

MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 10th May 2018
SIR EARLE PAGE LIBRARY AND EDUCATION CENTRE, Grafton NSW

PRESENT: Bellingen Shire Council
 Jill Haynes Bellingen Shire Librarian
 Alison Pattinson Manager Community Wellbeing
 Cllr Toni Wright-Turner

Clarence Valley Council
 Cllr Karen Toms
 Cllr Peter Ellem
 Des Schroder (Executive Officer)
 Katrina Shillam Team Leader (Libraries East)
 Kathryn Breward Regional Librarian

Meeting opened at 10:30am

1. Acknowledgement of Traditional Custodians

2. APOLOGIES

Nil

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 15 February 2018

No issue with previous minutes.

Moved: Cllr Karen Toms
 Second: Alison Pattinson

Adopted

5. Business arising from the Minutes – Meeting held 15 February 2018

5.1 Library Agreement

A number of word additions were discussed for inclusion in various clauses in order to provide clarity of intent. Item 10.10 was discussed whether it was a necessary inclusion in the Agreement if an ABC Building cost was included for the Regional, the committee asked for clarification.

Recommendation

That the CRL Committee note the adoption of the Library Agreement for signing by the Executive council.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

The following changes in wording in the adopted Library Agreement be made and the Committee endorse these changes for the Executive council to amend in the adopted Agreement, subject to clarification to item 10.10 regarding Building costs.

Moved: Cllr Karen Toms
Second: Cllr Toni Wright-Turner

Adopted

5.2 CRL Collection Development Policy and CRL Circulation and Membership Policy

An update on the adoption of the Clarence Regional Library Collection Development Policy and the Clarence Regional Library Circulation and Membership Policy by the Executive Council was provided. A discussion occurred on the acquisition of R rated DVDs and the current Collection Development Policy regarding this format. The Committee concluded that the Policy was to remain as adopted by Council at the April 2018 meeting and a further discussion would occur when the Collection Development Policy was next reviewed in 2022.

Recommendation

That the Committee note the adoption of the Clarence Regional Library Collection Development Policy and the Clarence Regional Library Circulation and Membership Policy by the Executive Council.

Moved: Cllr Karen Toms
Second: Jill Haynes

Adopted

6. Correspondence

In-coming: Nil

Out-going: Nil

Media Releases:

CVC – 5/4/2018 – Byron Writer’s festival story bus rolls into town for plunge

CVC – 29/3/2018 – Crafters showcase their wares at Iluka Library

CVC – 12/3/2018 – parking planned for Yamba community precinct

CVC – 8/3/2018 – Tech Savvy Seniors

CVC – 20/2/2018 – Tourism Portal

CVC – 14/2/2018 – Storytime

CVC – 1/2/2018 – Literary Speed Dating

BSC - 29/3/2018 – Special Seniors Festival Storytime at Dorrigo Library

BSC – 27/3/2018 – Bellingen library helping Older Australians to Be Connected

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

BSC – 22/3/2018 – Bellingen No 1 Book Club

BSC – 20/3/2018 – Book Launch at Bellingen Library

BSC – 7/3/2018 – Library projects a big hit

7. Executive Officer's Reports

8. Regional Library Reports -

8.1 Review draft CRL Internet Policy and Draft CRL Children's and Youth Policy

An update on the review Clarence Regional Library Internet Policy and the Children's and Young Adults Policy was provided. As no changes were needed at this time the Committee questioned the need to take the policies through a full council and public exhibition process. Committee agreed to a review date of May 2020.

Recommendation

That the CRL Committee endorse the draft CRL Internet policy and the Draft Children and Young Adults Policy for adoption by the executive council.

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

8.2 CRL Collection Management Plan review

After a brief discussion the Committee deferred this to the next meeting.

Recommendation

1. Deferred to next meeting

Moved: Cllr Karen Toms

Second: Cllr Toni Wright-Turner

Adopted

8.3 Aboriginal Resources

The Committee requested that the library make investigations into the acquisition of Native Title Determinations, either in print or digital format.

Recommendation

That the committee note the Aboriginal Resource collection acquisitions.

Moved: Cllr Peter Ellem

Second: Jill Haynes

Adopted

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

8.4 eSmart accreditation progress

The Regional Library has now completed the eSmart accreditation checklist and is preparing to apply for our eSmart status. This involves a written report including evidence of our status to be submitted to the eSmart Portal. Once this has been reviewed an email will be sent to formally acknowledge our eSmart status along with promotional material and signage we will be able to display in our buildings, posters and a web button for our website.

Recommendation

That the committee notes the progress of the CRL to eSmart Accreditation

Moved: Cllr Peter Ellem

Second: Cllr Toni Wright-Turner

Adopted

8.5 CRL Community Book Selection update

Recommendation

That the committee notes the information on the Community Book Selection.

Moved: Cllr Karen Toms

Second: Alison Pattinson

Adopted

8.6 Quarterly Income and Expenditure Sheets

Recommendation

That the report on the Quarterly Income and Expenditure Sheet is noted for endorsement by the Committee.

Moved: Cllr Peter Ellem

Second: Cllr Toni Wright-Turner

Adopted

9. Items for Information

9.1 *Be Connected* grant success for Bellingen and Clarence Valley Shires

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



\$1500 per library site provided to progress community training in devices, cyber safety, computers etc

9.2 State Library Infrastructure Grant Success for Urunga Library Refurbishment

\$153,260 for the refurbishment of Urunga Library has been awarded to Bellingen Shire Council for 2017/18 Public Library Infrastructure Grants.

9.3 Country University Scheme – investigating suitability of partnership with Grafton Library

9.4 At the April Council meeting Cllr Toms instigated the movement from Building Reserves of approximately \$60,000 for Mobile Library and Programs for Clarence Valley Libraries. (Funds were unspent from Grafton Library Building Reserve).

9.5 advised that concept plan for Yamba Library precinct and EOI for plans for Maclean Library precinct are in process.

10. Additional Matters

11. Items for next meeting

11.1 DVD Collection

11.2 Review progress on State Library Review Recommendations

11.3 4th quarter Income and Expenditure spreadsheet

Meeting Closed: 12:05 pm

Next meeting: Thursday 16 August 2018 – Bellingen

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



ITEM: 5.1 No. 2/18 – LIBRARY AGREEMENT**Meeting:** Clarence Regional Library Committee

10 May 2018

Reviewed By:**Attachment:** No**REPORT SUMMARY**

This report provides additional discussion points for the new CRL Agreement.

OFFICER RECOMMENDATION

That the CRL Committee note the adoption of the Library Agreement for signing by the Executive council.

The following changes in wording in the adopted Library Agreement be made and the Committee endorse these changes for the Executive council to amend in the adopted Agreement.

LINKAGE TO CVC COMMUNITY PLAN

Theme **1 Society**

Objective **1.3 We will have a diverse and creative culture**

Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2: Community Wellbeing

- Objective:
- 1 Our children, youth and seniors are valued, involved and supported
 - 2 We are a learning and creative community
 - 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 - 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

A report for Clarence Valley Council was prepared that detailed the changes to the Library Agreement to date. This report includes:

- Item 4. 1 (j) Appoint its Director of Environment, Planning & Community as the Executive Officer of the CRL.
 - This amendment has come about as a result of a restructure within the Directorate of Environment, Planning & Community.
- Item 7.9 to co-operate with libraries and library systems in the wider library network on such terms and conditions as may be agreed.
 - This has been added to more effectively reflect this aspect of the library service and the links with the NSW Public Library Association and specifically the North East Zone of this Association.
- Item 7.10 to pay the Executive Council each year an administration fee to compensate for the accounting, financial, human resources, fleet management and any other agreed functions performed by the Executive Council. This amount to be included as part of the annual budget for the Clarence Regional Library.

- This has been added to reflect past and current practice regarding the administration expenses the Clarence Valley Council recovers from the CRL budget.
- Item 8.1 (b) The Executive Officer shall be entitled to attend each meeting of the Committee and may also be nominated by the Executive Council as one of their staff representatives.
 - This has been included to reflect the current minuted practice to include the Executive Officer as the nominated staff representative for the Executive Council.
- Item 9.2 The meeting of the Committee immediately following the appointment of delegates by each of the Member Councils in Local Government Election years shall be the meeting for the election of Office Bearers for the ensuing twelve months and shall be known as the Annual General Meeting (AGM). The final meeting for the year will be the AGM in years between Local Government elections. The order of business to be conducted shall be as follows:
 - I. Election of Chairperson
 - II. Election of Deputy Chairperson
 - III. Any other business that is necessary for the due and proper conduct of the Clarence Regional Library.
 - IV. Meeting places and dates for the forthcoming year shall be decided
 - This has been amended to capture the process of the AGM and the election of the Chair and Deputy Chair each year.
- Item 10.3.1 specified amount of Contribution from each Member will be provided when the population figures are released by the Australian Bureau of Statistics (ABS), generally in March of each year. The population is determined by the ABS report **3218.0 Regional Population Growth, Australia Table 1. Estimated Resident Population, Local Government Areas, New South Wales**.
 - This is a change from the previous agreement to simplify the population determination process and to place it inline with the State Library Subsidy calculations that are also based on these same population figures from the Australian Bureau of Statistics (ABS).
- Item 10.3.6 the annual level of increase in the Per Capita Rate for member Contributions is set at:

Per capita = Rate peg + X% = 4% rate per year

 - The previous formula for the annual increase was:

Per capita = Rate peg + 6% with a minimum 8%
 - The CRL Committee endorses this new funding formula as it represents a 4% annual saving to each councils Contribution while still providing budget coverage for current operational expenditure and ongoing stock acquisition to maintain the health of the collection. It also continues to contribute to the CRL Reserve for the purpose of providing contingencies for any future staffing redundancies in the event of the dissolution of the CRL Agreement and to provide additional funds for agreed to projects such as the RFID Annual Maintenance, a 4 yearly User/Nonuser Survey, replacement of Regional laptops, iPads and mini tablets, annual subscription to Spydus Collections and Spydus Manager Modules, promotion/marketing funding and new technology acquisition for the region service.
- Item 12.2.3 The Regional Librarian shall provide administrative services and support to the Committee.
 - This has been included to reflect the administrative support the Regional Librarian provides to the Library Committee.
- Items 15.1 This Agreement shall remain in force in accordance with IPR requirements, until 30 June 2021 (at the latest) unless earlier terminated by the withdrawal of one party from it in accordance with this clause.

- Item 17.1 any notice of motion recommending amendment of this Agreement by the Committee shall be given in writing by the Member Councils at least one month before the meeting of the Committee at which the motion is to be discussed.
 - This has been added and the numbering amended to better reflect the intention of this item. It provides the member councils flexibility to amend the agreement by giving one month written notice to discuss any change.

On the 17 April Clarence Valley Council meeting the council resolution stated:

That Council adopt:

1. *The Clarence Regional Library Service Agreement for subsequent signing by members.*
2. *Population as defined by the actual population figures released each year by the Australian Bureau of Statistics (ABS) generally in March of each year.*
3. *The funding formula for the Per Capita increase = rate peg + X% = 4% maximum rate per year.*
4. *The new adopted Agreement to be in place from 1 July 2018 for a period of three (3) years in line with the Delivery Program under the Integrated Planning & Reporting (IP&R) and Local Government Elections.*

For: all councillors

Against: NIL

KEY ISSUES

Further to the above items, the following has been identified as a discussion point also:

- Is it necessary to define the role of the Executive Officer?
 - Previously when the Executive Officer was not a member of the CRL Committee they were not entitled to vote. When 3 delegates were agreed to per council the Executive Officer was the named staff representative for the Clarence Valley Council, at this point they were then able to vote as a member of the committee. Also historically the Executive Officer from time to time presented reports and papers relating to the CRL service.

The following recommended changes are for further consideration:

- Insert the word 'agreed' between an and administration in 1st line of clause 7.10
- Insert the words 'or nominated alternate' between the word be and the in the last line of 8.7
- 10.5 perhaps insert Technology changes under 10.5.1 as an additional target? And RFID would be included in the list of definitions at the start
- 10.10 insert the words 'on an agreed basis' between premise and incurred
- 13.1 (n) Add 'or other methods of electronic marketing'(suggested to provide greater scope)
- 15.1 the date should be June 2022. If want 5 years should be 2023
- Insert the word 'proportionally' between distributed and according in clause 15.2

These items have been noted in the draft Agreement v3, highlighted in yellow and green for ease of location.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	DRAFT Clarence Regional Library Service Agreement March18 v3

ITEM: 5.2 No. 2/18 – REVISED CLARENCE REGIONAL LIBRARY COLLECTION DEVELOPMENT POLICY AND CIRCULATION AND MEMBERSHIP POLICY

Meeting:	Clarence Regional Library Committee	10 May 2018
Reviewed By:		
Attachment:	Yes	

REPORT SUMMARY

This report provides an update on the adoption of the Clarence Regional Library Collection Development Policy and the Clarence Regional Library Circulation and Membership Policy by the Executive Council.

LINKAGE TO CVC COMMUNITY PLAN

OFFICER RECOMMENDATION

That the Committee note the adoption of the Clarence Regional Library Collection Development Policy and the Clarence Regional Library Circulation and Membership Policy by the Executive Council.

Theme 1 Our Society
 Objective 1.3 We will have a diverse and creative culture
 Strategy 1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2: Community Wellbeing
 Objective: 1 Our children, youth and seniors are valued, involved and supported
 2 We are a learning and creative community
 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

The draft Collection Development Policy and the draft Circulation and Membership Policy were placed on 28 Days public exhibition during the month of February 2018. Copies of the policies were placed in each of the libraries and at the customer service counters in council. The library and council websites both had links to the documentation for viewing. Advertising was provided to the local papers announcing the availability of the documentation for public comment.

KEY ISSUES

There were no responses from the community regarding the Draft Collection Development Policy and Draft Circulation Policy for the Clarence Regional Library.

Since the adoption of the Collection Development Policy by the Executive Council there has been discussion across the library network across the state regarding the policy of purchasing R rated titles. The current majority of library services apparently do provide a limited range of R rated titles.

Regional Services staff have drawn attention to the fact that our Collection Development policy currently does not allow for R rated DVDs to be purchased, however it is problematic for some series which are inconsistent with their ratings

ie) *Game of Thrones* seasons 1,2,4,5,6 being R rated and season 3 being MA 15+. We have had 6x Suggestions for Purchase (SFPs) since 2014 for these titles.

The Walking Dead seasons 1,2,3,4,5 being MA 15+ while season 6,7 are R rated and we have had 5x SFPs since 2016.

Walking Dead being the prime examples of this, with a number requests from our community for us to hold all series in the title.

With these requests to purchase along with what is current industry practice, do we amend the adopted policy and put out to Council and public exhibition again or do we wait until the next Policy review, due in 2 years?

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Collection Development Policy 2018

ITEM: 8.1 No. 2 /18 – REVISED CLARENCE REGIONAL LIBRARY INTERNET POLICY AND CHILDRENS AND YOUNG ADULTS POLICY 2018

Meeting:	Clarence Regional Library Committee	10 May 2018
Reviewed By:		
Attachment:	Yes	

REPORT SUMMARY

This report provides an update on the review Clarence Regional Library Internet Policy and the Children and Young Adults Policy.

LINKAGE TO CVC COMMUNITY PLAN

OFFICER RECOMMENDATION

That the CRL Committee endorse the draft CRL Internet policy and the Draft Children and Young Adults Policy for adoption by the executive council.

Theme	1 Our Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Provide innovative and enhanced library services that support and encourage life long learning

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2:	Community Wellbeing
Objective:	<ol style="list-style-type: none"> 1 Our children, youth and seniors are valued, involved and supported 2 We are a learning and creative community 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

The CRL Internet Policy has a number of aims and objectives:

- Promote the Internet as a valuable and important research tool for information
- Promote freedom of information
- Ensure equal access to the Internet for members of the Clarence Regional Library
- Ensure that the user understands his/her responsibilities when using electronic resources
- Safeguard the Libraries resources

The current Internet Policy was last reviewed in July 2014.

The CRL Childrens and Young Adult Policy outlines the responsibilities of the Library, Library staff and parents/carers of children and young adults who use the Library's facilities. Young people are core clients of public libraries and are the future adult users and supporters of our library services.

The current Childrens and Young Adult was last reviewed in October 2014.

KEY ISSUES

The Childrens and Young Adult Policy indicates how we handle borrowing for MA 15+ as well as R rated DVD titles, even though we currently do not purchase R rated DVDs.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	Draft CRL Internet Policy Draft CRL Childrens and Young Adults Policy

ITEM: 8.2 No. 2/18 – CRL COLLECTION MANAGEMENT PLAN REVIEW

Meeting:	Clarence Regional Library Committee	10 May 2018
Reviewed By:		
Attachment:	No	

REPORT SUMMARY

This report provides information on the CRL Collection Management Plan review.

OFFICER RECOMMENDATION

That the committee endorse the CRL Collection Management Plan for adoption by the Executive Council.

LINKAGE TO CVC COMMUNITY PLAN

Theme	1 Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Support arts, learning, cultural services, community events and festivals

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2:	Community Wellbeing
Objective:	<ol style="list-style-type: none"> 1 Our children, youth and seniors are valued, involved and supported 2 We are a learning and creative community 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

The Collection Management Plan provides an overview of all documentation that relates to obtaining, maintaining and disposal of the various collections held by the CRL. As such, it incorporates keys aspects of related documents, which are referred to as Appendices for further information.

Related documents include:

Internal documents

- CRL Collection Development Policy April 2018
- CRL Local Studies Collection Policy May 2015
- CRL Disaster Management and Recovery Plan March 2016
- Sample Supplier specification

External documents

- [Australian Library and Information Association Statement on free access to information](#)
- [Australian Library and Information Association Statement on public library services](#)
- [Australian Library and Information Association Statement on Online Content Regulation](#)
- [Australian Library and Information Association Statement on Information Literacy for all Australians](#)
- [Australian Library and Information Association Standards and Guidelines for Public Libraries](#)

- [Library Council of NSW. *Living Learning Libraries 2015*.](#)
- [Library Council of NSW. *Access to Information in NSW Public Libraries*](#)
- [Office of Film and Literature Classification. *Information for Libraries*.](#)

KEY ISSUES

The Collection Management Plan is an overview of the documentation of Policies and procedures required in order to manage the CRL collection. As such, it exists mainly as a reference to other essential documentation, and may include some duplication of points covered in more detail within the Appendices.

This review required an update to the links to external documents, as well as updating the content of internal documents, where necessary.

External appendices

- Living Learning Libraries link has been revised from the 2013, 4th edition to the 2015, 6th edition

Internal documents

- The CRL Collection Development Policy 2018 has been reviewed from the 2015 version, with major changes being:
 - Update to population data from the 2016 Census
 - Deletion of references to the now defunct CD-ROM format
 - Inclusion of reference to specially grouped and identified collections, ie;
 - HSC collection
 - Issues in Society
 - LIAC
 - DrugInfo
 - Aboriginal collection
 - Parenting collection
 - Readers
 - Digitised Collection
 - The change in terminology from On-line to eResource to reflect the everyday use of this term along with eBooks, eMagazines, eAudio.
 - Definition of items to be placed in the Stack location
 - Inclusion of RFID tags in the deselection process

Prepared by	Martyn Williams – Team Leader (Collections and Reference)
Attachment	Collection Management Plan

ITEM: 8.3 No. 2/18 – ABORIGINAL RESOURCES**Meeting:** Clarence Regional Library Committee

10 May 2018

Reviewed By:**Attachment:** No**REPORT SUMMARY**

This report provides information on the CRL on the Aboriginal Resources collection.

OFFICER RECOMMENDATION

That the committee note the Aboriginal Resource collection acquisitions.

LINKAGE TO CVC COMMUNITY PLANTheme **1 Society**Objective **1.3 We will have a diverse and creative culture**Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals****LINKAGE TO BSC COMMUNITY VISION 2030**

Theme 2: Community Wellbeing

Objective:

- 1 Our children, youth and seniors are valued, involved and supported
- 2 We are a learning and creative community
- 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
- 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

To ensure that a current and comprehensive collection of titles relevant to the local Aboriginal communities is maintained, a portion of the collections budget is allocated each financial year to this collection. For the current financial year an amount of \$2,000 has been allocated to the Aboriginal collection. The process of consultation that commenced 5 years ago is maintained and materials are being added on a regular basis.

