



Library Collection Management Protocol

Title	Library Collection Management Protocol
Summary	The Inner West Library's Collection Management Protocol provides a framework for the selection, evaluation and maintenance of the library collections; and provides guidelines for the Local History content, management, preservation, development, and promotion.
Background	<p>A network of eight Library's which provides a service throughout the region. The Library collection's function is to meet the general informational, educational, recreational and cultural interests of the local community via a lending collection.</p> <p>The local history collection material relates to the local area, its history and people and is mostly a historical repository collection with some duplicates available for loan.</p>
Protocol Type	Operational Protocol
Relevant Strategic Plan Objective	<ul style="list-style-type: none"> Strategic Direction 4: Caring, happy and healthy communities
Relevant Council References	<p>Information Management Protocol Information Management Standard Inner West Council Agency Information Guide Public Access to Information Policy</p>
Main Legislative or Regulatory Reference	<p>Copyright Act 1968 Freedom of Information Act 1989 General Disposal Schedule for Local Government in NSW GA39 Government Information (Public Access) Act 2009 NSW Library Act 1939 NSW Library Act 1939 NSW Library Regulation 2011 NSW Library regulations 2011 NSW Local Government Act 1993 NSW State Records Act 1998</p>
Applicable Delegation of Authority	<p>Senior Manager: Library's & Community Facilities</p> <p>Library Content & Community Manager</p> <p>Community History Coordinator</p> <p>Library Collections Coordinator</p>
Record Notes	External available document
Version Control	See last page

Document:	Library Collection Management Protocol	<i>Uncontrolled Copy When Printed</i>	
Custodian:	Senior Manager: Library's & Community Facilities	Version #	Version # 1
Adopted Date and Minute #:	22/03/2022	Next Review Date	22/04/2023

PURPOSE

The Inner West Library's Collection Management Protocol provides a framework for the selection, evaluation and maintenance of the Library's general lending, reference, and electronic collections; and provide guidelines for the content, management, preservation, and development of Local History as a community resource.

1. OBJECTIVE

The objectives of this Protocol are to:

- inform the community of the library's collection management principles
- ensure regular analysis of resources, subscriptions, usage and demographic information
- assist staff with the procurement of the library collection
- provide a safe and secure repository for material of past, present, and future interest that might otherwise be lost to the community

2. SCOPE

In scope

This Protocol documents the processes for developing and managing the Inner West Library's collection. It is a tool for responding to community needs and expectations, including why materials and formats are selected. The Protocol ensures equitable access to collections and provides for a diverse range of resources to meet the changing needs of the community including community members with a disability.

Out of scope

Council information (post-1949) such as:

- Building Applications
- Development Applications
- Council Minutes
- Council Correspondence
- Information about the operations of Council

Contact the Right to Information team and see website "[Access to information](#)".

3. DEFINITIONS

Term	Definition
ALIA	Australian Library & Information Association
Digitising/ digitalisation	Digitising the Library's collections makes them available for anyone to use at any time and from anywhere - and to ensure their long-term preservation. The library's digitisation programs will always be selective due to the size of the collection, rights, conditions, and resource constraints.
IFLA	International Federation of Library Associations
ILL	Inter-Library Loans

4. PROTOCOL STATEMENT

The Inner West Library's Collection Management Protocol provides a framework for the selection, evaluation, and maintenance of library collections; and provides guidelines for the content, management, preservation, and development of Local History.

5. PROTOCOL

5.1. Selection

The Library's aim in applying the following selection criteria is to provide an organised, accessible collection of resources in a variety of formats that meet the learning, recreational, cultural, and historical needs of the Inner West community including community members with a disability. The Local History collection will include physical and digital resources relating to the history, geography, planning, development, social, cultural, and political aspects of the Inner West.

