censors Classification System for all audio visual material and does not purchase DVDs with offensive language warnings on the labels because of the difficulty of managing restricted titles in a public environment.

MA 15+ and R-rated material which meets the selection criteria may be purchased, and staff will be alerted to restriction via the library management system.

7.7.3 Series

Due to budgetary considerations and wear and tear, it is not possible to comprehensively collect or replace all titles in a series - whether in print or audio-visual material such as DVDs. The purchase of titles in a series must meet the same criteria for selection as any other title.

7.8 eLibrary

7.8.1 Aim

The eBook, eAudiobook and eMagazine collections include both informational and recreational resources. The collection aims to provide comprehensive and timely information on topical issues, particularly where this information is unavailable in print format.

The library anticipates that over time, this format will become an increasingly dominant resource for information where currency is a critical factor. Many reference publications in particular no longer print a hard copy version.

The eLibrary collection is available for all customers, particularly those who use digital technologies as their preferred carrier for information and recreation.

Non-book media formats also allow customers who are unable or reluctant to use traditional media formats to find information or recreational resources within the library's collection.

7.8.2 Description

The eLibrary collection provides access to a range of eBooks, eAudiobooks, (fiction & nonfiction), eMagazines, eNewspapers, language resources and eFilms that are available via the library website.

This collection includes current and sometimes ephemeral information that will often not be reproduced in print.

7.8.3 Unique Selection Criteria

- Content (including interface and technical considerations)
- Australian content
- Vendor resources, e.g. support, training, value added services, i.e. predefined searches, long term viability of company, product development
- Technical authentication, e.g. modification of databases or interface, outputs, private links
- Technical features, e.g. technical compatibility with existing and future hardware, speed of downloading
- Ease of use and availability of usage statistics
- Service features, e.g. ease of searching, remote access, simultaneous users
- Software compatibility
- Expected usage
- Costs, e.g. setup, maintenance, licensing, vendor comparisons, consortia agreements
- Electronic archiving facility
- Complements print collection
- Licensing arrangements

7.8.4 Future directions

As an emerging area, these collections are rapidly changing and developing. The library has added eBooks, eAudiobooks, eFilm, and eMagazines to its collection, and these areas will continue to grow, according to demand and the capacity to supply.

The market for public libraries to offer streaming services for video or audio on demand is changing, and we will maintain our awareness of this market and assess our ability to meet expressed community demand for streaming resources.

eBooks, eAudiobooks and eMagazines are reviewed on an annual basis by SLWA. The service platforms are managed and maintained by vendors.

7.9 Graphic novels and comics

Graphic novels have gained literary acceptance as a new medium through which a combination of text and sequential art are used to tell a story.

The Shire of Dardanup graphic novel collection is made up of core and popular titles that serve informational and recreational reading interests for children, young adults and adults.

The Shire of Dardanup will collect graphic novels in English, based on popular demand, reviews, author and publisher reputation, literary and artistic merit. Patron requests will also be taken into consideration when purchasing graphic novels. In selecting adult titles, graphic novels that are primarily erotica will not be purchased.

The Shire of Dardanup strives to select graphic novels that serve children, young adult and adult readers and it remains the parents' or legal guardians' responsibility to determine which materials are appropriate for their children.

The Graphic novel collection will be developed and expanded to provide a balanced collection covering manga, animé as well as those with a continuing story line.

7.9.1 Unique Selection Criteria

Personal vetting of each item is required due to explicit graphic artwork.

Content is to be assessed for junior graphic novels – a book which is usually contained in the Junior Fiction Collection may have inappropriate visual imagery unsuitable for junior readers

Where possible, trusted supplier recommendations are to be used in the purchase of YA graphic novels which can help distinguish between YA and adult content. e.g. No Flying No Tights

<https://www.noflyingnotights.com/>

7.10 Aboriginal and Torres Strait Islander resources

The aim is to provide materials and information of interest and relevance to, and about Aboriginal and Torres Strait Islander peoples. The main subject areas include: artists, Aboriginal culture and society literature.

As caretakers of Aboriginal and Torres Strait Islander cultural material the library endeavours to:

- Work in collaboration with the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) to support the acquisition and preservation of Indigenous language and related collections
- Ensure that Aboriginal and Torres Strait Islander knowledge, stories and voices in its collections are honoured, respected and made accessible in culturally appropriate ways
- Actively engage with Aboriginal and Torres Strait Islander individuals, local communities and organisations such as the South west aboriginal Land and Sea Council (SWALSC) to help build a relevant and well-understood Aboriginal and Torres Strait Islander collection
- Build a collection that is beneficial and relevant to Aboriginal and Torres Strait Islander peoples.