Contacts are consulted both via phone and through their websites and include;

- Yarrawarra Cultural Centre.
- Muurbay Aboriginal Language and Culture Cooperative.
- Bellingen and Urunga Museums.
- Minjungbal Aboriginal Cultural Centre, South Tweed Heads

Suppliers and publishers catalogues are regularly consulted from both in print form and online, including CSIRO publications.

Online resources are also regularly consulted to identify titles relevant to Clarence Valley and Bellingen Shire. These included:

- Aboriginal Studies Press (ASP) - the publishing arm of the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS).

- Ngija Institute of Indigenous Law Policy and Practice
- Jumbunna Indigenous House of Learning, University of Technology, Sydney
- State Library of NSW
- Trove (National Library of Australia)

Most of the titles identified through these sources are ordered via our major suppliers, as this provides discounts and efficient processing and delivery arrangements.

For further comprehensiveness, the supplier of our adult non-fiction standing order, James Bennett, has established a mediated search profile via their website. Through this, a selection list of Aboriginal titles (amongst others) is emailed to the Team Leader – Collections and Reference on a weekly basis.

All Library Team Leaders have been encouraged to forward any information on Aboriginal titles relevant to the regions of their libraries. Suggestions for purchase are received from libraries in the Clarence Regional Library service, as well as from members of the public through the Suggestion for Purchase process.

Where titles are only relevant to one council area sufficient copies are purchased for this area only. Titles relevant to both areas are purchased in sufficient quantities to supply all libraries.

The expenditure of allocated funds towards this collection is an ongoing process and the above sources are revisited on a regular basis. All Aboriginal relevant items are identified on shelves through placement of the aboriginal flag spine label during processing. This is also applied retrospectively to items found on library shelves during shelf tidying / weeding. A search of the subject headings identifies that there are currently 1445 titles of Aboriginal relevance on the CRL catalogue.

KEY ISSUES

The major issue is identifying recent titles of aboriginal relevance. Utilising a broad sweep approach with the above sources, in combination with Suggestions for Purchase, ensures that all relevant publications are identified and purchased.

Titles of note new to the collection include:

Alfreds war by Rachel Bin Salleh (2018)

A white hot flame: Mary Montgomeria Bennett, author, educator, activist for indigenous justice by Sue Taffe (2018)

“Against native title’: conflict and creativity in outback Australia by Eve Vincent (2017)

Alice’s daughter: lost mission child by Rhonda Collard-Spratt (2017)

Hidden in plain view: the Aboriginal people of coastal Sydney by Paul Irish (2017)

Our race for reconciliation by Anita Heiss (2017)

Photographs are never still: the J.W. Lindt collection by Kate Gahan, Ken Orchard and the Lindt Research Group. (2017)

Warren Mundine in black and white by Nyunggai Warren Mundine (2017)

Prepared by	Martyn Williams – Team Leader Collections and Reference
Attachment	NIL

ITEM: 8.4 No. 2/18 – ESMART ACCREDITATION PROGRESS

Meeting:	Clarence Regional Library Committee	10 May 2018
Reviewed By:		
Attachment:	No	

REPORT SUMMARY

This report provides information on the CRL eSmart Accreditation progress.

OFFICER RECOMMENDATION

That the committee notes the progress of the CRL to eSmart Accreditation.

LINKAGE TO CVC COMMUNITY PLAN

Theme	1 Society
Objective	1.3 We will have a diverse and creative culture
Strategy	1.3.1 Support arts, learning, cultural services, community events and festivals

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2:	Community Wellbeing
Objective:	<ol style="list-style-type: none"> 1 Our children, youth and seniors are valued, involved and supported 2 We are a learning and creative community 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

Achieving eSmart accreditation is primarily a process of using the eSmart framework to either identify or sign-off tasks that have already been performed as part of running a library service, or identifying and performing tasks that should be performed. There are few additional tasks, workloads or costs required, eSmart provides a framework and shared resources from other libraries which improves the efficiency of the process.

Using eSmart to reach the goals of library strategy, library procedures, staff knowledge, user guidance and community connections does involve staff time in creating and updating documents such as policies, procedures, surveys, training guides and meeting to discuss these as well as delivering required training to staff and community members.

The process began at CRL in mid-2016 and it is anticipated that it will be completed to the 'sustainable' level by mid 2018. The final stage of 'providing cybersafety information and materials for users' is underway.

KEY ISSUES

The major issue has been delivering appropriate training and materials to a dispersed team of staff. This has been largely overcome through online delivery of eSmart awareness modules.

Prepared by	Martyn Williams – Team Leader Collections and Reference
Attachment	NIL

ITEM: 8.5 No. 2/18 – CRL COMMUNITY BOOK SELECTION UPDATE**Meeting:** Clarence Regional Library Committee

10 May 2018

Reviewed By:**Attachment:** No**REPORT SUMMARY**

This report provides information on the CRL Community Book Selection events held in Dorrigo and Grafton in 2017.

OFFICER RECOMMENDATION

That the committee note the information on the Community Book Selection.

LINKAGE TO CVC COMMUNITY PLANTheme **1 Society**Objective **1.3 We will have a diverse and creative culture**Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals****LINKAGE TO BSC COMMUNITY VISION 2030**

Theme 2: Community Wellbeing

Objective:

- 1 Our children, youth and seniors are valued, involved and supported
- 2 We are a learning and creative community
- 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
- 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

As a continuation of the Regional Libraries community participation process two Community Book Selection events were scheduled for Dorrigo and Grafton Libraries for 2017. The purpose of these events is to provide members of the communities of Bellingen and the Clarence Valley with an opportunity to select books they want to see in the library's collections. The first such events were held in 2012 at Bellingen and Grafton libraries, and since 2013 these have been repeated through rotation between Bellingen Shire and Clarence Valley libraries.

Book selections cover adult fiction, adult nonfiction, children's, young adult and picture books. The books are supplied by one of our regular Library suppliers who has assisted with this event for the previous two years. Individuals are also given the opportunity to reserve any titles they see that they are particularly interested in so that they would be one the first to borrow that particular title.

KEY ISSUES

The Community Book Selection events continue to be very successful and popular within the communities and provide an additional opportunity for the community to be involved in the development of the Regional Library collection. Other avenues for this include the Suggestion for Purchase process and the web-based Book Selection tool.

In 2017 Bellingen Library hosted its event between 10:30am and 2pm on Wednesday 4th October when the library was open. In an increase to the previous numbers, over 40 attendees enthusiastically selected books over the course of the three hours, resulting in over 100 new titles being selected for the collection (compared to 80 in 2016).

Iluka Library hosted its first such event between 10am and 1pm on Monday 27th November. At this venue 35 people selected books over 90 new titles being selected for the collection.

The process has been streamlined with the book supplier creating a selection list while customers were making their choices, this has improved the efficiency of the day. And also provided an instant list for library staff to process at the conclusion of the event.

The overwhelming response from the community has been positive, and justifies the decision to repeat the events. Staff who attend also feel that these are very worthwhile exercise which help to strengthen the library's links to the community and provide an opportunity for dialogue.

This will continue to be offered as an annual event that the library provides for the community in each LGA, with some rotation around varying venues in each LGA, giving different sections of the community an opportunity to attend. Costs are minimal including refreshments for the participants and staff time rostered to the events.

Prepared by	Martyn Williams – Team Leader Collections and Reference
Attachment	NIL

ITEM: 8.6 No. 2/18 – QUARTERLY INCOME AND EXPENDITURE SHEETS

Meeting:	Clarence Regional Library Committee	10 May 2018
Reviewed By:		
Attachment:	yes	

REPORT SUMMARY

This report provides information on the progress of the Budget for the year to date and an indication of unspent monies and the projected amount that will go into Reserve at the end of the Financial Year.

OFFICER RECOMMENDATION

That the report on the Quarterly Income and Expenditure Sheet is noted for endorsement by the Committee.

LINKAGE TO CVC COMMUNITY PLAN

Theme **1 Society**
Objective **1.3 We will have a diverse and creative culture**
Strategy **1.3.1 Support arts, learning, cultural services, community events and festivals**

LINKAGE TO BSC COMMUNITY VISION 2030

Theme 2: Community Wellbeing
Objective: 1 Our children, youth and seniors are valued, involved and supported
 2 We are a learning and creative community
 3 We value, honour and actively acknowledge our Gumbaynggirr culture and heritage
 4 we are connected, safe and healthy with a strong sense of community

BACKGROUND

Items of note in the 3rd Quarter expenditure sheet include:

- Revenue that is from users remains lower than expected
- Motor vehicle costs are tracking 15% over expected target.
- Subscriptions and databases are slightly higher than expected the timing of renewals of items is not evenly distributed throughout the year.
- Freight and cartage is currently slightly under expected, we will continue to monitor this.
- Book maintenance is lower than expected, this is dependant on suppliers and stock availability as to when we receive items.
- Admin/operating which included postage, stationery, and web design is down this year we have not used webpage contractors so far this year.
- Promotional expenses was revised up in April not yet reflected in Finance1
- Our Telephone budget has had a group plan rebate so is currently carrying additional funds.
- The book stock expenditure is based on delivered Purchase order only, we have approx. \$111,000 in commitments currently, so this is on track.

Overall the budget remains on track for the quarter.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	3rd Quarter income and expenditure sheet 2017/18

CLARENCE REGIONAL LIBRARY SERVICE AGREEMENT

This Agreement made the first day of July 2018

BETWEEN

CLARENCE VALLEY COUNCIL of 2 Prince St, Grafton 2460

AND

BELLINGEN SHIRE COUNCIL of Hyde St, Bellingen 2454

WHEREAS:

- A. The Councils who are parties to this agreement have adopted the Library Act 1939 ('the Act') pursuant to section 8 of the Act.
- B. Councils which have adopted the Act must comply with and observe the requirements of Part 3, Division 2 of the Act (attached as Schedule 1). In general terms, these requirements relate to the provision, control and management of library services to the community.
- C. Bellingen Shire Council seeks to delegate certain of its powers and duties relating to the provision, control and management of libraries, library services and information services to Clarence Valley Council. This delegation is made pursuant to s.12 of the Act.
- D. Clarence Valley Council has agreed to accept the delegation and provide these library services to the Delegating Council on the terms and conditions set out in this agreement.
- E. The parties have recorded the terms on which Clarence Valley Council will provide the Services to the Delegating Councils in this agreement.

NOW THIS AGREEMENT WITNESSES:

1. DEFINITIONS

'CRL' means Clarence Regional Library

'CRL Service' means Clarence Regional Library Service

'Delegating Councils' means Bellingen Shire Council

'Committee' means the CRL Committee

'Executive Council' means Clarence Valley Council

'Executive Officer' means the Executive Council's Director of Environment, Planning & Community.

'IPR' means local government integrated planning and reporting

'Member Councils' means Clarence Valley Council and Bellingen Shire Council

'Regional Librarian' means the person appointed by the Executive Council as the senior staff member in the CRL

RFID" means Radio Frequency IDentification

'Services' means the Library Services set out in Schedule 2.

2. CLARENCE REGIONAL LIBRARY SERVICE

2.1 The CRL Service aims to provide: a contemporary, welcoming, responsive, sustainable and inclusive service for the communities of Clarence Valley and Bellingen Shire.

2.2 Our Vision:

The vision of the CRL is to be:

"A recognised and valued provider of services, facilities, collections and programs that help build community cohesion, capacity and connection. "

A regional library service that:

- *Facilitates and provides targeted and relevant life long learning opportunities*
- *Connects the community with the past, the present and the future*
- *Is committed to the free flow of information and ideas to inform and inspire*
- *Is a trusted and valued source of information*
- *Is an investment in the well-being of the community*
- *Focuses on social inclusion of individuals including target groups*
- *Builds and strengthens partnerships to enhance service delivery and engage the community*
- *Supports technological trends and makes them available to the community*

(Clarence Regional Library Strategic Action Plan 2012 -2022 v4)

3. DELEGATIONS

3.1 For the purposes of s.12(1) of the Act, the Delegating Councils hereby delegates to the Executive Council such of its powers and duties relating to the provision, control and management of libraries, library services and information services as are necessary for the Executive Council to perform the Services.

3.2 In consideration of these delegations and the terms of this Agreement, the Executive Council hereby agrees to provide the Services to the Delegating Councils.

4. RESPONSIBILITIES OF THE EXECUTIVE COUNCIL

4.1 The Executive Council hereby undertakes to:

- (a) Provide, control and manage the Services pursuant to s.12 of the Act on the terms and conditions and to the extent set out in this Agreement;
- (b) engage professional librarians and support staff to undertake required duties;
- (c) Appoint the CRL staff within an approved organisational structure and determine the desirable qualifications and grading of such staff;
- (d) provide all services associated with the employment of staff to run the CRL Services, including payroll, workers compensation, taxes, leave entitlements and superannuation, expenses for attendance at conferences and training;
- (e) Insure, on behalf of the CRL Service, the property acquired on behalf of the CRL, including so much of the book stock in each branch library that has been acquired by the CRL Service;
- (f) Shall arrange public liability and workers compensation insurance for the CRL staff;
- (g) Keep and audit all records and accounts in accordance with all relevant legislation;
- (h) Constitute a library committee in accordance with s.11 of the Act, which shall be known as the Clarence Regional Library Committee;
- (i) prepare agendas and business papers for the Committee meetings, keep minutes of the meetings and consider all decisions of the Committee;
- (j) Appoint its Director of Environment, Planning & Community as the Executive Officer of the CRL;
- (k) lodge all relevant accountability documents and sign contracts relating to the CRL Services; and
- (l) set and manage the employment conditions of CRL staff.

5. RESPONSIBILITY OF MEMBER COUNCILS

- 5.1 Member Councils aim to conduct public library and public information services at a standard no less than that recommended from time to time by the Library Council of New South Wales.
- 5.2 The Member Councils shall provide the following facilities and services within their local government areas:
- The public library buildings, complete with the necessary fittings and furnishings required:
 - The management of those library buildings, including:
 - all maintenance costs
 - all service costs
 - all insurances
 - Public library staff and volunteers, including all services associated with their employment including salaries, workers compensation, taxes, leave entitlements and superannuation, membership of professional associations, expenses for attendance at conferences and training.
 - All IT hardware, software and services relating to all computers located in branch libraries (other than the provision of a Library Management System (library catalogue)).
- 5.3 The number of Public Library locations to be serviced under the agreement shall be limited to those approved by the Committee from time to time.
- 5.4 Should any Member Council require an additional Public Library facility that Member Council shall, at its own expense and after consultation with the Committee, provide a suitable Public Library building within its council area complete with the necessary staff, fittings and furnishings, computer equipment and establishment collection at a standard agreed by the Committee. (Establishment stock is defined as a core collection of library material that is of a comparable quantity and standard to the collections held by other public libraries in the region of a similar size.) Such buildings, fittings and furnishings and establishment stock remain the property of the individual Member Council.
- 5.5 In planning new buildings for public libraries or the refurbishment of existing libraries, the Member Councils shall seek the advice of the Regional Librarian. The Regional Librarian is to be consulted on all library resourcing matters which relate to the service delivery responsibilities of the CRL.
- 5.6 Staff required at Public Libraries shall be employed by the Member Council concerned. The Member Councils each agree to confer with the Regional Librarian on matters concerning employment.
- 5.7 The Member Councils shall determine the opening hours of the Public Libraries in their areas in consultation with the Regional Librarian.

5.8 Mobile Libraries shall be provided and maintained by the Member Council in whose area the Mobile Library is located. Where a Mobile Library provides services to the communities of more than one Member Council, those Councils, in consultation with the Committee, shall provide, operate and maintain the Mobile Library Service. All costs for the mobile service shall be by those Member Councils receiving the service in proportion to the extent of service provided and agreed to for each Member Council as provided for in the funding formula. Mobile Library timetables will be established by negotiation.

6. RESPONSIBILITIES OF THE DELEGATING COUNCILS

- 6.1 To make the delegations set out in clause 3 above.
- 6.2 To pay contributions to the Executive Council in accordance with clause 10.
- 6.3 To appoint members to the Committee.
- 6.4 To arrange property, contents and public liability insurance for the library facilities and resources provided by each of them as well as all insurances applicable to volunteer staff engaged by them in their branch libraries.

7. RESPONSIBILITIES OF CLARENCE REGIONAL LIBRARY COMMITTEE

- 7.1 To conduct its meetings and business and to ensure its records and accounts are kept in accordance with the provisions of the Local Government Act and Regulations 1993, the Library Act and Regulations 1939 (as amended, the Library (Amendment) Act 1992) and of this Agreement.
- 7.2 To provide annually to member Councils the estimates of expenditure and income for the ensuing year and to provide quarterly balance sheet updates.
- 7.3 To provide Committee members with copies of the minutes of each meeting of the Committee. Committee members are to provide their respective Councils with copies of those minutes.
- 7.4 To submit to the Councils an annual statistical review which shall include details of the activities of the Regional Library and its comparative performance against public library services state-wide based on data collated and reported by Libraries NSW.
- 7.5 To make recommendations on matters pertaining to the provision of Library and Information Services.
- 7.6 To develop and, once adopted by the Executive Council, maintain and monitor the implementation and achievements of the Clarence Regional Library Strategic Plan.

- 7.7 To prepare policy statements on relevant aspects of service for adoption by all Member Councils and periodically review policies as recommended by the Regional Librarian and determined by the Committee in order to improve the provision of library services for users of the Clarence Regional Library service.
- 7.8 To use its best endeavours to obtain the full benefit of grants and maximum subsidies made available by the Commonwealth, the State and other respective instrumentalities and agencies for Libraries and Library Services.
- 7.9 To co-operate with libraries and library systems in the wider library network on such terms and conditions as may be agreed.
- 7.10 To pay the Executive Council each year an agreed administration fee to compensate for the accounting, financial, human resources, fleet management and any other agreed functions performed by the Executive Council. This amount to be included as part of the annual budget for the Clarence Regional Library.

8. MEMBERSHIP OF THE CLARENCE REGIONAL LIBRARY COMMITTEE

- 8.1 The Committee shall be constituted as follows:
 - (a) each of the Member Councils shall have the right to nominate three representatives for appointment to the Committee, at least one of whom should be a Councillor and the others may be staff members, and
 - (b) The Executive Officer shall be entitled to attend each meeting of the Committee and may also be nominated by the Executive Council as one of their staff representatives.
- 8.2 A Delegating Council which nominates a person for appointment to the Committee indemnifies and agrees to keep indemnified the Executive Council against all claims and liabilities of any description whatsoever which may be made at any time by the nominated person in connection with the performance of his/her role on the Committee. This indemnity shall include, but not be limited to:
 - provision of transport or reimbursement for transport expenses; and
 - Claims arising from injury to or death of the nominated person or any injury or damage caused by the nominated person when acting in their capacity as a member of the Committee.
- 8.3 Members shall hold office until the next Local Government elections.
- 8.4 Each delegate may be removed from office at any time by the resolution of the appointing Council.

- 8.5 The office of a delegate automatically becomes vacant if he or she is absent from three consecutive meetings without leave of absence being granted by the Committee.
- 8.6 Any vacancy occurring on the Committee, by death, resignation, and disqualification or otherwise shall be filled by the appointment of a new representative by the relevant Council.
- 8.7 Once in each calendar year, the Committee shall recommend a Chairperson and a Deputy Chairperson from among its Councillor members to the Executive Council for formal appointment by the Executive Council under s.11(4) of the Library Act. Both shall hold office for the ensuing twelve months and both are eligible for renewal for a further period. The Chairperson or nominated alternate shall be the Committee's delegate to the NSW Public Libraries Association.

9. PROCEEDINGS OF THE CLARENCE REGIONAL LIBRARY COMMITTEE

- 9.1 The Committee will schedule to meet at intervals of not less than three months nor more than six months, with the venue of meetings to rotate among the parties, provided that the Chairperson or, in his/her absence, the Deputy Chair, is empowered to convene a Special Meeting at any time.
- 9.2 The meeting of the Committee immediately following the appointment of delegates by each of the Member Councils in Local Government Election years shall be the meeting for the election of Office Bearers for the ensuing twelve months and shall be known as the Annual General Meeting (AGM). The final meeting for the year will be the AGM in years between Local Government elections. The order of business to be conducted shall be as follows:
- I. Election of Chairperson
 - II. Election of Deputy Chairperson
 - III. Any other business that is necessary for the due and proper conduct of the Clarence Regional Library.
 - IV. Meeting places and dates for the forthcoming year shall be decided
- 9.3 In addition to clause 9.1, the Executive Officer shall convene a Special Meeting of the Committee on receipt of a request for such a meeting by two Committee Members
- 9.4 The Committee is an advisory committee of the Executive Council and will operate in accordance with that Council's procedures for its advisory committees. It shall discuss matters of policy, strategic direction, achievements and outcomes concerning the CRL and may make recommendations to the Executive Council.
- 9.5 Each member of the Committee shall have one vote.
- 9.6 50% + 1 is the number of Committee members required for decisions to be made.