Selection principles

The Library's aim in applying the following selection criteria is to provide an organised, accessible collection of resources in a variety of formats that meet the learning and leisure needs of the Inner West community. The Community History collection will include physical* and digital* resources relating to the history, geography, planning, development, social, cultural, and political aspects of the Inner West.

The following categories will be collected:

- Aboriginal and Torres Strait Islander
- Art collection
- Artefacts
- Audio and Visual Recordings
- Community Archives: material collected of current and former community organisations, local businesses, associations, sporting bodies etc.
- Community languages: Arabic, Chinese, Greek, Gujarati, Italian, Nepalese, Portuguese, Spanish and Vietnamese
- Council Archives (pre-1949 partial collection): the Council Archives contain inactive official and non-official records which have been created or used by the Council, and have been appraised as having permanent value acquired via transfer
- English Learning
- Ephemera
- eResources: eBooks, eComics, databases, eMagazines and eNewspapers, video streaming
- Fiction: adult, youth and junior
- Graphic novel: adult, youth and junior
- Images
- Large print
- LGBTQ
- Local History
- Magazines and journals
- Maps and plans including those relating to genealogical research
- Newspapers
- Non-fiction: adult, youth and junior
- Oral History including transcriptions
- Other non-print collections: DVDs, music, musical instruments, robotics, talking books and toys
- Picture books
- Published and unpublished monographs
- Readers: adult and junior
- School resources and HSC collections
- Vox readers

Principles used in making selection decisions include:

Bibliographic considerations

The reputation of the publisher/author/creator, format of the publication, authenticity of the information and published reviews of the resource are important considerations in the selection process.

Cost

The cost of a resource is considered relative to other resources of similar format and content. Consideration is given to anticipated demand, usage, durability and eResource licensing as well as available funds.

Duplication

Material will be duplicated according to the following criteria:

- demand (short term and projected long term)
- format
- price
- availability from other sources

Format

Accessibility, storage and budget are considerations in assessing the suitability of selecting resources in digital formats - initial and ongoing. Inner West Library's have a limited budget and ability to provide online storage and conversion of formats.

Local History

The suitability of a resource is considered in terms of storage and preservation - initial and ongoing. Inner West Library's has a limited budget and ability to provide storage and preservation measures.

Potential use

Library staff use their knowledge of trends and community expectations, as well as historical data to anticipate demand and identify potential usage of new resources, including print, audio-visual and electronic.

Quality

Resources should be well-presented, whether print, audio-visual or electronic. Clarity, organisation, and quality of content are important. Electronic formats are not version-specific and are accessible from a wide range of platforms and devices.

Relation to the collection

Consideration is given to how the resource will strengthen the Library's collection and considers format, storage, availability from other sources, currency, and accessibility.

Replacement

Classic titles, titles missing from a series and missing parts from the Musical Instrument, Robotics and Toy collections, will be considered and replaced.

Subject matter

The suitability of the resource is considered in terms of subject, style, accuracy and reading level. Priority is given to material that is popular, as well as being relevant to the current lifestyle and trends of the community. Australian content is given special consideration.

5.2. Maintenance

The Library collection will be maintained to a high standard by continual addition, deletion, repair, and replacement.

Withdrawal and discarding

The Library withdraws materials from its collections on an ongoing basis to maintain the currency and usefulness of these collections and to make the most effective use of available shelf space.

When withdrawing materials from the collection, one or more of the following criteria are applied:

- a substantiated request for the return of the item to its original owner/donor is received as approved by delegated authorities
- approval will be sought from the State Records Authority prior to disposal of Council records that are either State Records or State Archives under the State Records Act 1998
- damaged beyond repair, or the conservation and storage costs for it are beyond the means of the Local History Collection budget
- disposal of Council Archival material will be done in consultation with the Community History Coordinator and Data & Information Coordinator
- does not comply with the current collection management protocol
- duplicate copies of resources no longer in heavy demand
- has been digitalised or if an online copy is available from another Institution
- items displaying damage
- items which contain outdated or inaccurate information, or the subject matter may now be considered misleading and/ or factually inaccurate
- lack of relevance to the Inner West community
- lacks any supporting information to enable proper identification or to establish its relevance to the Local History Collection
- poor circulation history i.e., not borrowed within the last two years
 - seven years old or greater for Fiction
 - ten years old or greater for Non-Fiction
- superseded editions
- toys that are damaged or considered unsafe for children to play with and toys that do not meet the mandatory standard Consumer Protection Notice No. 14 of 2003, as amended by Consumer Protection No. 1 of 2005, which is based on certain sections of the voluntary *Australian/New Zealand Standard AS/NZS ISO 8124.1:2002 'Safety of toys Part 1: Safety aspects related to mechanical and physical properties'*.

5.3. Disposal

Materials that are deselected are disposed of using environmentally approved recycling methods where possible. The Library Content & Community Manager and the Library Collections Coordinator have the delegated responsibility to dispose of discarded library materials, including unwanted donations, by:

- offered to public Library's and charity organisations
- recycled in other ways if not suitable for the James Bennett Sustainability Project (e.g., soft and hard plastics, discs)
- recycling and re-use of paper materials through the James Bennett Sustainability Project (boxed and picked-up by James Bennett)
- return to the donor
- transfer to another Local History Collection/collecting body
- book sale

5.4. Collection Evaluation

To maintain a collection that continues to serve the Inner West community each aspect of the collection is examined throughout the year ensuring the collection, including subscriptions and eResources, are evaluated over a 12-month period.

The effectiveness of library collections is evaluated through the analysis of the following performance data:

- usage (print, audio-visual and electronic)
- turnover rate (loans divided by number of items in collection)
- acquisitions per capital per annum
- expected use (% of whole collection compared to % of total loans)
- in-house usage records (items are recorded when used internally/on-site)

5.5. Collection Development

Members of the community, council and council staff are all able to suggest items for purchase via the online form and may also suggest the development of new collections. These suggestions are not guaranteed for progression, but will be evaluated on the following:

- documented identification of collection gap/need
- community need/identified audience
- collection cost
- collection distribution
- availability from approved suppliers (Local Government Procurement standards)
- operational issues regarding storage, shelving, staffing requirements and ability to cater for these
- best practice and experience of other lending institutions

6. Censorship

The Library seeks to provide the community with a balanced library collection while responding to a range of community needs. The Australian Library and Information Association's (ALIA) *Free access to information statement* serves as a guideline for public attitudes to censorship. The critical elements include:

- material cannot be selected or rejected on moral, political, racial, religious, sexist, or other sensitive grounds alone
- material cannot be rejected on the grounds that its content may offend some section of the community whatever pressure may be brought to bear by individuals and groups
- material for adult collections should not be limited because of the possibility that materials may inadvertently fall into the hands of children. Monitoring the reading, listening, and viewing of persons under the age of 18 years rests with parents and guardians
- Library regulations state that a parent or guardian is required to take responsibility for a person under 18 years borrowing
- A work may be censored or withdrawn from the collection following a recommendation to do so by the author or publisher

7. Complaints

Complaints about Library resources are managed by the Library Collections Coordinator and Community History Coordinator and referred to the delegated authorities if required. Assessment of complaints about library resources is based on ALIA's *Free access to information statement* (2015) and the International Federation of Library Associations and Institutions (IFLA) *Statement on Library's and Intellectual Freedom* (1999).

8. Cooperatives and Resource Sharing

No individual library has the resources available to meet all customer requests, intra-library loan and inter-library loan (ILL) services are provided within the cooperative and participating Library's. It supplements and expands local collections.

Inter-Library Loans

The Inter-Library Loans (ILL) service is a process whereby the Library borrows material for a member from another location for a fee. See [Fees & Charges](#).