7.11 Multi-language

The aim is to provide a range of materials in languages other than English.

The selection of languages to be collected is dependent on: availability, client demand, and those pertinent to the local area (as per the latest ABS information). The collection will be dependent on the selection capabilities and procedures of the Shire of Dardanup Library Services and SLWA.

Preference will be given to material written by local authors and not translations of English works.

7.12 Literacy (Adult & ESL)

The ESL Collection aims to provide resources suitable for members of the community learning English as a second language, or English speaking adults who wish to improve their English literacy skills, in order for them to function more effectively in an English language environment. The languages that comprise this collection are stocked according to the multi-cultural composition of the community. To include:

- Fiction books specifically designed and published for ESL/Literacy students at different learning levels.
- Non-fiction books on topics relating to language learning i.e. grammar, spelling, punctuation etc.
- Audio kits comprising a fiction book with the story on an accompanying audio tape
- Non-fiction instructional DVDs
- Electronic web based resources

7.13 Ephemera

This includes Government and Council publications for display and consultation while they contain current information or until the advertised date has passed.

7.14 Electronic Devices

The electronic devices collection forms part of the library's recreational and educational services.

The collection is comprised of devices such as iPad tablets and Public PCs.

The library provides this service in order to remain culturally and technically relevant to the interests and experiences of all library customers. Our library technology helps to develop digital and information literacy and equality throughout our community, while proactively helping our patrons become more comfortable with new technology, such as e-books and mobile interfaces.

Electronic devices provide a positive recreational and educational environment. To take advantage of this the library provides devices suitable for adult and junior format.

8 Special collections

8.1 Reference collection

The collection is designed to ensure the availability of accurate, up-to-date reference resources to support library user's information and recreational needs. It provides relevant resources for library staff to give readers advice and to find answers for most customers' information needs.

A major rationale for the development of a Reference collection is to ensure that the library holds basic information on a wide range of subjects that will always be available while the library is open. For this reason, Reference items are not available for loan and should always be available for borrower use.

Reference information is also available in online collections including the library website. The ratio of print reference materials will be monitored according to use and demand and may be reduced overtime. The publishing of hard copy reference books is declining and it is recommended customers and staff search for information online first to ensure they obtain the most current version.

This collection is composed of broad, authoritative works on a wide range of subjects. A large number of the items in this collection are encyclopaedias, dictionaries and other generalist works.

The material in the collection can be any format, but the bulk of the collection would be designed to be consulted for information rather than to be read consecutively.

8.2 Interlibrary loan

Due to a number of factors, it is not possible to comprehensively collect published titles in every subject area or genre. Therefore, the State Library interlibrary loan system (ILLS) is used to obtain materials not contained within the collection of the Shire of Dardanup or the SWLC.

In return for utilising ILLS to satisfy the needs of our patrons, the Shire of Dardanup Library service may choose to lend its materials to other libraries through the same network.

8.3 Local history

The Shire of Dardanup Library service has a commitment to collecting, preserving and making accessible information about the local area. The intention is to develop a collection with a wide range of materials that make available information relating to all aspects of the Shire of Dardanup's past, present and future and will include resources relating to its cultural development, history, society and environment. Preservation efforts, while attempting to conform to accepted conservation practice, will be undertaken so as not to restrict public access to the informational value of an item.

8.3.1 Acquisition

The Shire of Dardanup Library Service shall acquire objects for the permanent collection by donation/gift – donors are required to read and sign an agreement form which addresses copyright, access and reproduction of material issues; bequest; purchase or transfer. The Shire of Dardanup Library Service will not accept conditional donations. The following criteria shall be considered before approving acquisition of an item:

8.3.1.1 Relevance

The Shire of Dardanup Library Service shall only collect items that have a distinctive and verifiable connection with the local area.

8.3.1.2 Significance

Priority is given to items that are significant for their historic; aesthetic; scientific; research or social and spiritual value and relevance to local history.

8.3.1.3 *Provenance and Documentation*

Priority will be given to items where the history of the object is known and associated documentation and support material can be provided.