- 9.7 The Executive Council shall not implement any policy initiatives relating to the CRL Service without first consulting with the Committee.
- 9.8 A review of the Committee's operations and procedures will be undertaken annually.

10. FINANCES

- 10.1 The Executive Council shall prepare a draft budget for the CRL each year and submit that draft to the Committee for its consideration. The Committee may make recommendations to the Executive Council on changes it considers should be made to the draft and the Executive Council shall consider these recommendations when adopting that budget.
- 10.2 The Delegating Councils shall make a payment each year to the Executive Council for the CRL Service. The amount payable shall be determined in the annual budget for the CRL, and for the Delegating Council shall be calculated on a per capita basis plus the subsidy receivable from the State Government. The Executive Council shall also contribute toward the budget on a per capita basis plus the subsidy receivable from the State Government.
- 10.3 An agreed formula shall be used to determine the budget Contribution for each Member Council which shall be based on a per capita rate contribution.

$$\text{Contribution} = \text{Population} \times \text{Per Capita Rate}$$

10.3.1 Specified amount of Contribution from each Member will be provided when the population figures are released by the Australian Bureau of Statistics (ABS), generally in March of each year. The population is determined by the ABS report **3218.0 Regional Population Growth, Australia Table 1. Estimated Resident Population, Local Government Areas, New South Wales.**

- 10.4 During the period when the Regional Librarian is also overseeing the operations of the Clarence Valley Council Libraries, the Delegating Council's contribution will be amended to reflect the estimated proportion of time the Regional Librarian dedicates to the management and operations of the CRL service. Refer to Schedule 3 for an example.
- 10.5 Determining the Per Capita Rate of each member's contributions to the CRL is underpinned by the notion of Continuous Improvement in the library collection development and delivery as required to satisfy grant funding criteria.
- 10.5.1 Targets for improvement include:
- Collection Development – improved age, size, format, sub-collections, genres
 - Staff Training
 - Online Resources
 - 4 yearly User and Non-User Surveys
 - Technical upgrades to the Library Management System

- CRL Website development
- Maintenance of RFID
- Services to special interest groups: children, youth, aged, special needs etc.
- Efficiencies in workflow
- **Technology changes??**

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- 10.6 The annual level of increase in the Per Capita Rate for member Contributions is set at:

$$\text{Per capita increase} = \text{Rate peg} + X\% = 4\% \text{ maximum rate per year}$$

- 10.7 A Member Council may contribute additional funding to that payable under clause 10.3 in consultation with the CRLC and in agreement with the Executive Council for specified services.
- 10.8 The Executive Council shall issue a tax invoice each quarter to the Delegating Councils for its proportion of that budget and the Delegating Councils agrees to pay that invoice within 28 days of receipt.
- 10.9 The CRL Service will reimburse the Executive Council for the cost of the insurance premiums incurred in providing insurance cover for the CRL and its staff. This cost will be captured in the members' annual contributions.
- 10.10 The CRL Service will reimburse the Executive Council for the cost of the rent of premise **on an agreed basis??** incurred by Regional Services staff and its functions. This cost will be captured in the members' annual contributions.

11. ASSETS

- 11.1 The Executive Council shall own the assets acquired by the CRL Services' budget subject to the 'reimbursement rights' held by the Delegating Councils as provided in this clause.
- 11.2 The Executive Council shall maintain an asset register which records the assets acquired from the CRL Services' budget.
- 11.3 Upon the termination of this Agreement, a proportion of the assets identified in the asset register shall be distributed to the Member Councils. The method for determining the asset distribution to each Member Council is specified in clause 15 of this Agreement.

12. CLARENCE REGIONAL LIBRARY MANAGEMENT AND ADMINISTRATION

- 12.1 A Regional Librarian shall be appointed by the Executive Council.

12.2.1 The Regional Librarian shall be a qualified Librarian in accordance with provisions set by the Australian Library and Information Association.

12.2.2 The Regional Librarian shall be responsible to the Executive Officer for the administration of the library services as well as supervision and control of CRL staff employed by the Executive Council.

12.2.3 The Regional Librarian shall provide administrative services and support to the Committee.

12.2.4 The Regional Librarian shall attend meetings of the Committee, but is not entitled to vote.

Executive Officers role???

13. FUNCTIONS OF THE CLARENCE REGIONAL LIBRARIAN

13.1 Plan and manage all aspects of the CRL Service including:

- (a) Consult with the Member Councils regarding their library service provided in partnership with the CRL.
- (b) Provide advice about current and future trends in the delivery of contemporary public library services and operations.
- (c) Report on the relative performance of the CRL against other library services and make recommendations for improving/maintaining performance in the future.
- (d) Monitor and report progress in delivering the CRL's Strategic Plan and associated Action Plan to the Committee and the Member Councils
- (e) Develop and manage the CRL Services including preparing and reviewing all relevant Policy and Procedures.
- (f) Manage and develop the CRL Computer Library Management System.
- (g) Provide an electronic catalogue of all CRL materials held by the Member Councils.
- (h) Review, adopt and maintain service systems and technologies that ensure efficient cost-effective service delivery and enhance client satisfaction with CRL services.
- (i) Develop the collections for the CRL through effective and efficient purchasing and disposal of library materials.
- (j) Establish, develop and monitor systems and databases necessary for the daily and long-term management of the CRL Service.
- (k) Monitor trends in client usage and interests through loan data, client requests and engaging with clients to provide feedback and suggestions to determine modifications in service delivery.
- (l) Prepare the annual resource budget for the CRL, review and control commitments and expenditure.
- (m) Prepare long-term budget options for the Committee that identify the future outcomes for service delivery and clients for consideration of the Member Councils

- (n) Develop and grow the CRL website presence on the Internet **or other methods of electronic marketing**
- (o) Provide professional advice on library development, local staffing, buildings, grant applications, library trends and other matters relating to CRL services,
- (p) Advise and source training of CRL and public library staff in various areas of relevance to Member Councils and clients.
- (q) Provide resource exchange and delivery services of library materials to, and between, the CRL public libraries as well as from libraries outside the CRL Service.
- (r) Provide a reference service to members of the public and CRL members.
- (s) Initiate and encourage regional and local library promotion in conjunction with the Member Councils.
- (t) Develop effective communication procedures between member branches.
- (u) Provide minutes of all meetings of the Committee and an Annual Report of the CRL Service including statistics relating to each public library.
- (v) Represent the CRL in professional networks.

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14. STRATEGIC PLAN

- 14.1 The Committee recommended the adoption of a Strategic Plan, the review of which aligns with the Local Government Integrated Planning and Reporting (IPR) requirements.
- 14.2 Implementation of the Strategic Plan is achieved by the implementation of an Action Plan as adopted by the Committee and the Executive Council.
- 14.3 The Strategic Plan and Action Plan capture the entirety of the Library service and clearly identifies strategies which are the core responsibility of the Member Councils.
- 14.4 Progress of the Strategic Plan is monitored annually.
- 14.5 The Strategic Plan is to be reviewed in the last term of the incumbent Committee and confirmed by the new Committee.
- 14.6 A new Strategic Plan is prepared every 10 years in line with the Community Strategic Plan for the Executive Council.

15. ENTRY AND EXIT OF PARTIES

- 15.1 This Agreement shall remain in force in accordance with IPR requirements, until 30 June 2021 (at the latest) unless earlier terminated by the withdrawal of one party from it in accordance with this clause.
- 15.2 Future Agreements will remain in force for a period of 4 years aligning generally with the Delivery Plans under the IPR and Local Government Elections.

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- 15.3 This Agreement supersedes in all aspects all preceding agreements relating to the provision of library services between the Member Councils.
- 15.4 In the event of any future Council amalgamations the Executive Council, in consultation with the Committee, will review the Agreement and provide a report recommending necessary actions for the continuance or otherwise of the CRL.
- 15.5 A Council which is not a party to this Agreement may, by supplementary agreement with the Member Councils, be admitted as a party to this Agreement and subject to the provisions of the supplementary agreement, shall have the same rights, duties and obligations of the Member Councils. The amount payable by the new Council for admission to membership in the CRL shall be as recommended by the Committee and resolved by the Executive Council.
- 15.6 A Member Council may, by twelve months notice in writing, notify the Committee and the Executive Council that it intends to withdraw from the CRL Service and to terminate its obligations under this Agreement.
- 15.7 In such event, the Council so terminating shall be entitled to receive a distribution of the net assets, after payment of all liabilities, apportioned among the Member Councils in the ratio of the respective contributions paid by them over the current life of the Agreement, provided that the Executive Council shall have the right to acquire any of these assets by payment to the terminating Council of the current pro rata value thereof, in lieu of distributing that asset to the terminating Council.
- 15.8 In the event that a Member Council fails to sign a new Agreement prior to its termination with the intent of withdrawing from the CRL, that Member Council will continue to participate in the CRL for a period of time to be negotiated with the Executive Council, but not less than 6 months and not before the end of the current financial year. During that time the withdrawing Council will:
- 15.8.1 Work collaboratively with the Executive Council and the CRL Committee to develop an agreed Withdrawal Plan which includes
- a specified termination date
 - operational tasks to be addressed
 - timeframes for completion of each task
 - responsibilities of each party
- 15.8.2 Be liable for the full contribution costs that would be paid if it continued its membership, for the period until the termination date
- 15.8.3 Be entitled to its share on any accumulated financial reserves, of which a proportion may be accessed in advance of its departure with consideration given to potential liabilities at the time of termination as determined by the Executive Council.
- 15.9 A Member Council that withdraws from this Agreement shall be liable for a portion of the liabilities including contingent liabilities, of the CRL as at the date of its withdrawal from the Agreement. These may include, but are not limited to:

standing orders for stock, software licence fees, the financial costs arising from impacts on CRL staff such as redundancies or redeployments, memberships and subscriptions or overtime payments accrued by staff facilitating the withdrawal and other contingent liabilities.

- 15.10 The decision of the Executive Council shall be final and binding in respect of the method of valuation and assessment of the net assets and liabilities of the Committee at any time and the books and /or other assets or cash to be apportioned or paid to a Member Council upon termination, withdrawal or expulsion pursuant to this Agreement.
- 15.11 Where book stock is to be redistributed as a result of a Member Council terminating the Agreement, the stock is to be distributed according to:
- % of financial contributions of the exiting member; and
 - The age, genre and format of the collection.
- 15.12 The redistribution of the assets will exclude any bequests which are made to a specified member or library.
- 15.13 If the fund, authority or institution is wound up or if the endorsement (if any) of the organisation as a deductible gift recipient for the operation of the fund, authority or institution is revoked, any surplus assets of the fund remaining after the payment of liabilities attributable to it, shall be transferred to a fund, authority or institution associated with each CRL member Council to which income tax deductible gifts can be made.

16. STANDARDS OF SERVICE

- 16.1 The services that the CRL will provide are set out in Schedule 2 of the Agreement.
- 16.2 The standard of library service to be provided shall be reviewed annually, particularly with regard to expenditures on library resources and staff, with a view to raising the standard by stages as described in the approved Strategic Plan.
- 16.3 The CRL may progressively establish Service Level Agreements with Member Councils to ensure services are being provided to agreed standards and targets. These Agreements may include: Collection Development, provision of information services, technical services and systems development, training programs, the rotation and delivery of stock and the provision of library programs.

17. AMENDMENT OF THIS AGREEMENT

- 17.1 Any notice of motion recommending amendment of this Agreement by the Committee shall be given in writing by the Member Councils at least one month

before the meeting of the Committee at which the motion is to be discussed

- 17.2 No amendment shall be considered to this Agreement unless the proposal for the amendment has the support of all Member Councils
- 17.3 No amendment shall be made to it unless all Member Councils agree to such amendment in writing.

18. DISPUTE RESOLUTION

- 18.1 If a dispute between Member Councils arises out of or relates to this Agreement, or a breach, termination, validity or subject matter thereof, the parties to the dispute shall use their best endeavours to resolve the dispute between themselves.
- 18.2 In the event that the dispute cannot be resolved in this manner, the parties agree to submit the dispute to arbitration on the request of any of the parties.
- 18.3 The parties agree to submit the dispute to the Library Council of NSW for mediation and advice as prescribed under section 12(5) of the Library Act 1939 as amended.

12 (5) It shall be a term of every agreement made under this section, whether the agreement is made before or after the day appointed and notified under section 2 (2) of the Library (Amendment) Act 1977, that any dispute arising under the agreement shall, be settled by arbitration by an arbitrator appointed by the Council.

- 18.4 All costs associated with the arbitration (other than the costs that are personal to the parties), including the arbitrator's fees, shall be borne equally by the parties to the dispute.
- 18.5 The decision of the arbitrator shall be final and binding on all parties to this Agreement.

IN WITNESS WHEREOF the parties to this agreement have signed below

**SIGNED on behalf of
CLARENCE VALLEY COUNCIL**

by the

in the presence of:

Witness

**SIGNED on behalf of
BELLINGEN SHIRE COUNCIL**

by the

in the presence of:

Witness

SCHEDULE 1

LIBRARY ACT 1939

9 Application of Division

This Division shall apply to and in respect of local authorities who have adopted this Act.

10 Requirements as to services to be provided by local libraries

(1) A [local authority](#) must comply with and observe the following requirements in relation to any [local library](#) that is provided, controlled or managed by the [local authority](#) (either directly or under an agreement or other arrangement to which it is a party):

- (a) Any person who is a resident of the [area](#) of the [local authority](#) or a ratepayer of the [local authority](#) is entitled to [membership](#) of the library free of [charge](#).
- (b) Any person (whether or not a [member](#) of the library) is entitled free of [charge](#) to access any [library material](#) of the library and any information forming part of the [information service](#) of the library (other than information excepted from free access by guidelines issued by the [Council](#)) for use on the library premises.
- (c) Any person who is a [member](#) of the library is entitled to borrow free of [charge](#) from the library for use away from the library premises any [library material](#) of the library which has been classified by the librarian of the library as being of literary, informative or educational value or as being fiction.
- (d) No [charge](#) is to be made for the delivery to a [member](#) of the library of any [library material](#) or information that the [member](#) is entitled to borrow free of [charge](#) if the [member](#) for reasons of ill health or disability cannot reasonably be expected to attend the library in person.
- (e) Any person who is a [member](#) of the library is entitled to be provided free of [charge](#) with basic reference services (being any service classified by guidelines issued by the [Council](#) as a basic reference service), including assistance in locating information and sources of information.
- (f) Any subsidy paid to the [local authority](#) under this Act must be expended in providing the services that are required by this section to be provided free of [charge](#).

(2) An entitlement under this section to borrow [library material](#) from a library for use away from the library premises does not apply to any [library material](#) that is classified by the librarian of the library as reference material.

(3) If two or more local authorities have entered into arrangements for conferring reciprocal library entitlements on the residents and ratepayers of their [areas](#), a resident or ratepayer of any of the [areas](#) concerned is for the purposes of this section to be considered to be a resident or ratepayer of each of the other [areas](#) concerned also.

(4) In this section "charge" means any [charge](#) made directly or indirectly on a person but does not include a [prescribed](#) fee for the late return of [library material](#) or a [charge](#) made for the loss of or damage to [library material](#).

(5) The [Council](#) may issue guidelines to local authorities for the purposes of this section.

10A Restrictions on borrowing entitlements and other matters

- (1) Section 10 does not affect the operation of any regulation or by-law relating to the library to the extent that it is not inconsistent with a requirement of section 10 that an entitlement be provided free of charge.
- (2) Section 10 does not prevent a [local authority](#) from determining:
- (a) the maximum number of items of [library material](#) or the maximum number of items of [library material](#) of a particular class of [library material](#) that a person may borrow at any one time from the library for use on or away from the library premises, or
 - (b) the limitations, restrictions and conditions which may apply to the availability of any particular item of [library material](#) or class of [library material](#) for use on or away from the library premises.
- (3) A determination under subsection (2):
- (a) must be consistent with the requirements of section 10 that an entitlement be provided free of charge, and
 - (b) must not differ, or have effect so as to differ, in its operation between [members](#) and non-members of the library (except as regards the payment of a charge by non-members).

11 Library committee

- (1) A [local authority](#) may from time to time constitute a library committee and may delegate to the library committee all or any of the powers and duties of the [local authority](#) in relation to the provision, control and management of libraries, library services and [information services](#), except a power to borrow money, to make or levy a rate, to execute a deed or contract or an agreement under this Act, or to institute proceedings at law or in equity on behalf of the [local authority](#).
- (2) The [members](#) of the library committee shall be appointed by the [local authority](#) but need not be [members](#) of the [local authority](#).
- (3) A library committee shall exercise and perform its powers and duties subject to the control and direction of the [local authority](#).
- (4) The [local authority](#) may appoint any [member](#) of the committee to be the chairperson thereof and may from time to time remove such [member](#) from the [member's](#) office as chairperson and appoint another [member](#) in the [member's](#) place.
- (5) The [local authority](#) may at any time dissolve a library committee or may, from time to time, reconstitute the library committee or revoke, amend or vary any delegation to a library committee.
- (6) The [local authority](#) shall from time to time determine the number of [members](#) of the library committee which shall constitute a quorum at meetings of the library committee.
- (7) The procedure for the calling of meetings of a library committee and for the conduct of business at such meetings shall, subject to any regulation made in relation thereto, be as determined by the library committee.

12 Agreements relating to local libraries

- (1)
- (a) Two or more local authorities may enter into an agreement whereby the [local authority](#) of one [area](#) undertakes the function of providing, controlling and managing libraries, library services or [information services](#) within the [area](#) or [areas](#) of the other [local authority](#) or local authorities.
 - (b) Any such agreement shall specify the terms and conditions upon which the libraries, library services or [information services](#) shall be so provided, controlled and managed.
 - (c) The [local authority](#) undertaking the function of providing, controlling and managing libraries, library services or [information services](#) pursuant to an agreement under this subsection shall have, in relation to the [area](#) or [areas](#) of the other contracting [local authority](#) or contracting local authorities, such of the powers and duties of a [local authority](#) relating to the provision, control and management of libraries, library services and [information services](#) as may be delegated to it by the agreement.
- (2)
- (a) Two or more local authorities may enter into an agreement whereby the [local authority](#) of one [area](#) undertakes to exercise, for and on behalf of the [local authority](#) or local authorities of any other [area](#) or [areas](#), within such other [area](#) or [areas](#), any specified power or duty of a [local authority](#) in relation to the provision, control and management of libraries, library services and [information services](#).
 - (b) Any such agreement shall specify the terms and conditions upon which such power or duty shall be so exercised.
- (3) Any agreement made under this section shall be made to have effect for a period to be specified therein.
- (4) An agreement made under this section may provide that on termination of the agreement an adjustment shall be made of the interests of the several local authorities which are parties thereto in any property to the provision of which they have contributed and as to the mode in which the adjustment shall be arrived at.
- (5) It shall be a term of every agreement made under this section, whether the agreement is made before or after the day appointed and notified under section 2 (2) of the *Library (Amendment) Act 1977*, that any dispute arising under the agreement shall, on the application to the [Council](#) of a party to that agreement, be settled by arbitration by an arbitrator appointed by the [Council](#).

12A Other arrangements relating to local libraries

- (1) Without limiting section 12, 2 or more local authorities may, with the approval of the Minister, enter into an arrangement for the provision, control and management of any library, library service or [information service](#) in the [area](#) of any [local authority](#) that is a party to the arrangement.
- (2) The Minister is not to approve such an arrangement without the agreement of the Minister for Local Government.

13 Subsidy

(1) A [local authority](#) within whose [area](#) a library, library service or [information service](#) is provided, controlled and managed in accordance with this Act shall, subject to this Act, be entitled to subsidy under this section.