Materials considered for ILL:

- Material not available for purchase; and
- In-print material which does not meet the selection criteria

9. Local History Collection Loans

Local History resources are identified as "LH Lending" or "LH Reference." LH Lending are items about the Inner West available for loan and are general books on the history of the area. LH Reference and Community Archival materials are unable to be removed from the Local history collection including those items on display in other locations. The Inner West Library's however may from time to time enter inward or outward loan arrangements providing conditions outlined in relevant guidelines and procedures are met, as negotiated, and formally agreed to by the delegated authorities.

Inward Loans

Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time. Permanent and long-term inward loans will not be accepted into the Local History Collection.

Outward Loans

The Inner West Library's may lend material to museums, institutions and organisations holding collections. It will not lend to private collectors.

10. Photographic Reproduction

Photographs in the Local History collection may be reproduced for individuals and organisations. The category and purpose of the reproduction request will be considered, and a Fee/Quotation will be issued in line with annual [Inner West Council Fees and Charges](#). The individual or organisation requesting the reproduction must sign a *Permission to reproduce* form that will outline the conditions under which the reproduction may be displayed or used before any reproduction approval can be given, and requests must comply with relevant procedural guidelines.

11. Donations: general collections

Donations are generally not accepted or encouraged. Donations can be accepted in special circumstances if approved by the Library Collections Coordinator. Acceptance of donations is dependent on their suitability to meet the selection criteria as stated in this document. Donated material that does not meet these criteria may be declined or disposed of as outlined in "Disposal."

Donated items suitable for inclusion in the library collections must:

- be in an appropriate format for public library usage
- be in robust, as-new condition and published in the last twelve months
- be published material in demand
- items assessed as fitting the criteria for inclusion in special library collections e.g., art books, musical instruments
- local authors donating their works

- meet basic selection guidelines

12. Donations: Local History Collection

Community History shall acquire materials for the permanent collection by donation, bequest, purchase, or transfer. Local History will not accept conditional donations. Donations for the Community History Collection are evaluated under the same “*Selection Principles*” as purchased materials. The Community History Coordinator may decline to accept a donation if it matches any criteria as listed under “*Maintenance*.”

All primary material sources donated should be accompanied by identifying documentation together with any other relevant descriptive documentation including provenance and the donor’s right to donate the material. A donation form will be completed at the time of donation which transfers legal ownership to the Inner West Library’s, including the right to dispose or transfer to another collecting organisation – so any requests to return donations may not be able to be satisfied.

Refused donations are returned to the owner with an explanatory letter. If the item is not claimed within 60 days, it will become the property of Inner West Library's and may be disposed of.

13. RESPONSIBILITIES

Library Content & Community Manager
Library Collections Coordinator

14. ASSOCIATED PROCEDURES

As developed and listed on ProMapp.



Donation of general library materials (excluding Local History donations)

I am / We are the owners of the item/s described below and I/We hereby donate such items to Inner West Council.

I/We acknowledge that the donation as such will result in Inner West Council taking sole ownership of the item/s and the rights that accompany that ownership.

Donations for inclusion in the general collection are generally not accepted or encouraged. Donations can be accepted in special circumstances if approved by the Library Collections Coordinator.

Donated items suitable for inclusion in the library collections must:

- Be in an appropriate format for public library usage
- Be in robust, as-new condition and published in the last twelve months
- Be published material in demand
- Items assessed as fitting the criteria for inclusion in special library collections e.g., art books, musical instruments, local authors donating their works

Donated material that does not meet these criteria may be declined or disposed of, as per Council's approved disposal guidelines.

Withdrawal and discarding

The Library withdraws materials from its collections on an ongoing basis to maintain the currency and usefulness of these collections and to make the most effective use of available shelf space.

Donated materials will be assessed against criteria for withdrawal.

Name of donor/s:

Type of material donated:

Contact details:

Date of donation:



Donation of historical material

I am / We are the owners of the item/s described below and I/We hereby donate such objects to Inner West Council.