8.3.1.4 *Condition, intactness, integrity, authenticity*

The item should be in sound condition or be able to be conserved or restored to sound condition within the Shire of Dardanup Library Services capabilities. The Shire of Dardanup Library Services will not generally collect items that have highly specialized conservation, storage or display needs or which are badly damaged.

8.3.1.5 *Interpretive Potential*

Items with strong provenance that can contribute to the interpretation of key collection themes will be given priority.

8.3.1.6 *Rarity*

Items may be given priority if they are rare examples of a particular kind of item.

8.3.1.7 *Representativeness*

Items may be given priority if they are an excellent representative example of a particular kind of item.

8.3.1.8 *Duplications*

Duplicates of existing items in the collection will not be accepted unless they are of superior condition and/or historic value, where duplicates may allow items to be rotated on display or assist with interpretation or educational outreach purposes.

8.3.2 Legal Requirements

The Shire of Dardanup Library Services will only accept items for which the person donating the item has valid and/or legal title to it. In the case of photographs, the Shire of Dardanup Library Service will

not accept the photograph if the donor is not the copyright owner and/or the donor will not transfer copyright ownership.

8.3.3 Selection Criteria

Collection materials may include:

- Published books (local and family history) relevant to the area
- Oral history recordings, films etc. made about the Shire of Dardanup and its residents
- Community based publications such as newspapers, magazines, gazettes, newsletters etc.
- Records of local businesses and associations, schools, churches, sporting bodies, welfare organisations etc.
- Published and unpublished reports
- Family history research papers and publications relevant to the Shire of Dardanup
- Photographs, prints, postcards, slides and negatives of local historical interest
- Artworks by local artists depicting scenes or personalities relevant to the area
- Maps and plans including survey, land, architectural and aerial photographs
- Ephemera including leaflets; pamphlets; flyers; original documents such as land deeds, certificates and military papers
- Donations of materials from the Shire of Dardanup residents and others

8.3.4 Materials Not Collected

The following materials will not be collected or included in the local history collection:

- Council records – these records at present are the responsibility of the Shire of Dardanup Council and as such are not the responsibility of the library
- Photocopies – photocopies are not included, except where the library has photocopied original copyright material too fragile to be handled, or where the library is given the right to photocopy original material owned by a resident or stakeholder.

- Artefacts and realia
- Material deemed outside the collections scope
- Deteriorated material or material lacking in physical integrity
- Material unable to be preserved
- Non – authentic
- Duplicate material (unless duplication enhances access demands)

8.3.5 Access to the Collection

The Shire of Dardanup Libraries ensure access by:

- providing knowledgeable, friendly and helpful staff
- providing an online catalogue accessible via the library website offering 24/7 service
- providing ongoing, regular cataloguing of Local History acquisitions which are added to the online catalogue
- answering Local History enquiries that are received either via the library website, in person or by phone in a timely manner
- contributing to State or National co-operative ventures which will enhance access to the Shire of Dardanup Libraries photograph collection
- investigating and contributing to any future digitization projects
- providing scanned copies of copyright-free digital images to individuals as requested. This may incur a small charge to cover the cost of provision.
- working with Local Historical Societies to increase access via digitization of material
- ensuring that fragile and unique material is handled appropriately
- ensuring that the library stores items in conditions that will assist long term preservation, with periodic review to ensure appropriate conditions for different formats.

Please note: The local history collection is a non-lending collection and as such resources are not made available to other libraries.

9 Gifts, donations and unsolicited material

The Shire of Dardanup accepts books and other materials as donations with the understanding that they may be disposed of in a manner most convenient to the Library if the materials are not added to the collection. Means of disposing include sale, donation to other institutions, and when necessary, discarding.

The Library issues a receipt for items donated upon request but is not able to record donor details on items and cannot guarantee that donated material will be added to the collection.

All donated items are evaluated in accordance with the criteria applied to purchase materials.

Acceptance into the collection will depend on the following:

- meet the basic selection guidelines
- be published material in demand
- be in an appropriate format for public library usage
- be in a robust condition ready for loan
- be free from conditions

Donations of resources in languages other than English may be accepted on behalf of other libraries within the Consortia and will be forwarded on for consideration in special language collections.

As a general rule the following items are not accepted as donations:

- Periodicals
- Textbooks
- Encyclopaedias
- DVDs for regions outside Australia

- Outdated formats
- Bulk donations (more than 10 items).