(2) A [local authority](#) shall be eligible for subsidy under this section if during the year for which the subsidy is payable it expends out of rate income upon the provision, control and management of libraries, library services and [information services](#) in its [area](#), not less than the larger of the following amounts, namely:

- (a) An amount equivalent to the product of a rate upon the unimproved capital value of all rateable land within its [area](#):
 - (i) in the case of an [area](#) that (immediately before the commencement of the [Local Government Act 1993](#)) was a municipality-of one-tenth of one cent in the dollar,
 - (ii) in the case of an [area](#) that (immediately before the commencement of the [Local Government Act 1993](#)) was a shire-of one twenty-fifth of one cent in the dollar.
- (b) An amount equivalent to the sum of ten cents for each person resident within the [area](#) of the [local authority](#): Provided that in any case where the amount referred to in paragraph (a) is greater than an amount equivalent to the sum of fifteen cents for each person resident within the [area](#) of the [local authority](#), the [local authority](#) shall be eligible for subsidy if it so expends not less than the last-mentioned amount.

(3) A [local authority](#) shall not be eligible for subsidy under this section unless the library, library service or [information service](#) so provided, controlled and managed is in the opinion of the [Council](#) reasonably capable of meeting the requirements of the persons resident in its [area](#).

(3A) Where a [local authority](#) has failed to comply with the requirements of sections 10 and 10A during the year preceding the day on which it lodges an application for subsidy with the [Council](#) under section 14, the [local authority](#) shall not be eligible for subsidy for the year to which the application relates if the Minister so directs by order in writing served on the [local authority](#).

(4) Where a [local authority](#) is eligible for subsidy under this section the subsidy payable to the [local authority](#) in respect of any year shall be:

- (a) an amount equal to one-half of the total amount expended by the [local authority](#) on libraries, library services and [information services](#) in that year from:
 - (i) rate income, and
 - (ii) any advance against subsidy made by the Minister to the [local authority](#) in respect of that year, or
 - (b) an amount equivalent to the [prescribed](#) amount for each person resident within the [area](#) of the [local authority](#),
- whichever is the less.

(5) An advance against subsidy may be made by the Minister to a [local authority](#) in any year in respect of which the Minister considers the [local authority](#) would, on the basis of the [local authority](#)'s estimated expenditure on libraries, library services and

[information services](#) in that year from rate income, be eligible for subsidy under this section.

(5A) An advance against subsidy is payable subject to such conditions and at such times as the Minister may determine.

(6) The [regulations](#) shall prescribe the manner in which the number of persons resident within the [area](#) of a [local authority](#) is to be ascertained for the purposes of this section.

14 Subsidy-how payable

(1) A [local authority](#) which claims to be entitled to subsidy under section 13 may lodge with the [Council](#) an application for payment of such subsidy.

(2) The [Council](#) shall consider such application and forward the same to the Minister together with its report and recommendation.

(3) Subsidy shall be payable out of moneys provided by Parliament.

SCHEDULE 2

Services of the CRL

COLLECTION DEVELOPMENT

- Selection and purchase of Resources
- Process purchases and donations
- Catalogue – provision and management
- Repair Resources
- Regular stocktaking at all branches
- Undertake regular weeding of stock at all locations

OPERATIONS

- Stock movement between branches
- Website development and maintenance
- Management of the Library Management System
- Statistics and Reports
- Financial Management
- Policy and Procedure development and review
- Management of CRL Staff: employment, training and Professional Development, workplace and equipment.

SERVICES

- Reference support
- Readers Advisory
- Reciprocal support of Inter Library Loans Services
- Resource development for target groups and needs – children, Young Adults, older persons, disability, cultural diversity.
- Development and maintenance of a Local Studies and Family History/Genealogy collection
- Promotion and marketing of local library services to community
- Research and implementation of new initiatives for example: eResources, digitization of local content

Schedule 3

Formula example for the Regional Librarian's costs

- 10.4.1 The estimated proportion of time that the Regional Librarian will dedicate to the CRL operations is 80%. This will be monitored and reviewed to ensure equity and fairness in the contributions of Bellingen Shire Council.
- 10.4.2 In determining the amended contribution of Bellingen Shire Council the wages plus on-costs for the Regional Librarian will be used.
- 10.4.3 Bellingen Shire Council will contribute towards the 80% wages and on-costs of the Regional Librarian in proportion to its population's representation of the total population serviced by the CRL.
- 10.4.4 If Bellingen Shire Council's proportional population representation of the CRL is 20%, then the following formula will apply to determining its share of the Regional Librarian's wages and on-costs.

BSC share of Regional Librarian's wages and on-costs = 20% of (80% of Regional Librarian wages and on-costs)

- 10.4.5 If Bellingen Shire Council is only liable for its proportional population representation of the Regional Librarian's wages and on-costs then the following formula will apply to determining its share of the costs total contribution to the CRL:

BSC Total Contribution = BSC Per Capita Contribution less the difference between its 20% of the total Regional Librarian wages and on-costs, and its 20% of the Regional Librarian wages and on-costs dedicated to the CRL.

BSC Total Contribution = BSC Per Capita Contribution – (20% of the Regional Librarian wages and on-costs – (20% of (80% of the Regional Librarian wages and on-costs))).

Policies Register
*incorporating
policies, procedures and protocols
Clarence Regional Library*

Collection Development Policy

Policy, procedure, protocol	Policy
Adoption date	April 2018
Review due date	April 2022

Responsible officer

Collections and Reference Librarian
Regional Librarian

Clarence Regional Library: Bellingen, Dorrigo, Grafton Iluka, Maclean, Urunga and Yamba and Mobile Library

Part 1 Background

Our Vision

To be a recognised and valued provider of services, facilities, collections and programs that help build community cohesion, capacity and connection.

A regional library service that:

- Facilitates and provides targeted and relevant life long learning opportunities
- Connects the community with the past, the present and the future
- Is committed to the free flow of information and ideas to inform and inspire
- Is a trusted and valued source of information
- Is an investment in the well-being of the community
- Focuses on social inclusion of individuals including target groups
- Builds and strengthens partnerships to enhance service delivery and engage the community
- Supports technological trends and makes them available to the community

Purpose

The purpose of this Collection Development Policy is to assist in the acquisition and management of library resources and to account to our member councils and the public for the selection of such resources. Measurement of the success of the policy to meet the collection needs of our communities will be measured through the Collection Needs Survey every 2 years.

The reasons for preparing a Collection Development Policy include:

- Enabling the Library to provide a balanced collection of resources that provide for the educational, informational, recreational and cultural needs of the people served by the Library
- To identify the strengths and weaknesses of the collection as a whole, and to redress any weaknesses and to continue to build on strengths
- To act as a guideline for future collection building

Background

The Clarence Regional Library provides library services for the people of Clarence Valley Council and Bellingen Shire Council. Seven branch libraries and a mobile library serve these communities. The branch libraries are situated at Grafton, Maclean, Yamba, Iluka, Bellingen Urunga, and Dorrigo. The mobile library operates within Clarence Valley Council area.

Regional Services are located within the Sir Earle Page Library and Education Centre at Grafton and is headed by the Regional Librarian. All centralised tasks such as acquisitions, accessions, cataloguing, ILLs, reference and rotation of stock are carried out at Regional Services and then are delivered to other libraries via couriers. Rotated stock includes adult and junior fiction, talking books, large print books and junior easies. This rotation allows our branches to have an injection of new books at regular intervals, additional to newly acquired stock.

All lending stock is available to every library member in the region through our reservation system and may be returned to any library in the system. Items may be reserved via our online catalogue or from within our libraries.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



Community profile

The total population of the Clarence Valley Council and Bellingen Shire areas that fund Clarence Regional Library is 63339. The population of each is shown below:

Bellingen	12668
Clarence Valley	50671

Table 1. Age distribution in each Local Government Area

Local Government Area	Total Pop.	0-4	Under 15	Over 55
Bellingen	12 668	605 (5%)	2 199 (17.5%)	5 257 (41.5%)
Clarence Valley	50671	2470 (5%)	8311 (16.5%)	21 349 (42.2%)
NSW	7 480 228	465 135 (6%)	1 386 328 (19%)	2 207 416 (28%)

Table 2. Age distribution in each major centre served by Clarence Regional Library

Town	Total Pop	0-4	Under 15	Over 55
Grafton	18 668	1 117 (6%)	3 487 (18.5%)	6 746 (36%)
Yamba	6 076	257 (4%)	771 (13%)	3 215 (53%)
Maclean	2 628	92 (3.5%)	320 (12%)	1 374 (52.5%)
Bellingen	3 779	220 (6%)	846 (22%)	1 284 (34%)
Urunga	3 000	107 (3.5%)	392 (13%)	1482 (49%)
Iluka	1718	51 (3%)	184 (11%)	1087 (64%)
Dorrigo	1191	50 (4%)	156 (13%)	603 (51%)

Source: Australian Bureau of Statistics, 2016 Census.

The above figures indicate that the percentage of the population served by the Clarence Regional Library in each LGA for individuals aged 0-4 and Under 15 is comparable with NSW state figures. However the percentage of the population for over 55 within each of the LGA's is noticeably higher than the state figure.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



Table 2 figures also highlights the difference between the state's population for those individuals that are over 55 and the figures for each major service centre within the Clarence Regional Library service area. It can be clearly seen that the percentage of the population at each of these centres is much higher than the state average.

Ethnic Characteristics

The 2016 Census provides the following information about the birthplace of our residents.

Table 3.

	Bellingen	Clarence Valley
Australia	10 173	42 432
England	568	1 283
New Zealand	169	560
Germany	91	157
Netherlands	67	162

Source: Australian Bureau of Statistics, 2016 Census. Note: These figures indicate the main responses, not all responses.

It can be seen from the above table that the majority of residents come from English speaking backgrounds.

Part 2 Selection criteria

Selection is undertaken using a range of resources

- Catalogues/reviews
- Bibliographic tools
- Library supplier visits and promotional material
- Standing orders
- Supplier profiling and selection lists
- Bookshop and warehouse visits
- Suggestions for purchase from the community and staff

General selection criteria

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



As one of the main duties of the Library is to provide free and equitable access to information for all sections of the community:

- The Library must accept responsibility for providing free access to materials, presenting, as far as possible, all points of view on current issues
- The librarian must not select materials based on personal, moral, political, social or ideological views, except where subject to State or Federal prohibition
- Each type of material should be evaluated on its own merits and its suitability for its intended audience.
- Regular weeding of the collection is needed to keep it useful and up-to-date.
- School, TAFE and university text-books will not be collected unless no other suitable material is available. Where these items are requested the borrower is advised of the Inter-library Loan option.
- Multiple copies of materials are only bought for high demand fiction, and to a lesser extent, non-fiction. In many subject areas, where the interest is in the subject, rather than particular titles, the Library will purchase several different titles on the same subject. In this way, the library can add variety and depth to the collection. Duplicate copies of the following materials will be purchased:
 - Best selling fiction authors
 - Literary award winners (Booker Prize, Miles Franklin Award, Children's Book of the Year, etc.)
 - Reference books needed on a regular basis at each branch (e.g. Law Handbook, World Book Encyclopaedia, Legal Tool Kit titles).
 - HSC materials
 - Popular DVD titles
 - Local history titles (loan and reference copies).

Materials being considered for purchase by the Library, should meet the following criteria:

Community Demand

- Popular authors
- New reading trends
- Media influence e.g. Television programs and movie tie-ins

Content

- Subject matter should be current or present current views on historical matters

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



- Care should be taken that collection in any subject area is balanced and presents all viewpoints
- Representation of significant genre or national culture
- Priority should be given to Australian views of subjects.

Arrangement & Style

- Indexing and bibliographies should be included where appropriate
- Arrangement, language and style should be suitable for the intended user.

Format

- The format should be suitable for the material presented, and convey the information to the user in the most appropriate way
- Trade paperbacks will be purchased in preference to hardback editions in most instances
- Hardbacks with library binding will be purchased when no paperback edition is available

Other

- Cost, value for money
- The availability of information via the Internet should be considered when selecting and weeding materials for the non-fiction collection.
- Due to budgetary constraints, the price, or value for money, of an item, may be considered.

Reasons for non-inclusion

- Items of a highly technical, highly academic or specialised nature, or those items fulfilling a one-off technical request, may be provided through inter-library loan
- Material that is suggested that is out-of-date, very expensive, published in an unsuitable format, or where there are suitable alternative titles in stock on the subject
- Material classified by the Office of Film and Literature Classification as R rated.
- Individual titles from a multi-part series for which no other titles are held, whether in print or DVD format.

Censorship

Censorship powers are vested in both State and Federal governments. Materials prohibited by law will not be included in the collection. Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the Library's selection criteria. It is the responsibility of parents or guardians, rather than library staff, to determine the suitability of materials used by their children.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



This policy endorses the ALIA Statement on free access to information and the ALIA Statement on public library services and also the Library Council of New South Wales, Access to Information in New South Wales Public Libraries (see Appendices 1-3).

Controversial Material

The Library aims to include in the collections a representative selection of materials which meet basic selection criteria, are on topics of interest to its readers, including items covering controversial subjects, providing they are not prohibited by law. The Library aims to provide materials which collectively represent all sides of controversial issues.

Collection Statements

Reference Collection

The aim of the Reference Collection is to provide access to a broad range of up-to-date information for study and research. It should be of high quality in its content, format and expression. The reference collection is not for loan and includes a range of formats including both print and non-print formats. The Reference Collection also encompasses a number of special collections including Australian Bureau of Statistics publications, Legal Information Access Centre and Drug Information @ your Library materials.

Criteria for selection

- Up-to-date
- Written by an authority in the particular field
- Easy to use, with appropriate arrangement for the subject, good indexes and bibliographies, illustrations, photographs, maps and timelines.
- Relevance to the needs of our patrons
- Value for money
- Specified by the State Library LIAC and Druginfo coordinators

As is the trend in public libraries, and largely due to internet resources, the Reference collection is reducing in size. Many reference books are being interfiled into the general Non-fiction collection.

HSC Collection

Each library within the Clarence Regional Library service holds a suitable number of duplicate titles specifically published to assist students with their HSC studies. These include past exam papers, study guides and selected texts for English areas of study. The core titles are purchased as a standing order and are displayed in a defined area of each library.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



Issues in Society

A copy of recent 'Issues in Society' publications is purchased for each library in the Clarence Regional Library service as a standing order. These publications provide a current, unbiased and balanced viewpoint on a range of topics.

LIAC Collection

A copy of each title specified by the State Library of NSW Legal Information Access Centre is obtained for each library in the Clarence Regional Library service as part of the Find Legal Answers collection. This collection is maintained on a regular basis as per updated lists from the State Library.

DrugInfo Collection

A copy of each title specified by the State Library of NSW Drug Information Centre is obtained for each library in the Clarence Regional Library service as part of the DrugInfo collection. This collection is maintained on a regular basis as per updated lists from the State Library.

Local Studies Collections

The aim of the Local Studies collection is to provide a comprehensive collection of resources relating to the communities served by the Clarence Regional Library. The collection is intended to preserve and make accessible materials of past and present for the future of a cultural, historical, social and environmental nature in a variety of formats. All library locations collect material related to the local history of their area, including Council reports and other documents.

The collections will include monographs, newspapers, periodicals, annual reports, pamphlets, photographs, maps, sound recordings, video recordings, manuscripts, microforms. All subjects related to the local area will be covered including history, biography, geography, social conditions, Aboriginal and migrant groups and local industries. Careful attention will be paid to the proper conservation and storage of items. The Library will not collect realia such as costume or furniture (with the exception of some artefacts for display purposes), as this is the responsibility of the Local Historical societies.

The Library will acquire items for the Local Studies collection through purchase, donations and transfers from other Council departments. Items are identified through suppliers, local contacts, and other library staff.

All local history titles will have at least one copy "not for loan", with duplicate copies available for loan, if resources allow.

For greater detail please refer to the Local Studies Collection Development Policy (in Appendix).

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



Digitised Collection

The library maintains a digital collection of documents. Those produced digitally by both Clarence Valley Council and the Bellingen Shire are usually in pdf format. These are harvested from each council website on a regular basis by Regional Library staff or when identified by other staff.

Once downloaded these documents are catalogued to the library Digital Asset Management module within the Library Management System and made available via the library catalogue.

Criteria for selection:

The documents added to this collection are selected for their long term historical value for potential future consultation. They are snapshots of Council processes that have cultural, environmental and historical significance.

Ideally they will contain;

- Local statistics and graphs
- Local historical details
- Cultural details
- Comparisons to state and federal statistics and situations

Draft documents will not be collected, only final published versions.

Non-fiction Collection

The non-fiction collection contains resources for the recreational and informational needs of all people of all ages in our communities. Material should be collected that allows members of the community to understand and participate in our society, to follow personal interests and to pursue life-long learning. The non-fiction collection should also support school (and other) students carrying out research for projects, local business people and council employees in the course of their work. Hardcover and paperback monographs are collected, depending on price and availability.

Criteria for selection:

- Material should be accurate, up-to-date, and non-biased (or if a work presents a clearly-stated viewpoint, it should generally be balanced by another work presenting a differing viewpoint).
- Authority of author(s) and publisher
- Easy-to-use and containing indexes, bibliographies, photos, illustrations, maps and timelines (depending on the nature of the work)
- Relevant to the needs of our patrons
- Good quality
- Value for money

Aboriginal collection

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



The library actively sources titles that have aboriginal content and which have particular significance to local aboriginal communities, their culture and their histories. A portion of the non-fiction budget is specifically allocated to developing this collection and all available contacts and resources are used to identify and purchases titles. Multiple copies of locally significant publications are purchased.

These titles are highlighted through a subject heading in the catalogue record and specific spine labels. Care is taken not to include these titles in the de-selection process.

Parenting Collection

The library sources titles that cover topics such as general parenting, child birth and development, childhood illnesses, nutrition and behavioural issues. These titles are highlighted through a subject heading in the catalogue record and specific spine labels.

Adult Fiction

The adult fiction collection includes all types of fiction suitable for adult readers, including literary and popular works. Multiple copies of best-sellers and award winners are purchased through standing orders, and particular attention is paid to buying Australian fiction (including Aboriginal authors). The purchase of trade paperback books is preferred.

Criteria for selection:

- Literary merit
- Imaginative writing
- Effective plot and characterisation
- In popular demand
- Part of existing series
- Standard genre fiction - western, mystery, romance, thriller, science fiction and fantasy.

Large Print

The Large Print collection is targeted at those patrons who have difficulty reading normal print. It consists of largely fiction titles, with some popular non-fiction (such as biographies) included. The large print collection should include all genres and best-sellers. Softcover will be bought in preference to hardcovers where possible, in consideration for aged or arthritic users.

Criteria for selection:

- Literary merit
- Imaginative writing
- Effective plot and characterisation
- Standard genre fiction to be included
- In popular demand

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



- Bestselling authors

Magazines

The magazine collection is purchased to provide titles of general interest to all ages of the community. Australian publications are the preferred option when selecting, and should complement and add currency to the collection. The subscriptions to these are reviewed on a regular basis with input from each library.

Criteria for selection:

- Of general interest to the community
- Reputable publisher
- Regular publishing schedule
- Australian publications preferred
- Cost
- Popularity
- Content

Young Adult Collection

The young adult collection is aimed at children between the ages of 12 and 18. The collection will include both literary and popular authors, with an emphasis on Australian writers. The collection should contain books of high interest to teenagers to encourage the habit of reading for pleasure.

Criteria for selection:

- Literary merit
- Original writing
- Effective plot and characterisation
- Subject matter of interest to young adults
- Includes latest trends and genres
- Attractive format, including graphic novels
- Award winning titles and authors

Junior Fiction

The junior fiction collection is targeted at children between the ages of 6 and 14. The collection will include both literary and popular authors, with an emphasis on Australian writers. The collection should contain books of interest to children to foster and encourage a lifelong love of reading and literature.

Criteria for selection:

- Literary merit
- Original writing
- Effective plot and characterisation
- Of interest to children in primary school

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

- Includes latest trends and genres
- Attractive format, including graphic novels
- Award winning titles and authors

Junior Easy

This collection should introduce children to reading as an enjoyable and rewarding experience by providing a range of titles, which stimulate the imagination, introduce children to language and their cultural heritage, and add to their knowledge of the world. The Junior Easy collection is for children from 0-6 and includes picture books, nursery rhyme and fairy-tale books, books for parents to read to children, easy books for children who are learning to read. Australian authors and illustrators should be emphasised.

Criteria for selection:

- Literary merit
- Illustrations that enhance text
- Original writing
- Attractive presentation
- Suitability for the age
- Award winning titles

Readers

To assist with making early literacy resources easier for the community to locate and easier for staff and volunteers to shelve the libraries source and highlight Readers as a separate collection. A reader is a book in which clearly states on the cover or inside that it is a reader and/or gives a reading level. These are purchased through standing order and are highlighted through a subject heading in the catalogue record and specific spine labels and physical location in the libraries.