The item/s donated is/are not encumbered in any way whatsoever. I/We acknowledge that the donation as such will result in Inner West Council taking sole ownership of the item/s and the rights that accompany that ownership.

This may include disposal, which includes in the first instance, efforts to return the item/s to the donor or the donor's heirs. I/We consent to Inner West Council retaining the personal information disclosed below.

I/We give permission to Inner West Council to use the information provided about the history of the object/s for any non-commercial purpose associated with Council's general functions.

I/We give/do not give permission to Inner West Libraries to use the personal information below to acknowledge the provenance of the donation in public records.

Restrictions on public access to information provided:

No Copyright restrictions it will become part of the Inner West Council collection

The donation made herein by me/us will take affect at the time Inner West Council takes actual control of the object/s and until that time I/ We remain responsible for the said objects. *Please complete the section below as you as the Donator prefer to be acknowledged in Council records.*

Name of donor/s:

Address:

Date of donation

Schedule of item/s donated

Provenance notes



Insert date:

Insert Donators name
Insert Donators address

Dear **insert name**

Donation of historical material - negation

Inner West Council thanks you for your donation of **insert donation name/description**.

The donated item/s have been assessed by the Community History Coordinator and their team, and this decision has been endorsed by the Senior Manager: Libraries & Community Facilities.

We are unable to accept/retain your donation due to: (please delete any reason which is not applicable)

- the donation does not comply with the current collection management protocol
- the donation does not have clear provenance/ ownership by the Donator and the Inner West Libraries cannot accept conditional donations
- a valid request for the return of the item to its original owner/donor has been received and approved by delegated authorities
- lacks any supporting information to enable proper identification or to establish its relevance to the Local History Collection
- the donation has no proven or lacks relevance to the inner west community
- duplicate copies of donated material already exist in the Inner West Libraries collection
- the donation has been digitalised and/or is available online from another Institution
- conservation of the donation is beyond the means of the Inner West Libraries e.g., conservation costs and requirements
- the donation is damaged beyond the means of Inner West Libraries
- storage costs for the donation are beyond the means of the Inner West Libraries

We will hold your donation for 60 days after which it will become the property of Inner West Council.

Should you not collect your donation during this period Inner West Council may dispose of the donation by:

- offering to other public libraries and charity organisations
- recycling in other ways if not suitable for the James Bennett Sustainability Project (e.g., soft and hard plastics, discs)
- recycling and re-use of paper materials through the James Bennett Sustainability Project (boxed and picked-up by James Bennett)
- transferring to another Local History Collection/collecting body

If you would like to discuss this matter in further detail, please contact the Community History Coordinator, Amie Zar - 9392 5817 or amie.zar@innerwest.nsw.gov.au

Yours sincerely

Caroline McLeod
Senior Manager, Libraries & Community Facilities



Permission to reproduce

Use this form to request permission to publish items from the Inner West Council's collection and in which Inner West Council is the copyright holder. Permission may be granted for the following use:

- study and research purposes
- educational purposes

You do not need to request permission to use items that are out of copyright. Materials may be out of copyright in a number of instances including but not limited to:

- 70 years following the death of the creator for literary, dramatic, artistic or musical works,
- If the works are made public after the creator's death, 70 years from the date of being made public.

Council will not provide copies of material if copyright is owned by a third party.

To ensure that items being reproduced can be identified, cite the title and BRN number – available through the library catalogue.

All material must be credited to the Inner West Council.

Please lodge a copy of any publication in which the image appears with Inner West Council.

The reproduction of images may have a cost attached as outlined in the [Inner West Council: Fees and Charges](#).

Name:

Contact details:

Details of intended use

- Details of the place/s where the item will be published.
- Publication name, article title, exhibition, display, DVD, video, film, web page, geographic location details, or other.

Provide item/s details

- Title
- BRN
- Preferred resolution quality – staff will inform you if this is not available for the requested item/s

I (insert name) accept the conditions outlined.

(insert signature)