All donations become the sole property of the Shire of Dardanup Library Service. No gifts of this nature are accepted unless freely given to the Library without restriction to be used as the library sees fit. Shire of Dardanup Library Services are unable to record donor details on items or provide usage information on items donated to the collection. Accepted donations are final and become the property of the Shire of Dardanup Library Services. The library cannot guarantee that donated materials will be added to the collections or kept permanently, and reserves the right to dispose of or refuse donations.

10 Controversial Materials and Censorship

The ALIA Statement on Freedom to Access Information (Appendix 1 and the IFLA Statement on Libraries and Intellectual Freedom (Appendix 2) underpins the selection and distribution of materials in the library. The Shire of Dardanup Library Service does not support any particular view and has a duty to the community to offer a balanced collection by including information on all sides of an issue. Selections will not be made on the basis of any anticipated approval or disapproval by individuals or groups. Materials which demean or objectify particular individuals or groups of people are excluded from selection.

The Shire of Dardanup Library Service acknowledges that the collection may contain materials that are offensive to Aboriginal and Torres Strait Islander peoples.

The Shire of Dardanup Library Service commits to:

- Developing an awareness of the extent to which the collection may contain materials which will be offensive to Aboriginal and Torres Strait Islander peoples

- Taking advice from and develop effective consultation strategies with Aboriginal and Torres Strait Islander peoples in relation to sensitive materials
- Developing strategies to deal appropriately with offensive materials in consultation with Aboriginal and Torres Strait Islander peoples (ATSILIRN Protocols, no. 7).

The power to censor materials lies with the Federal and State Governments, items prohibited by law will not be considered for inclusion into the collection. Any restrictions imposed on the access of items in the collection will be observed by the library.

Shire of Dardanup Library Service supports the following Australian Library and Information Association (ALIA) policy statements, while recognising it is obliged to abide by Commonwealth and State Government law on banned and restricted publications and productions.

Statement on free access to information:

<https://read.alia.org.au/alia-free-access-information-statement>

Statement on information literacy for all Australians:

<https://www.alia.org.au/Web/Research-and-Publications/Policies/Statement-on-information-literacy-for-all-Australians.aspx>

Statement on library and information services and Aboriginal and Torres Strait Islander peoples:

<https://www.alia.org.au/Web/Research-and-Publications/Policies/Libraries-and-information-services-and-Indigenous-peoples.aspx>

Statement on library services for people with disabilities:

<https://read.alia.org.au/library-and-information-services-people-disability>

10.1 Related Legislation

The library follows the censorship ratings of the Office of Film and Literature Classification.

The powers of censorship are vested in both federal and state governments. Material prohibited by law or requiring closed access will not be included in the collection. Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the selection criteria. The library may select controversial titles when the literary or cultural value of the work merits its inclusion. This may include "R 18+" DVD's" that are deemed of literary merit such as classic films, award-winning and critically acclaimed films. The library reserves the right to refuse suggestions that it deems are not in line with our Collection Development framework. The library does not collect any material on State or Federal proscribed lists. For all disc media, the rating legend of Office of Film and Literature Classification (OFLC) is displayed near the location of the relevant collection. The library subscribes to an online movie streaming service available to use at home via a link on the library website. The main content site contains only Australian rated content with may include "R 18+ Rated" titles of literary merit or high popular interest. This service provides a separate Kids only content platform link which can be selected by parents within the main content site.

Parents or Guardians are responsible for determining the suitability of resources used by their children. Selection of material will not be inhibited by the possibility that inappropriate items may inadvertently come into the possession of children.

The Australian Broadcasting Act (1992)

www.acma.gov.au

Office of Film and Literature Classification (OFLC)

www.classification.gov.au

11 References

Shire of Dardanup Library Strategy: <https://bit.ly/2XuigJl>

APLA-ALIA Standards and Guidelines for Australian Public Libraries, May 2021:

<https://read.alia.org.au/apla-alia-standards-and-guidelines-australian-public-libraries-may-2021>

ALIA Statement on Public Library Services: [https://www.alia.org.au/Web/Research-and-](https://www.alia.org.au/Web/Research-and-Publications/Policies/Statement-on-public-library-services.aspx)

[Publications/Policies/Statement-on-public-library-services.aspx](https://www.alia.org.au/Web/Research-and-Publications/Policies/Statement-on-public-library-services.aspx)

Western Australian Legislation - Library Board (Registered Public Libraries) Regulations 1985:

https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s4560.html