Australian authors and illustrators should be emphasised.

Stack

Items from various collections that are not suitable to remain on public display may be retained in the library stack. Usually these are works of literary merit, fragile items, items of historical interest, items of perennial interest, and items now out of print and valuable items. Stack resources remain on the CRL catalogue and are available for loan via reservation.

Audio Books

The aim of the Audio Book collection is to provide clients of all ages access to a wide range of books in a spoken word format. Criteria for selection should be similar to fiction and non-fiction, taking into account the needs and interests of patrons of this collection, as well as the following criteria

Criteria for selection:

- Unabridged versions where possible.

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- Quality and clarity of reader's voice.
- Physical quality of CD cases.
- Availability of replacement CDs.
- Downloadable file sources to be included in this format.

It will be necessary to monitor trends in technology to ensure that the Library's talking book collection is providing clients with new and alternative formats as they are developed, such as the mp3 and eAudio formats.

DVD's

The Library's aim is to develop a DVD collection that enhances the fiction and non-fiction collections. It will support and stimulate the information, educational, recreational and cultural needs of all members of the community. The selection of audio visual material is aimed at providing viewing, listening and instructional materials to complement and/or supplement the print collections.

Criteria for selection:

- Documentaries
- Do-it-yourself and instructional presentations
- Performance of dramas or screenplays with particular emphasis on Australian works
- Popular series, classic films, drama, comedy, award winning films and films with an Australian interest
- R-rated DVD titles will not be added to the collection

eResources

Databases

The Library provides its clients with access to a range of electronic databases provided by NSW.net consortia or purchased individually by the Library. A number of these databases provide remote access for clients. These are reviewed annually for usage and relevance.

eBooks, eAudio, eMagazines

Electronic formats such as eMagazines, eAudio and eBooks are to be selected using the same criteria as traditional magazine, book and talking book formats:

- Literary merit
- Imaginative writing
- Effective plot and characterisation
- In popular demand
- Part of existing series
- Standard genre fiction - western, mystery, romance, thriller, science fiction and fantasy.
- Unabridged versions where possible.

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- Quality and clarity of reader's voice

This policy endorses the Library Council of New South Wales, Access to Information in New South Wales Public Libraries statement (see Appendix 3)

Donations

Donations play an important part in enriching the collection. Donations of material are accepted on the understanding that they 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. Any books not considered suitable for our needs will be sold at the Library's book sale, given to charity or recycled. 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.

Donations must meet the selection criteria outlined in the Collection Development Policy for each individual collection area.

Suggestions for Purchase

Library patrons are encouraged to make suggestions for the purchase of library materials on our "Suggestions for Purchase" page on our Library Catalogue, which can be accessed from home from the library website: www.crl.nsw.gov.au .

We may not buy all the items that are requested for purchase, if we do not consider the item to be suitable for our collection in terms of this Collection Development Policy, we will attempt to obtain the item through our ILL system, and this service will attract a small processing fee.

Deselection

Deselection is an on-going process that ensures the Library's collection maintains its effectiveness, quality, currency and integrity.

In general, factors for deselection mirror those used for selection: content, arrangement & style, format and so on.

Additional criteria for deselection

- Physical condition – dirty, tatty or items damaged beyond repair should be discarded.
- Titles that have not been borrowed for two years should be considered for deselection, however this is to be determined on a title-by-title basis for Non-Fiction subjects. .
- Items that contain outdated or inaccurate information should be removed.
- Items superseded by a new edition should be removed.
- Incomplete sets or series may be withdrawn, depending on the usefulness of the remaining parts of the set or series.
- Duplicate copies in the collection (2 copies of the same title is recommended for older titles)

Deselected items are withdrawn from the catalogue, have their barcodes and spine labels obscured with permanent marker and RFID tags de-commissioned.

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Material that is withdrawn from stock is not automatically replaced unless it is a standard work, a popular title or subject. Withdrawn items are offered to the subject specialisation library, sold or recycled.

Complaints

All requests for the review of a selection decision shall be submitted in writing to the Regional Librarian. All queried titles will be re-evaluated by senior library staff and if the original decision is still considered to conform to the selection criteria, the title in question will remain on the shelves. If the criticism is considered to be valid, the title will be placed in another collection (such as Stack) or will be withdrawn. All written complaints will be answered. The final decision will rest with the Regional Librarian.

Revision of Policy

This collection development policy should be reviewed on a regular basis to ensure that it meets the goals and objectives of the Library. Revisions should take into consideration changes in the community, the publishing and information industries, economic conditions or the role of the public library.

Appendix

1. ALIA Statement on free access to information
2. ALIA Statement on public library services
3. Library Council of New South Wales, Access to Information in New South Wales Public Libraries
4. Clarence Regional Library Local Studies Collection Development Policy

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



ALIA Statement on free access to information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. Asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. Adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. Ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. Protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;

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7. Observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Adopted: 2001

Amended: 2007

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



ALIA Statement on public library services

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

To promote and improve the services provided by all kinds of library and information agencies.

Principle

Freedom of access to public library and information services is essential

- to enable members of the Australian communities, including new residents and emerging communities to participate in all aspects of Australian life, including the democratic process;
- to actively contribute to social inclusion for all members of the Australian community; and
- to enable Australians to contribute to the economic wellbeing of their families and the nation.

Statement

Each member of the Australian community has an equal right to public library and information services regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment.

A public library services its community through the provision of access to knowledge, information and works of imagination through a range of resources and services. It does this through access to materials in all formats in order to meet the needs of individuals and groups for education, information and personal development through learning, including recreation and leisure.

Public libraries have an important role in the development and maintenance of a democratic society by giving individuals access to a wide and varied range of information, ideas, opinions, and skills.

The role of public libraries is essential in developing an educated society through programs that improve literacy and information literacy including lifelong learning opportunities. Public libraries contribute to economic prosperity by helping people improve their skills and life chances.

Public libraries provide the first point of access for information for the general public and for the public's access to the national and international system of library and information services.

The satisfaction of a person's information needs must be independent of an ability to pay.

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Local, state/territory and Commonwealth governments have an obligation to work in partnership to provide agreed public library services to all members of the library's clientele without direct charge to the user.

The Australian Library and Information Association believes that public library services have particular responsibilities to monitor and proactively respond to the changing demographic characteristics and trends of their communities, to consult with their communities and to meet information, learning and recreational needs of an increasingly diverse society. Public library services should ensure that they have policies, guidelines, and procedures in place to respond to and meet relevant legislative requirements.

Adopted: 2004

Amended: 2009

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File Number: 8547 & 8450

Library Council of New South Wales

Access to Information in New South Wales Public Libraries

Guideline

Introduction

This guideline is framed with reference to the Library Act 1939 and the principles expressed in the Australian Library and Information Association Statements on Free Access to Information and Online Content Regulation and the International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom.

Policy Statement

The State Library of New South Wales and the state-wide network of public libraries provide free and equitable access to information for the people of New South Wales.

Collections

Public libraries develop and maintain collections of resources to meet the information needs and interests of their communities. Libraries have collection development policies and guidelines to assist in the selection of library material.

1. A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.
2. Libraries should endeavour to provide access to comprehensive and balanced collections that meet the needs of their communities as far as budget, space and availability of materials allow.
3. Library materials that have not been subject to Federal and State restriction or prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other sensitive grounds alone. Nor should library materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.
4. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, e.g. by holding them in special collections available on request, can be an indirect form of censorship. No materials should be held in closed access except for the express purpose of protecting them from injury, theft or due to Office of Film and Literature Classification restrictions.¹
5. Adult collections should not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading of children is the responsibility of their parents or guardians.

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1 Australian Government Office of Film and Literature Classification <http://www.oflc.gov.au/W:\pls\policies\accesstoinformation2007.doc>

Library Use

6. Everyone has the right to use a public library whatever their age, sex, race, religion, cultural identity, language, disability, socioeconomic status, individual lifestyle, political allegiance or social views.

7. Library clients must be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens located in public areas (see explanatory note). Where a client is found to be using Library computers to access pornographic, offensive or objectionable material, or for any unlawful purpose, the Library reserves the right to direct the client to leave the Library, to direct that the client not re-enter the Library for a specified period and to report unlawful conduct to the relevant authorities.

8. The Library Council does not support the use of censoring software as it inhibits free access to information (see 3) and it does not provide adequate protection for children from all material that may be harmful on the Internet.

9. The Library Council supports the right and responsibility of parents and guardians to direct the use of the Internet by their children. Parents and guardians who wish to limit or restrict access by their children should personally oversee their use of the Internet and other forms of electronic information.²

Role of Public Librarians

10. Librarians should not exercise censorship in the selection of materials by rejecting, solely on the grounds mentioned in (3), material which is otherwise relevant and which meets the standards of the library concerned.

11. Notwithstanding their opposition to censorship, librarians must strictly observe laws, which may ban or restrict access to certain material.

12. Librarians have a role in educating clients in the safe and informed use of the Internet, guided by acceptable use policies.

The continuous review of library materials is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.

² Australian Library and Information Association Guidelines relating to online content regulation <http://www.alia.org.au/>

Explanatory note:

The Library Regulation 2005, Section 17(1)(b) states that library users may be directed to leave if the person's conduct or manner is likely to give offence to any person in the library or to

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interfere with any other person's use of the library. This may include accessing websites that may reasonably be considered to offend. Examples may include displaying images of deceased persons which can cause offence to Aboriginal and Torres Strait Islander people, or displaying adult content.

Alternatively, there may be legitimate reasons for accessing such material requiring special arrangements to be made with the library staff.

Procedures

It is recommended that public libraries implement procedures to address certain situations or offences that may occur. These include:

- Under the Classification (Publications, Films and Computer Games) Enforcement Act 1995 persons are taken to have publicly exhibited a film or computer game where they have "superintendence of management" of the public place where the exhibition or demonstration takes place. It is advisable that the Library develop appropriate procedures to be observed where clients are found to be accessing material on library computers or on library premises which would otherwise be restricted under this Act.

The suggested procedure is for staff to instruct the client to stop accessing the material. In some circumstances it may be appropriate for staff to contact the relevant authorities. In other circumstances it may be appropriate to suggest that the client accesses the material in a different part of the library not accessible to the general public.

- It is possible that the Library may, as a result of a client's unlawful internet use, inadvertently come to possess child pornography (if downloaded to a computer drive). Section 91H of the Crimes Act 1900 contains defences that should protect library staff from criminal liability in these circumstances. It is advisable that the Library develop a policy to address circumstances where clients are found to have accessed child pornography.

Such procedures would involve reporting the incident to the NSW Police Force, ensuring that the material is not able to be accessed by other clients using the computer(s), and once advised by the authorities that is appropriate to do so, deleting the material from the Library's system.

Related documents

Library Regulation 2005

www.legislation.nsw.gov.au

Access to Information in New South Wales Public Libraries 3

File number: 8547 & 8450

Library Council of NSW

Children's Policy Guidelines for NSW Public Libraries March 2005

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http://www.sl.nsw.gov.au/pls/policies/pdf/childrens_policy_2005.pdf

ALIA Statement on Free Access to Information <http://alia.org.au/policies/free.access.html>

ALIA Statement on Online Content Regulation
<http://www.alia.org.au/policies/content.regulation.html>

International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom <http://www.ifla.org/V/press/pr990326.htm>

Library Council of NSW, endorsed 24 April 2006 (updated 27 August 2007)

www.sl.nsw.gov.au/pls/policies/

Review date: March 2008

Information on this Guideline is available from the State Library of NSW, Public Library Services division.

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Policies Register
*incorporating
policies, procedures and protocols
Clarence Regional Library*

Collection Development Policy

Policy, procedure, protocol	Policy
Adoption date	April 2018
Review due date	April 2022

Responsible officer

Collections and Reference Librarian
Regional Librarian

Clarence Regional Library: Bellingen, Dorrigo, Grafton Iluka, Maclean, Urunga and Yamba and Mobile Library

Part 1 Background

Our Vision

To be a recognised and valued provider of services, facilities, collections and programs that help build community cohesion, capacity and connection.

A regional library service that:

- Facilitates and provides targeted and relevant life long learning opportunities
- Connects the community with the past, the present and the future
- Is committed to the free flow of information and ideas to inform and inspire
- Is a trusted and valued source of information
- Is an investment in the well-being of the community
- Focuses on social inclusion of individuals including target groups
- Builds and strengthens partnerships to enhance service delivery and engage the community
- Supports technological trends and makes them available to the community

Purpose

The purpose of this Collection Development Policy is to assist in the acquisition and management of library resources and to account to our member councils and the public for the selection of such resources. Measurement of the success of the policy to meet the collection needs of our communities will be measured through the Collection Needs Survey every 2 years.

The reasons for preparing a Collection Development Policy include:

- Enabling the Library to provide a balanced collection of resources that provide for the educational, informational, recreational and cultural needs of the people served by the Library
- To identify the strengths and weaknesses of the collection as a whole, and to redress any weaknesses and to continue to build on strengths
- To act as a guideline for future collection building

Background

The Clarence Regional Library provides library services for the people of Clarence Valley Council and Bellingen Shire Council. Seven branch libraries and a mobile library serve these communities. The branch libraries are situated at Grafton, Maclean, Yamba, Iluka, Bellingen Urunga, and Dorrigo. The mobile library operates within Clarence Valley Council area.

Regional Services are located within the Sir Earle Page Library and Education Centre at Grafton and is headed by the Regional Librarian. All centralised tasks such as acquisitions, accessions, cataloguing, ILLs, reference and rotation of stock are carried out at Regional Services and then are delivered to other libraries via couriers. Rotated stock includes adult and junior fiction, talking books, large print books and junior easies. This rotation allows our branches to have an injection of new books at regular intervals, additional to newly acquired stock.

All lending stock is available to every library member in the region through our reservation system and may be returned to any library in the system. Items may be reserved via our online catalogue or from within our libraries.

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Community profile

The total population of the Clarence Valley Council and Bellingen Shire areas that fund Clarence Regional Library is 63339. The population of each is shown below:

Bellingen	12668
Clarence Valley	50671

Table 1. Age distribution in each Local Government Area

Local Government Area	Total Pop.	0-4	Under 15	Over 55
Bellingen	12 668	605 (5%)	2 199 (17.5%)	5 257 (41.5%)
Clarence Valley	50671	2470 (5%)	8311 (16.5%)	21 349 (42.2%)
NSW	7 480 228	465 135 (6%)	1 386 328 (19%)	2 207 416 (28%)

Table 2. Age distribution in each major centre served by Clarence Regional Library

Town	Total Pop	0-4	Under 15	Over 55
Grafton	18 668	1 117 (6%)	3 487 (18.5%)	6 746 (36%)
Yamba	6 076	257 (4%)	771 (13%)	3 215 (53%)
Maclean	2 628	92 (3.5%)	320 (12%)	1 374 (52.5%)
Bellingen	3 779	220 (6%)	846 (22%)	1 284 (34%)
Urunga	3 000	107 (3.5%)	392 (13%)	1482 (49%)
Iluka	1718	51 (3%)	184 (11%)	1087 (64%)
Dorrigo	1191	50 (4%)	156 (13%)	603 (51%)

Source: Australian Bureau of Statistics, 2016 Census.

The above figures indicate that the percentage of the population served by the Clarence Regional Library in each LGA for individuals aged 0-4 and Under 15 is comparable with NSW state figures. However the percentage of the population for over 55 within each of the LGA's is noticeably higher than the state figure.

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Table 2 figures also highlights the difference between the state's population for those individuals that are over 55 and the figures for each major service centre within the Clarence Regional Library service area. It can be clearly seen that the percentage of the population at each of these centres is much higher than the state average.

Ethnic Characteristics

The 2016 Census provides the following information about the birthplace of our residents.

Table 3.

	Bellingen	Clarence Valley
Australia	10 173	42 432
England	568	1 283
New Zealand	169	560
Germany	91	157
Netherlands	67	162

Source: Australian Bureau of Statistics, 2016 Census. Note: These figures indicate the main responses, not all responses.

It can be seen from the above table that the majority of residents come from English speaking backgrounds.

Part 2 Selection criteria

Selection is undertaken using a range of resources

- Catalogues/reviews
- Bibliographic tools
- Library supplier visits and promotional material
- Standing orders
- Supplier profiling and selection lists
- Bookshop and warehouse visits
- Suggestions for purchase from the community and staff

General selection criteria

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



As one of the main duties of the Library is to provide free and equitable access to information for all sections of the community:

- The Library must accept responsibility for providing free access to materials, presenting, as far as possible, all points of view on current issues
- The librarian must not select materials based on personal, moral, political, social or ideological views, except where subject to State or Federal prohibition
- Each type of material should be evaluated on its own merits and its suitability for its intended audience.
- Regular weeding of the collection is needed to keep it useful and up-to-date.
- School, TAFE and university text-books will not be collected unless no other suitable material is available. Where these items are requested the borrower is advised of the Inter-library Loan option.
- Multiple copies of materials are only bought for high demand fiction, and to a lesser extent, non-fiction. In many subject areas, where the interest is in the subject, rather than particular titles, the Library will purchase several different titles on the same subject. In this way, the library can add variety and depth to the collection. Duplicate copies of the following materials will be purchased:
 - Best selling fiction authors
 - Literary award winners (Booker Prize, Miles Franklin Award, Children's Book of the Year, etc.)
 - Reference books needed on a regular basis at each branch (e.g. Law Handbook, World Book Encyclopaedia, Legal Tool Kit titles).
 - HSC materials
 - Popular DVD titles
 - Local history titles (loan and reference copies).

Materials being considered for purchase by the Library, should meet the following criteria:

Community Demand

- Popular authors
- New reading trends
- Media influence e.g. Television programs and movie tie-ins

Content

- Subject matter should be current or present current views on historical matters

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- Care should be taken that collection in any subject area is balanced and presents all viewpoints
- Representation of significant genre or national culture
- Priority should be given to Australian views of subjects.

Arrangement & Style

- Indexing and bibliographies should be included where appropriate
- Arrangement, language and style should be suitable for the intended user.

Format

- The format should be suitable for the material presented, and convey the information to the user in the most appropriate way
- Trade paperbacks will be purchased in preference to hardback editions in most instances
- Hardbacks with library binding will be purchased when no paperback edition is available

Other

- Cost, value for money
- The availability of information via the Internet should be considered when selecting and weeding materials for the non-fiction collection.
- Due to budgetary constraints, the price, or value for money, of an item, may be considered.

Reasons for non-inclusion

- Items of a highly technical, highly academic or specialised nature, or those items fulfilling a one-off technical request, may be provided through inter-library loan
- Material that is suggested that is out-of-date, very expensive, published in an unsuitable format, or where there are suitable alternative titles in stock on the subject
- Material classified by the Office of Film and Literature Classification as R rated.
- Individual titles from a multi-part series for which no other titles are held, whether in print or DVD format.

Censorship

Censorship powers are vested in both State and Federal governments. Materials prohibited by law will not be included in the collection. Material will not be rejected on moral, political, racial or religious grounds if it otherwise meets the Library's selection criteria. It is the responsibility of parents or guardians, rather than library staff, to determine the suitability of materials used by their children.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



This policy endorses the ALIA Statement on free access to information and the ALIA Statement on public library services and also the Library Council of New South Wales, Access to Information in New South Wales Public Libraries (see Appendices 1-3).

Controversial Material

The Library aims to include in the collections a representative selection of materials which meet basic selection criteria, are on topics of interest to its readers, including items covering controversial subjects, providing they are not prohibited by law. The Library aims to provide materials which collectively represent all sides of controversial issues.

Collection Statements

Reference Collection

The aim of the Reference Collection is to provide access to a broad range of up-to-date information for study and research. It should be of high quality in its content, format and expression. The reference collection is not for loan and includes a range of formats including both print and non-print formats. The Reference Collection also encompasses a number of special collections including Australian Bureau of Statistics publications, Legal Information Access Centre and Drug Information @ your Library materials.

Criteria for selection

- Up-to-date
- Written by an authority in the particular field
- Easy to use, with appropriate arrangement for the subject, good indexes and bibliographies, illustrations, photographs, maps and timelines.
- Relevance to the needs of our patrons
- Value for money
- Specified by the State Library LIAC and Druginfo coordinators

As is the trend in public libraries, and largely due to internet resources, the Reference collection is reducing in size. Many reference books are being interfiled into the general Non-fiction collection.

HSC Collection

Each library within the Clarence Regional Library service holds a suitable number of duplicate titles specifically published to assist students with their HSC studies. These include past exam papers, study guides and selected texts for English areas of study. The core titles are purchased as a standing order and are displayed in a defined area of each library.

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Issues in Society

A copy of recent 'Issues in Society' publications is purchased for each library in the Clarence Regional Library service as a standing order. These publications provide a current, unbiased and balanced viewpoint on a range of topics.

LIAC Collection

A copy of each title specified by the State Library of NSW Legal Information Access Centre is obtained for each library in the Clarence Regional Library service as part of the Find Legal Answers collection. This collection is maintained on a regular basis as per updated lists from the State Library.

DrugInfo Collection

A copy of each title specified by the State Library of NSW Drug Information Centre is obtained for each library in the Clarence Regional Library service as part of the DrugInfo collection. This collection is maintained on a regular basis as per updated lists from the State Library.

Local Studies Collections

The aim of the Local Studies collection is to provide a comprehensive collection of resources relating to the communities served by the Clarence Regional Library. The collection is intended to preserve and make accessible materials of past and present for the future of a cultural, historical, social and environmental nature in a variety of formats. All library locations collect material related to the local history of their area, including Council reports and other documents.

The collections will include monographs, newspapers, periodicals, annual reports, pamphlets, photographs, maps, sound recordings, video recordings, manuscripts, microforms. All subjects related to the local area will be covered including history, biography, geography, social conditions, Aboriginal and migrant groups and local industries. Careful attention will be paid to the proper conservation and storage of items. The Library will not collect realia such as costume or furniture (with the exception of some artefacts for display purposes), as this is the responsibility of the Local Historical societies.

The Library will acquire items for the Local Studies collection through purchase, donations and transfers from other Council departments. Items are identified through suppliers, local contacts, and other library staff.

All local history titles will have at least one copy "not for loan", with duplicate copies available for loan, if resources allow.

For greater detail please refer to the Local Studies Collection Development Policy (in Appendix).

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Digitised Collection

The library maintains a digital collection of documents. Those produced digitally by both Clarence Valley Council and the Bellingen Shire are usually in pdf format. These are harvested from each council website on a regular basis by Regional Library staff or when identified by other staff.

Once downloaded these documents are catalogued to the library Digital Asset Management module within the Library Management System and made available via the library catalogue.

Criteria for selection:

The documents added to this collection are selected for their long term historical value for potential future consultation. They are snapshots of Council processes that have cultural, environmental and historical significance.

Ideally they will contain;

- Local statistics and graphs
- Local historical details
- Cultural details
- Comparisons to state and federal statistics and situations

Draft documents will not be collected, only final published versions.

Non-fiction Collection

The non-fiction collection contains resources for the recreational and informational needs of all people of all ages in our communities. Material should be collected that allows members of the community to understand and participate in our society, to follow personal interests and to pursue life-long learning. The non-fiction collection should also support school (and other) students carrying out research for projects, local business people and council employees in the course of their work. Hardcover and paperback monographs are collected, depending on price and availability.

Criteria for selection:

- Material should be accurate, up-to-date, and non-biased (or if a work presents a clearly-stated viewpoint, it should generally be balanced by another work presenting a differing viewpoint).
- Authority of author(s) and publisher
- Easy-to-use and containing indexes, bibliographies, photos, illustrations, maps and timelines (depending on the nature of the work)
- Relevant to the needs of our patrons
- Good quality
- Value for money

Aboriginal collection

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The library actively sources titles that have aboriginal content and which have particular significance to local aboriginal communities, their culture and their histories. A portion of the non-fiction budget is specifically allocated to developing this collection and all available contacts and resources are used to identify and purchases titles. Multiple copies of locally significant publications are purchased.

These titles are highlighted through a subject heading in the catalogue record and specific spine labels. Care is taken not to include these titles in the de-selection process.

Parenting Collection

The library sources titles that cover topics such as general parenting, child birth and development, childhood illnesses, nutrition and behavioural issues. These titles are highlighted through a subject heading in the catalogue record and specific spine labels.

Adult Fiction

The adult fiction collection includes all types of fiction suitable for adult readers, including literary and popular works. Multiple copies of best-sellers and award winners are purchased through standing orders, and particular attention is paid to buying Australian fiction (including Aboriginal authors). The purchase of trade paperback books is preferred.

Criteria for selection:

- Literary merit
- Imaginative writing
- Effective plot and characterisation
- In popular demand
- Part of existing series
- Standard genre fiction - western, mystery, romance, thriller, science fiction and fantasy.

Large Print

The Large Print collection is targeted at those patrons who have difficulty reading normal print. It consists of largely fiction titles, with some popular non-fiction (such as biographies) included. The large print collection should include all genres and best-sellers. Softcover will be bought in preference to hardcovers where possible, in consideration for aged or arthritic users.

Criteria for selection:

- Literary merit
- Imaginative writing
- Effective plot and characterisation
- Standard genre fiction to be included
- In popular demand

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- Bestselling authors

Magazines

The magazine collection is purchased to provide titles of general interest to all ages of the community. Australian publications are the preferred option when selecting, and should complement and add currency to the collection. The subscriptions to these are reviewed on a regular basis with input from each library.

Criteria for selection:

- Of general interest to the community
- Reputable publisher
- Regular publishing schedule
- Australian publications preferred
- Cost
- Popularity
- Content

Young Adult Collection

The young adult collection is aimed at children between the ages of 12 and 18. The collection will include both literary and popular authors, with an emphasis on Australian writers. The collection should contain books of high interest to teenagers to encourage the habit of reading for pleasure.

Criteria for selection:

- Literary merit
- Original writing
- Effective plot and characterisation
- Subject matter of interest to young adults
- Includes latest trends and genres
- Attractive format, including graphic novels
- Award winning titles and authors

Junior Fiction

The junior fiction collection is targeted at children between the ages of 6 and 14. The collection will include both literary and popular authors, with an emphasis on Australian writers. The collection should contain books of interest to children to foster and encourage a lifelong love of reading and literature.

Criteria for selection:

- Literary merit
- Original writing
- Effective plot and characterisation
- Of interest to children in primary school

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- Includes latest trends and genres
- Attractive format, including graphic novels
- Award winning titles and authors

Junior Easy

This collection should introduce children to reading as an enjoyable and rewarding experience by providing a range of titles, which stimulate the imagination, introduce children to language and their cultural heritage, and add to their knowledge of the world. The Junior Easy collection is for children from 0-6 and includes picture books, nursery rhyme and fairy-tale books, books for parents to read to children, easy books for children who are learning to read. Australian authors and illustrators should be emphasised.

Criteria for selection:

- Literary merit
- Illustrations that enhance text
- Original writing
- Attractive presentation
- Suitability for the age
- Award winning titles

Readers

To assist with making early literacy resources easier for the community to locate and easier for staff and volunteers to shelve the libraries source and highlight Readers as a separate collection. A reader is a book in which clearly states on the cover or inside that it is a reader and/or gives a reading level. These are purchased through standing order and are highlighted through a subject heading in the catalogue record and specific spine labels and physical location in the libraries.

Australian authors and illustrators should be emphasised.

Stack

Items from various collections that are not suitable to remain on public display may be retained in the library stack. Usually these are works of literary merit, fragile items, items of historical interest, items of perennial interest, and items now out of print and valuable items. Stack resources remain on the CRL catalogue and are available for loan via reservation.

Audio Books

The aim of the Audio Book collection is to provide clients of all ages access to a wide range of books in a spoken word format. Criteria for selection should be similar to fiction and non-fiction, taking into account the needs and interests of patrons of this collection, as well as the following criteria

Criteria for selection:

- Unabridged versions where possible.

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- Quality and clarity of reader's voice.
- Physical quality of CD cases.
- Availability of replacement CDs.
- Downloadable file sources to be included in this format.

It will be necessary to monitor trends in technology to ensure that the Library's talking book collection is providing clients with new and alternative formats as they are developed, such as the mp3 and eAudio formats.

DVD's

The Library's aim is to develop a DVD collection that enhances the fiction and non-fiction collections. It will support and stimulate the information, educational, recreational and cultural needs of all members of the community. The selection of audio visual material is aimed at providing viewing, listening and instructional materials to complement and/or supplement the print collections.

Criteria for selection:

- Documentaries
- Do-it-yourself and instructional presentations
- Performance of dramas or screenplays with particular emphasis on Australian works
- Popular series, classic films, drama, comedy, award winning films and films with an Australian interest
- R-rated DVD titles will not be added to the collection

eResources

Databases

The Library provides its clients with access to a range of electronic databases provided by NSW.net consortia or purchased individually by the Library. A number of these databases provide remote access for clients. These are reviewed annually for usage and relevance.

eBooks, eAudio, eMagazines

Electronic formats such as eMagazines, eAudio and eBooks are to be selected using the same criteria as traditional magazine, book and talking book formats:

- Literary merit
- Imaginative writing
- Effective plot and characterisation
- In popular demand
- Part of existing series
- Standard genre fiction - western, mystery, romance, thriller, science fiction and fantasy.
- Unabridged versions where possible.

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- Quality and clarity of reader's voice

This policy endorses the Library Council of New South Wales, Access to Information in New South Wales Public Libraries statement (see Appendix 3)

Donations

Donations play an important part in enriching the collection. Donations of material are accepted on the understanding that they 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. Any books not considered suitable for our needs will be sold at the Library's book sale, given to charity or recycled. 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.

Donations must meet the selection criteria outlined in the Collection Development Policy for each individual collection area.

Suggestions for Purchase

Library patrons are encouraged to make suggestions for the purchase of library materials on our "Suggestions for Purchase" page on our Library Catalogue, which can be accessed from home from the library website: www.crl.nsw.gov.au .

We may not buy all the items that are requested for purchase, if we do not consider the item to be suitable for our collection in terms of this Collection Development Policy, we will attempt to obtain the item through our ILL system, and this service will attract a small processing fee.

Deselection

Deselection is an on-going process that ensures the Library's collection maintains its effectiveness, quality, currency and integrity.

In general, factors for deselection mirror those used for selection: content, arrangement & style, format and so on.

Additional criteria for deselection

- Physical condition – dirty, tatty or items damaged beyond repair should be discarded.
- Titles that have not been borrowed for two years should be considered for deselection, however this is to be determined on a title-by-title basis for Non-Fiction subjects. .
- Items that contain outdated or inaccurate information should be removed.
- Items superseded by a new edition should be removed.
- Incomplete sets or series may be withdrawn, depending on the usefulness of the remaining parts of the set or series.
- Duplicate copies in the collection (2 copies of the same title is recommended for older titles)

Deselected items are withdrawn from the catalogue, have their barcodes and spine labels obscured with permanent marker and RFID tags de-commissioned.

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Material that is withdrawn from stock is not automatically replaced unless it is a standard work, a popular title or subject. Withdrawn items are offered to the subject specialisation library, sold or recycled.

Complaints

All requests for the review of a selection decision shall be submitted in writing to the Regional Librarian. All queried titles will be re-evaluated by senior library staff and if the original decision is still considered to conform to the selection criteria, the title in question will remain on the shelves. If the criticism is considered to be valid, the title will be placed in another collection (such as Stack) or will be withdrawn. All written complaints will be answered. The final decision will rest with the Regional Librarian.

Revision of Policy

This collection development policy should be reviewed on a regular basis to ensure that it meets the goals and objectives of the Library. Revisions should take into consideration changes in the community, the publishing and information industries, economic conditions or the role of the public library.

Appendix

1. ALIA Statement on free access to information
2. ALIA Statement on public library services
3. Library Council of New South Wales, Access to Information in New South Wales Public Libraries
4. Clarence Regional Library Local Studies Collection Development Policy

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ALIA Statement on free access to information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. Asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. Adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. Ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. Protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;

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7. Observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Adopted: 2001

Amended: 2007

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ALIA Statement on public library services

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

To promote and improve the services provided by all kinds of library and information agencies.

Principle

Freedom of access to public library and information services is essential

- to enable members of the Australian communities, including new residents and emerging communities to participate in all aspects of Australian life, including the democratic process;
- to actively contribute to social inclusion for all members of the Australian community; and
- to enable Australians to contribute to the economic wellbeing of their families and the nation.

Statement

Each member of the Australian community has an equal right to public library and information services regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment.

A public library services its community through the provision of access to knowledge, information and works of imagination through a range of resources and services. It does this through access to materials in all formats in order to meet the needs of individuals and groups for education, information and personal development through learning, including recreation and leisure.

Public libraries have an important role in the development and maintenance of a democratic society by giving individuals access to a wide and varied range of information, ideas, opinions, and skills.

The role of public libraries is essential in developing an educated society through programs that improve literacy and information literacy including lifelong learning opportunities. Public libraries contribute to economic prosperity by helping people improve their skills and life chances.

Public libraries provide the first point of access for information for the general public and for the public's access to the national and international system of library and information services.

The satisfaction of a person's information needs must be independent of an ability to pay.

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Local, state/territory and Commonwealth governments have an obligation to work in partnership to provide agreed public library services to all members of the library's clientele without direct charge to the user.

The Australian Library and Information Association believes that public library services have particular responsibilities to monitor and proactively respond to the changing demographic characteristics and trends of their communities, to consult with their communities and to meet information, learning and recreational needs of an increasingly diverse society. Public library services should ensure that they have policies, guidelines, and procedures in place to respond to and meet relevant legislative requirements.

Adopted: 2004

Amended: 2009

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File Number: 8547 & 8450

Library Council of New South Wales

Access to Information in New South Wales Public Libraries

Guideline

Introduction

This guideline is framed with reference to the Library Act 1939 and the principles expressed in the Australian Library and Information Association Statements on Free Access to Information and Online Content Regulation and the International Federation of Library Associations and Institutions Statement on Libraries and Intellectual Freedom.

Policy Statement

The State Library of New South Wales and the state-wide network of public libraries provide free and equitable access to information for the people of New South Wales.

Collections

Public libraries develop and maintain collections of resources to meet the information needs and interests of their communities. Libraries have collection development policies and guidelines to assist in the selection of library material.

1. A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.
2. Libraries should endeavour to provide access to comprehensive and balanced collections that meet the needs of their communities as far as budget, space and availability of materials allow.
3. Library materials that have not been subject to Federal and State restriction or prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other sensitive grounds alone. Nor should library materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.
4. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, e.g. by holding them in special collections available on request, can be an indirect form of censorship. No materials should be held in closed access except for the express purpose of protecting them from injury, theft or due to Office of Film and Literature Classification restrictions.¹
5. Adult collections should not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading of children is the responsibility of their parents or guardians.

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1 Australian Government Office of Film and Literature Classification <http://www.oflc.gov.au/W:\pls\policies\accesstoinformation2007.doc>

Library Use

6. Everyone has the right to use a public library whatever their age, sex, race, religion, cultural identity, language, disability, socioeconomic status, individual lifestyle, political allegiance or social views.

7. Library clients must be sensitive to the values and beliefs of others when displaying potentially controversial information or images on computer screens located in public areas (see explanatory note). Where a client is found to be using Library computers to access pornographic, offensive or objectionable material, or for any unlawful purpose, the Library reserves the right to direct the client to leave the Library, to direct that the client not re-enter the Library for a specified period and to report unlawful conduct to the relevant authorities.

8. The Library Council does not support the use of censoring software as it inhibits free access to information (see 3) and it does not provide adequate protection for children from all material that may be harmful on the Internet.

9. The Library Council supports the right and responsibility of parents and guardians to direct the use of the Internet by their children. Parents and guardians who wish to limit or restrict access by their children should personally oversee their use of the Internet and other forms of electronic information.²

Role of Public Librarians

10. Librarians should not exercise censorship in the selection of materials by rejecting, solely on the grounds mentioned in (3), material which is otherwise relevant and which meets the standards of the library concerned.

11. Notwithstanding their opposition to censorship, librarians must strictly observe laws, which may ban or restrict access to certain material.

12. Librarians have a role in educating clients in the safe and informed use of the Internet, guided by acceptable use policies.

The continuous review of library materials is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.

² Australian Library and Information Association Guidelines relating to online content regulation <http://www.alia.org.au/>

Explanatory note:

The Library Regulation 2005, Section 17(1)(b) states that library users may be directed to leave if the person's conduct or manner is likely to give offence to any person in the library or to

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interfere with any other person's use of the library. This may include accessing websites that may reasonably be considered to offend. Examples may include displaying images of deceased persons which can cause offence to Aboriginal and Torres Strait Islander people, or displaying adult content.

Alternatively, there may be legitimate reasons for accessing such material requiring special arrangements to be made with the library staff.

Procedures

It is recommended that public libraries implement procedures to address certain situations or offences that may occur. These include:

- Under the Classification (Publications, Films and Computer Games) Enforcement Act 1995 persons are taken to have publicly exhibited a film or computer game where they have "superintendence of management" of the public place where the exhibition or demonstration takes place. It is advisable that the Library develop appropriate procedures to be observed where clients are found to be accessing material on library computers or on library premises which would otherwise be restricted under this Act.

The suggested procedure is for staff to instruct the client to stop accessing the material. In some circumstances it may be appropriate for staff to contact the relevant authorities. In other circumstances it may be appropriate to suggest that the client accesses the material in a different part of the library not accessible to the general public.

- It is possible that the Library may, as a result of a client's unlawful internet use, inadvertently come to possess child pornography (if downloaded to a computer drive). Section 91H of the Crimes Act 1900 contains defences that should protect library staff from criminal liability in these circumstances. It is advisable that the Library develop a policy to address circumstances where clients are found to have accessed child pornography.

Such procedures would involve reporting the incident to the NSW Police Force, ensuring that the material is not able to be accessed by other clients using the computer(s), and once advised by the authorities that is appropriate to do so, deleting the material from the Library's system.

Related documents

Library Regulation 2005

www.legislation.nsw.gov.au

Access to Information in New South Wales Public Libraries 3

File number: 8547 & 8450

Library Council of NSW

Children's Policy Guidelines for NSW Public Libraries March 2005

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http://www.sl.nsw.gov.au/pls/policies/pdf/childrens_policy_2005.pdf

ALIA Statement on Free Access to Information <http://alia.org.au/policies/free.access.html>

ALIA Statement on Online Content Regulation
<http://www.alia.org.au/policies/content.regulation.html>

International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom <http://www.ifla.org/V/press/pr990326.htm>

Library Council of NSW, endorsed 24 April 2006 (updated 27 August 2007)

www.sl.nsw.gov.au/pls/policies/

Review date: March 2008

Information on this Guideline is available from the State Library of NSW, Public Library Services division.

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Policies Register
incorporating
policies, procedures and protocols
Clarence Regional Library

Local Studies Collection Development Policy

Policy, procedure, protocol

Policy

Adoption date

12 May 2015

Amended date

Review due date

12 May 2019

Responsible officer

Regional Librarian

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POLICY OBJECTIVE

The role of the Local Studies Collection is to provide materials relating to the local and family history of the area covered by the member councils of the Clarence Regional Library. Such materials will be relevant to the social, physical, economical and political heritage of the region.

SCOPE

- To provide a collection of current and retrospective material in various formats relating to the member councils of the Clarence Regional Library.
- To promote the study and promotion of local history and family history within the areas covered by the member councils of the Clarence Regional Library.
- To actively engage in the systematic selection of materials.
- To preserve historical items for posterity
- To record the ongoing developments and activities within the areas covered by the member councils of the Clarence Regional Library.

PURPOSE

The Clarence Regional Library (CRL) Local Studies collections are part of the heritage of the CRL Service area. The materials themselves and/or the subject areas they represent have permanent value to the community and are made available to the general public on a limited basis for research on local, genealogical and/or historical issues.

The historical and informational value of the items in the Local Studies collections is more important than visual appeal. The materials in these collections are intended for research and therefore are not usually lent. A lending copy of selected items may be provided. 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 the item.

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COLLECTION DEVELOPMENT POLICY

To objectively select, acquire and purchase materials relevant to the local history (past, present and future) of the CRL Service area for inclusion in the library's local studies collections.

Collection materials may include:

- Published books (local and family history)
 - Newspapers (selected hard copy and in microform) and digital where available
 - Published and unpublished reports
 - Photographs
 - Maps
 - Pamphlets / ephemera
 - Donations of materials from CRL residents and others; and
 - Other items relating to the CRL Service area
1. CRL will ensure due diligence in regard to copyright and intellectual property rights
 2. CRL will ensure optimum access to materials wherever possible or practicable
 3. The selection, acquisition and cataloguing of material for the Local Studies Collection will be made by the designated library staff

COLLECTION COMPOSITION

Published Works

The Collection Development Policy provides for at least one (1) not-for-loan copy of published works and if available a lending copy.

This component of the collection may include:

- Published material regarding any aspect of the CRL Service area
- Published material related to adjacent areas and their historical connection to the region
- Material written by authors living or who have lived (where appropriate) in the region.
- State or Federal Government reports concerning the region
- Material published by local business
- Local directories
- Local biographies / autobiographies

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- Local bibliographies
- Local family histories
- Council publications (regional Council members)
- Material produced by regional Council bodies or bodies wholly or partly financed by a regional Council.

Newspapers and Periodicals

- Any newspaper, periodical / magazines containing local content in hard copy bound issues, on microfilm/fiche, or in digitised form where available.
- Community groups and school newsletters
 - Any known titles are included in Appendix 3
- Selected newsletters from local businesses, organisations or groups
 - Any known titles are included in Appendix 3

Pictorial Materials

Pictorial material includes:

- Photographs (paper based and digital)
 - Video
 - Films
 - Slides
 - Artworks (as deemed appropriate, and affordable. Includes photographic copies)
1. Wherever possible original material will be acquired / collected or a legal copy if originals are not available
 2. All items must depict people, places, culture and events relating to the region
 3. Wherever possible, culturally appropriate, and depending on copyright permission pictorial materials will be digitised for access via the library's catalogue and /or webpage.
 4. Procedures for digitisation utilising the Library Management System are included in the Appendices to this document.
 5. Storage medium for digital copies may vary with changes to technologies.
 6. Original materials are to be appropriately archived.

Unpublished Material

Material includes (but is not limited to):

- Collections of unpublished letters
- Diaries (or extracts)

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- Oral histories (transcripts and recordings) – see also Oral History section below
- Personal research notes
- Manuscripts relating to the region or a resident / family / business etc
- Theses

Documents / Ephemera

A representative collection of local / regional material including:

- Pamphlets
- Leaflets (including as appropriate a representative selection of local 'junk mail')
- Postcards
- Election materials (local and regional)
- Minutes
- Any other item deemed of importance

Maps / Plans

- Published and unpublished maps
- Survey plans
- Land subdivision maps / plans
- Aerial photographs

Oral History

Oral histories (recordings and / or transcripts) relating to:

- A specific local area or areas within the region
- Persons and identities (of local and /or regional interest or significance)
- Genealogy (family history interviews, recordings etc)
- Indigenous histories, stories etc

Note: Oral histories may also be collected on video or from video recordings

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MATERIALS NOT COLLECTED

Includes:

1. Council records – these records at present are the responsibility of the Clarence Regional Library member Councils, and as such are not the responsibility of the library
2. 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 etc
3. Artefacts – items will be referred to the relevant local museum
4. Material deemed outside the collections scope
5. Deteriorated material or material lacking in physical integrity
6. Material unable to be preserved
7. Non – authentic
8. Duplicate material (unless duplication enhances access demands)

METHODS OF COLLECTING MATERIAL

- Purchase – dependent on budget available and the items collection priority.
- Donation / Gift – donors are required to read and sign an agreement form, which addresses copyright, access and reproduction of material issues (see section on Donations/Gifts below for more detail)
- Creation – publications, e.g. booklets

ACCESS TO THE COLLECTION

1. Most of the Local Studies Collection material is not for loan but may be used in the library.
2. Irreplaceable or rare materials are not for general access, however, where possible copies of these materials will be created for public use.
3. Duplicate copies of popular material will also be held in the general library collection where possible and available for borrowing.
4. Where possible materials will be duplicated in digital format and this will be made available in preference to original print materials.

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METHOD OF DISPOSAL OF MATERIAL

The CRL Service reserves the right to dispose of materials as seen fit adhering to the following procedures:

Deselecting the Collections

In keeping with the purpose, nature and scope of the CRL Local Studies Collection, deselection of collections does not follow the same guidelines as those set out for the circulating and general reference collections. The materials housed in CRL Local Studies collections are part of the heritage of the CRL Service area, and as such, have permanent historic and cultural value.

However, considerations of physical space limitations combined with the need to add new materials to the collections, make it imperative that the composition of the collection is re-evaluated periodically. At the same time, advances in technology, in archival preservation practices and the availability of previously scarce materials in reprint, micro format or online are changing the range of options available to the library to manage its collections.

Deselection Criteria

The first consideration in applying a deselection policy to these collections is the recognition of three distinct categories of materials and the nature of each category.

These categories can be defined as follows:

Permanent Intrinsic Value:

Items and collections that have permanent intrinsic value, including such individual items as:

- First editions of local histories, biographies and fictional works by local authors;
- Items signed by, or from the collections of, prominent local residents; original documents, pamphlets, maps and manuscripts;
- Original photographs, portraits and other images; other materials deemed to be of a similar nature.

All items of permanent intrinsic value are valuable to the cultural heritage of the CRL region and should be preserved and permanently retained.

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To avoid deselection these materials will be managed through a status placed on the library management system.

Permanent Informational Value:

Other materials in the collections are of permanent value for their informational content, but are not intrinsically valuable. Items that fall into this category are candidates for replacement and/or reformatting should the condition of the material or space considerations make it desirable to do so. Replacing items in poor condition with reprints, micro formats or digital copies can preserve informational value. Space consuming series and finding aids can be replaced with digital or micro formats as they become available. Items include, for example:

- Council plans of management (an historical record of Councils various plans)
- Reports and Studies
- Any other items as required

To avoid deselection these materials will be managed through a status placed on the library management system.

Temporary Informational Value:

Time sensitive materials, current informational reference sources and some periodicals have a finite period of usefulness. Items that fall into this category should be routinely evaluated and removed or replaced as appropriate.

Frequency of Deselection

The collection as a whole should be reviewed annually, keeping in mind the purpose, nature and scope of the collections as outlined. Based on the deselection criteria outlined, some areas of the collection will require more frequent review than others depending upon the category into which they fall.

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Category	Weeding Criteria
Permanent Intrinsic Value	Little or no deselection of materials that fall into this category is to be expected.
Permanent Informational Value	Management of materials in this category is an ongoing process within the section, driven primarily by condition of the material, availability of replacements (in some format) and space availability
Temporary Informational Value	Systematic review of materials in this category should be conducted on an ongoing and rotating basis, with all areas of the collection receiving attention every two years

Disposal

Most materials withdrawn from the Local Studies collection may be disposed of via:

- Library book sale
- Offered to other libraries
- Passed onto interested individuals, groups, organisations or institutions
- Sent to waste disposal

DONATIONS / GIFTS

Condition often forms an important criterion in determining whether or not to accept a donation/gift for the Local Studies Collection. If material is in such poor condition that its shelving and use would be difficult, and if the cost of restoration by a qualified restorer is beyond the Library's budget, the potential donor should be encouraged to include as part of the gift the sum necessary to restore it to usable condition.

The limited shelving space in any of the regional Local Studies sections is a consideration in adding volumes to the collection. CRL may find it necessary to decline a large donation/gift of material of a kind actively included in the collection should there be insufficient shelving or space to accommodate it. If the decision is made to accept a donation/gift that cannot be housed in the Local Studies collection under existing conditions, funding to purchase shelving could either be solicited from the donor of the materials or appropriated from the library's budget.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga and Yamba and Mobile Library

The long-term storage of unique local history or genealogical material outside of the Local Studies section is to be avoided. Similarly, the lack of staffing to process a sizeable addition to the sections collections may also determine whether or not a donation/gift is accepted. If it is desirable to accept a substantial donation/gift that cannot be promptly catalogued by the library, the library may seek funding from the donor to assist with the hire of additional cataloguing staff.

Donors should be informed that library staff cannot be expected to provide an appraisal of donated material; and that the usual procedure is for the donor to pay for any appraisal desired.

Donors of material to the Local Studies Collection will be routinely asked to provide written documentation acknowledging the donation/gift to the library and giving the CRL the right to dispose of the gift as they see fit. Gifts of collections accepted by CRL may not be retained as a whole, but may be divided, with some items put into the Local Studies collections, and remaining items disposed of or sold.

Major donations/gifts with restrictions attached may be accepted, but the provisions of the donation/gift must be stated in writing by the donor, and signed by the donor, the local librarian and the Regional Librarian. In such cases, the library may remove these restrictions only by taking the appropriate legal steps recommended by legal advice i.e. via Council's Solicitor.

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APPENDIX 1

CRL LOCAL STUDIES COLLECTION DONATION FORM

Attached as a separate document

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga and Yamba and Mobile Library



APPENDIX 2

CRL LOCAL STUDIES COLLECTION DISASTER MANAGEMENT AND RECOVERY PLAN

Attached as a separate document

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga and Yamba and Mobile Library



Policies Register
incorporating
policies, procedures and protocols
Clarence Regional Library

PERIODICALS (MAGAZINES) WEEDING

Policy, procedure, protocol

Procedure

Adoption date

3/5/18

Amended date

Review due date

Responsible officer

Reader Services (Large print/Audiovisual) officer

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

PURPOSE

- To provide guidelines for deaccessioning (deletion) of periodical items.
- General policy guidelines in relation to these items.

SCOPE

The terms serials and periodicals are often used interchangeably, for materials that are published serially, or in a series, or periodically.

This document is only concerned with materials that are magazines, journals, some newsletters & newspapers. We will call these **periodicals**. **For the purposes of this document**, a periodical is an item that is published **regularly & continuously**.

A periodical may have a publication frequency of weekly, monthly, bi-monthly (every 2 months), quarterly (every 3 months), bi-annually (twice a year) etc.

In this document, the term periodical **does not** include books that run in series.

Periodicals at your library will generally be kept in your magazine display area. There may be some (eg. Southerly) that are shelved with your books, but their title will include the term “magazine”.

- Periodicals included here are magazines, journals, newsletters & newspapers **that have a barcode attached**.
- **The Land newspaper [magazine]** is included here as it has a barcode.
- **Other newspapers (no barcodes)** such as your local or national papers, are NOT included. Your library can use its own guidelines on how long to keep these.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

PROCEDURES

A) WEEDING FREQUENCY

Use the following as a guide, depending on the frequency of the periodical:

Weekly: keep for 6 months.

Monthly: keep for 12 months.

Bi-monthly, quarterly & bi-annually: keep for 2 years.

Some periodicals are kept for longer:

Local Studies items: keep permanently.

Your library may wish to keep some periodicals (for example, Australian & National Geographic) for a longer period; this may depend on space & popularity. Keep these magazines for a minimum of 12 months.

B) WEEDING SCHEDULE

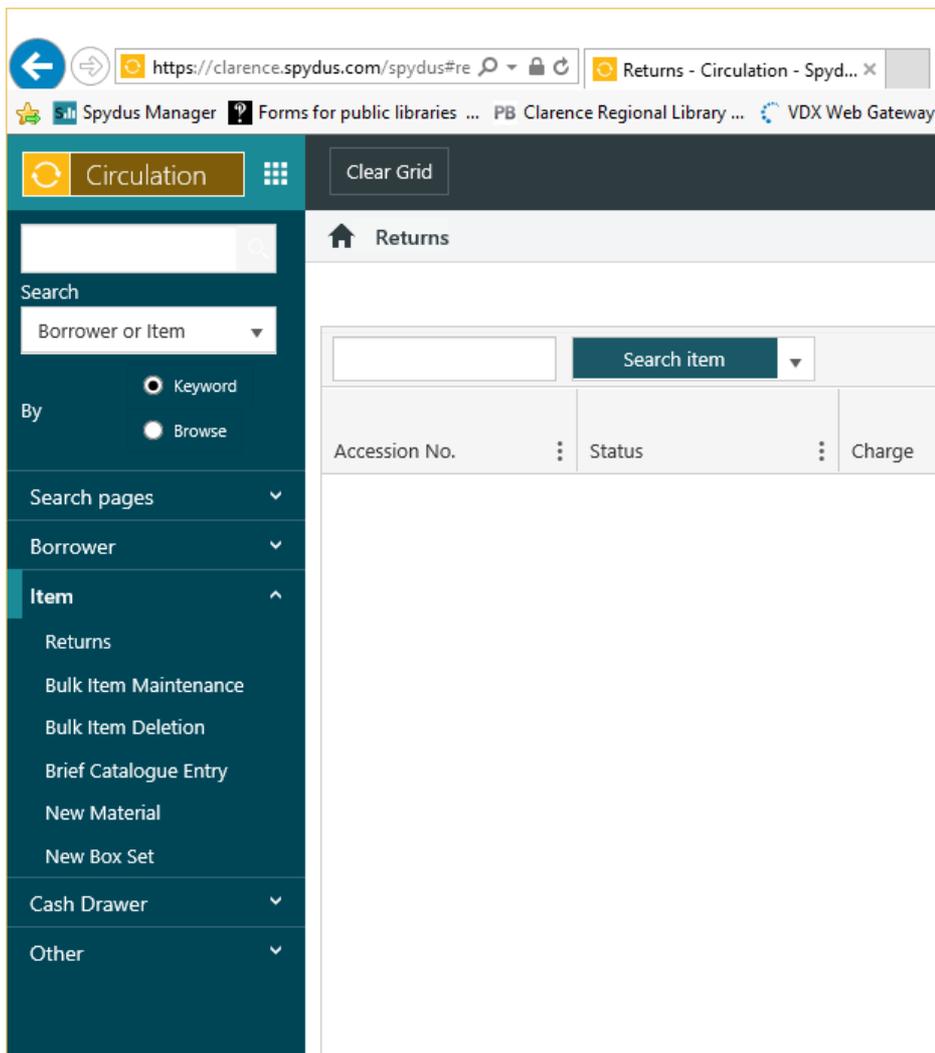
There is no requirement to weed to a schedule. Libraries can weed as space becomes a problem; the weeding frequency above becomes the **guideline** for selecting which periodicals to discard.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

C) PROCESS FOR DELETION

Use the following steps to delete periodicals:

1. Open the **Circulation** module
2. **Item**
3. **Bulk item deletion**



Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

4. **Untick** “Check if item is the last copy”
5. Leave “Check for reservations” **ticked**.

The screenshot shows the 'Bulk Item Deletion' page in the Spydus system. On the left is a navigation menu with 'Circulation' selected. The main area has a 'Scan or Search' section with the following options:

- Check if item is the last copy:
- Check for reservations:
- Accession number:
- Buttons: Update, Search

Below this is a table with the following structure:

Accession	Title	Outcome

The footer contains: © Civica Pty Ltd 2018. All rights reserved | About | Help | Location: Regional Services | Current time: 01/05/2018 10:33 AM | spydus 10

6. If the item comes up as reserved, go to **Enquiries** & check if that particular issue is in fact reserved. If not, proceed...
7. Enter the barcode into the **Accession Number** field.
8. **Black out the barcode on the periodical, & cut through the RFID tag.** Or you can simply remove the covers & discard.
9. **Discard the item** (no need to send to Regional Library).

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Policies Register
incorporating
policies, procedures and protocols
Clarence Regional Library

Children and Young Adults Policy

Policy, procedure, protocol

Policy

Adoption date

16 August 2011

Amended date

May 2018

Review due date

May 2020

Responsible officer

Regional Librarian

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

1. Purpose

Young people are core clients of public libraries and are the future adult users and supporters of our library services. This policy outlines the responsibilities of the Library, Library staff and parents/carers of children and young adults who use the Library's facilities.

2. Definitions

- (a) Child: clients aged 0 – 12 years. This is in line with the Department of Local Government definition of children as aged 0 – 12 years for social planning purposes.
- (b) Young adult: clients aged 13 years up to and including 18 years. It is acknowledged that the Department of Local Government defines Youth more broadly as 12-24 years for social planning purposes.
- (c) Unattended child: A child using public library resources and facilities unsupervised by a parent or carer.
- (d) Young people: children 0-12 and young adults 13-18.

3. Policy Statement

Clarence Regional Library is committed to serving the information and recreation needs of young people. The Library strives to provide a welcoming environment, and provides targeted resources and programs to meet the needs of young people.

4. Service Statement

Public libraries are agencies that provide the public (including young people) with access to information and recreational materials through a variety of services and resources. Libraries also support young people through the provisions of programs that foster an appreciation of literature and promote the development of information literacy skills.

The Clarence Regional Library's services to young people include:

- Fiction and non-fiction (study and recreational books)
- Magazines
- Non- Print resources ie) DVD's, eResources, eAudio, eBooks, eMusic, eMagazines
- Console Games (Grafton)
- Internet access
- Assistance from staff in accessing collections and information
- Public access computers, including Internet access
- Pre-school storytime
- Space for activities and study.

5. Parental Responsibility Statement

5.1 Access to resources

Library collections are available to all library users without restriction, except for items restricted by law. The Library exercises no limitation on access to publications classified *Unrestricted* under

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

the *Classification (Publications, Films and Computer Games) Act 1995*. The Library has no censorship role in its choice of the library resources that form the collection.

It is not the responsibility of the Clarence Regional Library or its staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access. The Library encourages parents/carers to set their own family rules in consultation with their young person(s). It is the responsibility of parents/carers to monitor young people's selection and use of library resources.

5.2 Items classified MA or R

Public libraries observe the *Classification (Publications, Films and Computer Games) Enforcement Act 1995 [NSW]* which provides for certain restrictions when making materials available to young people (under the age of 18). Resources classified **MA** may only be borrowed or viewed by persons under 15 with the permission of their parent/guardian. Resources classified **R** may only be borrowed or viewed by persons over the age of 18 upon presentation of ID.

5.3 Access to electronic resources

5.3.1 Library staff are available to assist clients in the use of the Internet, and to recommend websites on particular subjects. A number of appropriate websites have been selected for inclusion in the Library's electronic collections and paper guides.

5.3.2 Parents/carers are responsible for their young person's use of the Internet, in line with the Library's Internet Policy. (Please refer to Parents Guide to the Internet) located on the library's website at: <http://www.crl.nsw.gov.au/about/library-policies-documents/>). The Library does not monitor or control the content of materials offered through the Internet.

5.3.3 Some exceptions to the parent/carer consent may be made for minors who are living independently.

5.4 Unattended children

5.4.1 Staff take care to ensure that the library is a safe and welcoming place for all patrons. Responsibility for a child's use of the library, however, lies with the parent/carer at all times. Libraries do not have the facilities or appropriate licences to attend to young persons who are left unsupervised. Young children left alone in a library can become distressed, bored or disruptive. Library users, including young people, who disturb other library users, may be removed from the library under the *Library Act 1939*.

5.4.2 Unsupervised children can be at risk in any public place, including public libraries. Library staff do not supervise children in the library, so there is a risk that unattended children may leave the library at any time, hurt themselves, or be approached by strangers. Libraries are busy public places, open to all, and staff cannot judge which members of the public present a possible danger to children. In addition, libraries do not have the facilities to attend to children who are sick, injured or hungry.

5.4.3 A child left unattended in a public library may be classed as a child or young person at risk of harm under the *Children and Young Persons (Care and Protection) Act 1998*, s23, and subsequently may be reported as such to the Department of Family and Community Services under s24 or s27 of the Act.

5.4.4 There is no law that specifies a minimum age at which children may be left unattended in public. The *Children and Young Persons (Care and Protection)*

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Act 1998 is concerned with individual circumstances rather than age. For example, a 7 year old child who uses the library constructively on his own for an hour every day after school while waiting for a parent is unlikely to be considered a problem, and is indeed a welcome client. On the other hand, a 10 year old child who is left at the library every day of the summer holidays from opening time until closing time is at risk and presents an unreasonable burden for the public library.

- 5.4.5 Parents who leave a child unattended in a public library are exposing their child to potential harm, and may themselves be committing an offence under the *Children and Young Persons (Care and Protection) Act 1998, s228*.

Young children left alone in a library can become distressed, bored or disruptive. Young people who disturb other library users may be removed from the Library under clause 17 of the *Library Regulation 2010*

6. Procedures

- 6.1 If a child is left unattended in the library for a long period of time, parents/carers will be contacted and informed of library policy.
- 6.2 If the parents/carers ignore this policy or are unable to be contacted, the situation may be reported to the Department of Family and Community Services if library staff determine the child is at risk of harm.
- 6.3 If a child is left unattended at closing time staff should call the police.

7. Attachments

Internet Policy

Parent's Guide to the Internet

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



Policies Register
incorporating
policies, procedures and protocols
 Clarence Regional Library

Internet Policy

Policy, procedure, protocol

Policy

Adoption date

July 2014

Amended date

May 2018

Review due date

May 2020

Responsible officer

Regional Librarian

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

Aims and Objectives of the Policy

The policy has a number of aims and objectives:

- Promote the Internet as a valuable and important research tool for information
- Promote freedom of information
- Ensure equal access to the Internet for members of the Clarence Regional Library
- Ensure that the user understands his/her responsibilities when using electronic resources
- Safeguard the Libraries resources

Policy Statement

Overview

The Clarence Regional Library provides free Internet access to Library members and visitors as part of the Library's information service to clients.

The Library also offers wireless ("hot spots" and "Wi-Fi") access to the Internet for individuals with their own laptops or other mobile devices.

Accessing these services is conditional on reading and accepting the Library's Internet Policy.

Due to the proliferation of Wi-Fi networks, Library users may also be able to access other Wi-Fi networks within a library of the Clarence Regional Library (CRL) that is not provided by the CRL. Use of any non-CRL wireless network within the Library's facilities is also governed by the Library's Internet Policy.

Users under 15 years of age

Young people are welcome to access the Internet in the Library, with their parent's permission. Any material accessed by children when using the Internet is the sole responsibility of parents and guardians. It is suggested that parents and guardians read the Clarence Regional Library's *Internet Guide for Parents*.

Ethical Use of the Internet

Provision of access to the Internet is on the condition that it is used in an ethical manner. Any unethical behaviour such as using the workstation to gain unauthorised access to any network or computer system, undertaking any activities which are offensive or slanderous, performing illegal or criminal activities is unacceptable.

The Library recognises an individual's right to freedom of access to information. However, users must be sensitive to the beliefs and values of other users and staff when accessing material that is potentially controversial or offensive. Access to material deemed inappropriate for a Public Library environment may be limited.

Offensive and/or erroneous Material

The Internet allows the user to access a wide range of information. The user must be aware that the Internet is an uncensored and unregulated resource tool, and as such, the type of material

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accessed is the sole responsibility of the user. The Library accepts no responsibility for the accuracy and validity of information accessed via the Internet by the user.

Access Time – Library computers

Due to the demand for access to the Internet, members may be limited in the time period they can spend using the Library's facilities. Bookings may be required and patrons are advised to contact the relevant library to ascertain local booking requirements.

A maximum of 2 users per PC. Group bookings can be made on request.

Due to the demand on the Library's connection, limitations may be placed on the duration and number of connections that are available at any one time.

Printing and Downloading

Due to Council's information technology security requirements users may experience limitations when attempting to save or download material from the Internet.

Printing is available at the Library on a fee for service basis (Council sets printing charges). Clients undertaking printing are responsible for collection and payment of all printouts.

Printing is unavailable from the wireless connection.

Any material saved to individual Library PCs is not the responsibility of the library and may be deleted at a later date.

Copyright

Individuals accessing the Internet need to be aware that material on the Internet may be protected by copyright. Individuals are therefore personally responsible for complying with the appropriate laws (both international and federal) governing copyright material.

Downloading of commercial copyrighted material such as music and movies is illegal and if staff are made aware of this activity, your session may be terminated and your future access may be denied.

Consideration of Staff and Library Equipment

The Internet is a resource tool that provides access to an unmeasurable number of sites. As a result it cannot be expected that Library Staff are experts in the use of every site accessed by users. Individual problems experienced by the users when accessing particular sites are the responsibility of the user. The Library will not tolerate any form of abuse directed at either the staff or the computers as a result of any problems and individuals may be asked to leave the library as outlined in the Library Regulation 2005.

Library Responsibilities

To ensure that a copy of the Library's policies are available through the website and in hardcopy at each of the Clarence Regional Library's branches and on the mobile library.

Provide users with assistance and recognising that staff are not experts with regards to particular user problems and that the user is responsible for their own search.

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

The Library does not provide technical assistance to configure client's equipment for wireless access.

Respect user privacy and maintain user confidentiality.

If requested by relevant authorities under state or federal law, provide records for criminal or investigatory purposes.

Security

Provision of Links

The Clarence Regional Library provides a selection of links to various internet sites from its home page. These links are not monitored. As a result any material that is accessed or downloaded by the user that is offensive or damaging eg. Viruses, is not the responsibility of the Library.

Wireless

As with most public wireless "hot spots", the Library's wireless connection is not secure. Library users should not transmit personal information (eg: credit card numbers, passwords or any other sensitive information) while using this service.

All wireless access users should have up-to-date virus protection on their laptop computers or mobile devices. The Library will not be responsible for any information that is compromised, or for any damage caused to any individual's hardware or software due to electronic surges, security issues or consequences caused by viruses or hacking.

PLEASE NOTE – INDIVIDUALS WHO DO NOT COMPLY WITH THE POLICY MAY HAVE THEIR SESSION TERMINATED OR BE DENIED FUTURE ACCESS TO THE SERVICE AS OUTLINED IN THE LIBRARY REGULATION 2005.

Original Policy August 2007 Adopted by the Executive Council – Clarence Valley Council

Revised Policy February 2011 Adopted by the Executive Council – Clarence Valley Council

Revised Policy April 2018

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



Clarence Regional Library Service

Collection Management Plan (reviewed April 2018)

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library



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APPENDIX 1

CRL COLLECTION DEVELOPMENT POLICY.....attached

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CRL DISASTER MANAGEMENT AND RECOVERY PLAN.....attached

APPENDIX 4

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Sample Supplier Specification (James Bennett).....attached

APPENDIX 5
ALIA Statement on Free Access to Information **13.**

APPENDIX 6
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APPENDIX 7
ALIA Statement on Online Content Regulation **17.**

APPENDIX 8
ALIA Statement on Information Literacy for all Australians **18.**

APPENDIX 9..
[ALIA Standards and Guidelines for Australian Public Libraries](#).....attached

APPENDIX 10
[Library Council of NSW. Living Learning Libraries 2015](#).....attached

APPENDIX 11
[Library Council of NSW. Access to Information in NSW Public Libraries](#)..... attached

APPENDIX 12
[Office of Film and Literature Classification. Information for Libraries](#). attached

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OBJECTIVES

The mission of the Clarence Regional Libraries is to provide efficient, effective and appropriate library and information services to meet the educational, informational, recreational and cultural needs of the communities of the member councils, and to maintain an up-to-date service embracing changes in technology as they occur.

The purpose of this Collection Management Plan is to provide a summary of the internal policies and procedures and external guidelines that direct the maintenance of a quality collection of library materials for the CRL communities.

The reason for preparing a Collection management Plan is to ensure all relevant documentation is available for reference and consultation and to support all decisions relating to the maintenance of the collection.

PURPOSES

The purposes of the documents comprising the Clarence Regional Library Collection Management Plan are:

- i) To ensure the Library's collection meets the needs of the residents of the member councils;
- ii) To provide a guide to customers about what they can expect to find in the Library and inform them about the principles upon which selection are made;
- iii) To set down the parameters of the collections;
- iv) To support freedom of information;
- v) To provide a basis for the most effective use of available funds;
- vi) To ensure that all parts of the collection are up-to-date, attractive and well maintained;
- vii) To identify responsibility for collection development and provide staff with consistent guidelines for the development and maintenance of the collections;
- viii) To provide popular and contemporary material including both fiction and non-fiction in a wide range of formats;
- ix) To provide resources for informal education by the provision of broadly based information and reference services;
- x) To provide reference services and in-house research collections for formal education at primary and secondary school level;
- xi) To provide more in-depth research collections for Local History research within member councils;

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

xii) To provide services and collections that encourages and promotes the joys of reading in children and help foster research skills.

xiii) To provide guidelines and procedures to follow in the case of a disaster that may threaten the safety of staff or the integrity of the collection.

COOPERATIVE NETWORKING

In addition to the acquisition of materials by the Clarence Regional Libraries, increasingly, Library services are looking to support each other through the sharing of resources. The CRL participates in the following cooperative/networking arrangements:

National Library of Australia

Libraries Australia Consortium - A national database of library holdings.

Document Delivery

- A cooperative network within Australia that enables participating libraries to borrow from and lend to others within the network. Customers may request that an item not held by Kempsey Library and Information Service be obtained for them on Interlibrary Loan through the Document Delivery Network of Libraries.

State Library of New South Wales

The State Library of New South Wales has an excellent collection of items in a wide range of formats that are available for loan free of charge to public libraries within New South Wales. The State Library also acts as a support service by providing public libraries with:

- i) Bulk loans in a wide range of community languages;
- ii) Legal information;
- iii) Staff training;
- iv) Special workshops;
- v) Disability access services;
- vi) Consultancy services

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vii) Guidelines and seminars for assistance in Collection Development, via the website at <http://www.sl.nsw.gov.au/services/public-libraries/reference-and-collection-management/Collection-management.html>

viii) Regular Stock Quality Health Checks: a practical tool which enables public libraries to undertake an assessment of the relevance, depth and range of collection stock in relation to the communities they serve.; and

ix) Access to discounted online subscriptions through NSW.Net.

NSW Public Libraries Association

The NSW Public Libraries Association represents the concerns of local government libraries in New South Wales to the State and Federal Governments in local government forums and, where appropriate, to other bodies and the wider community. Its specific objectives are to:

- i) Undertake and encourage research and development on matters of interest to public libraries
- ii) To coordinate and encourage cooperative projects; and
- iii) To maintain and develop strategic alliances with other information agencies.

Cooperative projects include:

- i) Libraries Australia Site Licence;
- ii) Home Library Service Network; and
- iii) Audio Read Project.

INTERNAL DOCUMENTATION

CRL COLLECTION DEVELOPMENT POLICY (Appendix 1)

- Details the processes and rationale used for incorporating all materials into the collection, and for deselecting materials.
- Details the background for the rationale used by outlining the population statistics for member councils.
- Describes the general criteria used for selection of materials for the library collections, under the headings of; community demand, content, arrangement and style, format, other and censorship.
- More detailed description of individual collections and the specific criteria used for selection. Collections identified are;
 - Reference

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- Local Studies
 - Non-fiction
 - Adult fiction
 - Large print
 - Magazines
 - Young adult
 - Junior fiction
 - Junior easy
 - Stack
 - Talking books
 - DVD's
 - CD-ROMs (diminishing collection)
 - Online resources
- Defines donations and the criteria used for including these into the collections
 - Defines the 'suggestion for purchase' process
 - Explains the deselection process and the criteria used for deselection of items from the collection
 - Outlines procedures for handling complaints relating to the collection

CRL LOCAL STUDIES COLLECTION DEVELOPMENT POLICY (Appendix 2)

Details the processes and rationale used for incorporating all materials into the local history collections of member councils, and for deselection of materials from these collections.

- Defines the sources of potential works for inclusion in the collection, under the headings:
 - Published works
 - Newspapers and periodicals
 - Pictorial materials
 - Unpublished material
 - Documents / ephemera
 - Maps / plans
 - Oral history
- Defines the number of items of relevance to the collection that are to be purchased and where they are to be located.
- Identifies materials that are not to be included in the Local Studies collections.
- Outlines the different methods used to collect materials for the Local Studies collections.
- Outlines the means of accessing the collection and any restrictions to access that may be imposed.
- Details the criteria and rationale for deselection of any materials from this collection, including describing the categories of materials as;
 - Permanent intrinsic value
 - Permanent informational value
 - Temporary informational value

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

- Frequency of deselection
- Defines donations and the criteria used for including these into the collections

CRL DISASTER MANAGEMENT AND RECOVERY PLAN (Appendix 3)

This document details the resources, personnel and procedures that are relevant in the case of a disaster occurring in a CRL library.

- Identifies key staff and emergency contacts
- Details the locations of emergency systems (utilities, fire protection, keys, radios, emergency meeting points) for each library within the member councils, including floor plans.
- Identifies where responsibilities lie for responding and recovery from emergencies, specifically in relation to the collections.
- Outlines priorities for collection salvage procedures for each branch
- Staff emergency procedures are detailed.
- Procedures in the case of threat are detailed
- Procedures in emergencies are detailed under the headings;
 - Fire
 - Toxic events and chemical spills
 - Earthquakes
 - Explosion
 - Power outage
 - Flooding and water damage
- Staff and customer evacuation procedures are detailed
- Procedures for salvaging water damaged materials are described under the categories of each collection format, covering;
 - Books: cloth or paper covers
 - Books: leather or vellum covers
 - Paper: uncoated
 - Paper: coated:
 - Paper: framed or matted
 - Microfiche
 - Microfilm / film
 - Magnetic media: video and audio cassettes
 - Compact discs, DVD, CD-ROM
 - Photographs and transparencies
 - Scrapbooks
 - Vellum and parchment
 - Leather and rawhide
 - Paintings: on canvas
 - Wood
 - Inorganic materials

Clarence Regional Library: Bellingen, Dorrigo, Grafton, Iluka, Maclean, Urunga, Yamba and Mobile Library

SAMPLE SUPPLIER SPECIFICATION (Appendix 4)

This document provides a sample of the specifications for processing purchased library materials, as negotiated with a major library supplier. It illustrates the different physical processing and cataloguing requirements that are applied to each collection. Negotiation of specification documents are an ongoing process in parallel with negotiation of Standing Order authors and profiled author and subject requirements as identified through user requests and interrogation of the CollectionHQ tools.

The specification includes;

- Contact details
- Pricing
- Terms and conditions
- Processing workflows for all relevant collections
- Labelling instructions (spine labels, genres, RFID tags), for all relevant collections
- Detailed cataloguing requirements for all relevant collections, including marc tag formatting
- Materials to be used for protective covering of items

EXTERNAL DOCUMENTATION

ALIA STATEMENT ON FREE ACCESS TO INFORMATION (Appendix 5)

- Supports the inclusion of materials from all subject areas and a range of viewpoints into the library collections, and the availability of collections and resources to all persons.
- Supports the need for confidentiality when dealing with requests for library materials and information
- Identifies the balance between open access and censorship of materials.

ALIA STATEMENT ON PUBLIC LIBRARY SERVICES (Appendix 6)

- Defines the importance of public library services for all communities
- Identifies the obligation of governments to support public libraries
- Details the requirement for libraries to be responsive to community needs and relative legislative requirements.

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ALIA STATEMENT ON ONLINE CONTENT REGULATION (Appendix 7)

- Specifies the need for public libraries and information services to support the right of all users to unhindered access to information of their choice regardless of format
- Outlines the requirement for assisting users with the necessary skills and a suitable environment in which to use their chosen information sources and services freely and confidently.
- Identifies each user's right to privacy and confidentiality.

ALIA STATEMENT ON INFORMATION LITERACY FOR ALL AUSTRALIANS (Appendix 8)

- Describes the importance of information literacy and the role public libraries play in facilitating this for all clients.

ALIA STANDARDS AND GUIDELINES FOR PUBLIC LIBRARIES (Appendix 9)

This 85 page document is an evidence-based guide for the development of public library services in Australia. It uses the National and State Libraries Australasia (NSLA) annual collation of state and territory statistics as its evidence base, and builds on the earlier work on standards and guidelines carried out by the State Libraries of New South Wales and Queensland.

- Standards are quality levels – goals for attainment – and this document presents them at baseline and enhanced service delivery levels.
- Guidelines document best practice and are intended as operational suggestions for improving library performance.
- The document outlines 12 standards and 20 guidelines
- Standards are:
 - Library expenditure per capita per annum
 - Members as a percentage of population
 - Visits per capita per annum
 - Staff ratio for population served
 - Qualified staff ratio for population served
 - Library materials expenditure per capita per annum
 - Items per capita in collection
 - Age of collection (last five years)
 - Circulation (loans) per capita per annum
 - Turnover of stock – loans per volume
 - Provision of Internet computers
 - Satisfaction with library services
- Guidelines are described under the headings of:

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- Library management and operations
- Library buildings
- Staff
- Opening hours
- Library collection
- Information technology
- Information services
- Inter-library loans
- Programs
- Customer service
- Marketing and public relations
- Mobile libraries
- Local studies collections
- Literacy services
- Services for Indigenous Australians
- Services for culturally diverse communities
- Services for people with disability
- Services for young people
- Services for older people
- Home library services

LIBRARY COUNCIL OF NSW. LIVING LEARNING LIBRARIES 2013 (Appendix 10)

This document is an evidence-based guide for the development of public library services, written specifically for NSW public libraries. Written in two parts, it provides a practical basis for comparison among library services, as well as a framework for service assessment and continuous improvement.

- As with the ALIA document (Appendix 9) the first part covers Standards and the second deals with Guidelines
- Of particular relevance to this document are the Collection Standards, covered under the headings of:
 - Expenditure on library materials per
 - Capita
 - Items per capita
 - Acquisitions per capita
 - Age of collection
 - Turnover of stock
 - Circulation per capita
- The intention of providing these standards is to ensure statewide consistency of access to current and relevant collections which meet the needs of the community.
- It also describes Guidelines for Collection Acquisition and Development and Local Studies Collections.

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LIBRARY COUNCIL OF NSW. ACCESS TO INFORMATION IN NSW PUBLIC LIBRARIES (Appendix 11)

- Specifies guidelines for collection development and maintenance in order to meet the information needs and interests of the NSW community, with reference to free and unbiased access, comprehensive and balanced collections, censorship, collection arrangement and monitoring of children's access.
- Specifies the usage of libraries by customers, covering the right for everyone to have access, the access of controversial materials on public computers, not supporting the use of filtering software and the rights and responsibilities of parents in supervising their children within libraries.

OFFICE OF FILM AND LITERATURE CLASSIFICATION. INFORMATION FOR LIBRARIES (Appendix 12)

- Defines the classifications used for films and computers games and recommends the age groups that are suitable for each classification.

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APPENDIX 5

ALIA Statement on free access to information

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;

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4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Amended 2007

(Replaced "Free library services to all, freedom to read. Adopted 1971, amended 1979, 1985)

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APPENDIX 6

ALIA Statement on public library services

ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

To promote and improve the services provided by all kinds of library and information agencies.

Principle

Freedom of access to public library and information services is essential

- to enable members of the Australian communities, including new residents and emerging communities to participate in all aspects of Australian life, including the democratic process;
- to actively contribute to social inclusion for all members of the Australian community; and
- to enable Australians to contribute to the economic wellbeing of their families and the nation.

Statement

Each member of the Australian community has an equal right to public library and information services regardless of age, race, gender, religion, nationality, language, disability, geographic location, social status, economic status and educational attainment.

A public library services its community through the provision of access to knowledge, information and works of imagination through a range of resources and services. It does this through access to materials in all formats in order to meet the needs of individuals and groups for education, information and personal development through learning, including recreation and leisure.

Public libraries have an important role in the development and maintenance of a democratic society by giving individuals access to a wide and varied range of information, ideas, opinions, and skills.

The role of public libraries is essential in developing an educated society through programs that improve literacy and information literacy including lifelong learning

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opportunities. Public libraries contribute to economic prosperity by helping people improve their skills and life chances.

Public libraries provide the first point of access for information for the general public and for the public's access to the national and international system of library and information services.

The satisfaction of a person's information needs must be independent of an ability to pay.

Local, state/territory and Commonwealth governments have an obligation to work in partnership to provide agreed public library services to all members of the library's clientele without direct charge to the user.

The Australian Library and Information Association believes that public library services have particular responsibilities to monitor and proactively respond to the changing demographic characteristics and trends of their communities, to consult with their communities and to meet information, learning and recreational needs of an increasingly diverse society. Public library services should ensure that they have policies, guidelines, and procedures in place to respond to and meet relevant legislative requirements.

Amended 2009

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APPENDIX 7

ALIA Statement on online content regulation

ALIA objects addressed

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

Libraries and information services facilitate and promote public access to the widest variety of information, reflecting the plurality and diversity of society. The selection and availability of library materials and services, including online content and services, is governed by professional considerations and not by political, moral and religious views.

Libraries and information services support the right of all users to unhindered access to information of their choice regardless of format. Access to electronic information resources should not be restricted except as required by law and this basic right should not be eroded in the development of regulatory measures for online information.

Users are assisted with the necessary skills and a suitable environment in which to use their chosen information sources and services freely and confidently. Each user's right to privacy and confidentiality is protected with respect to information sought or received and resources consulted.

In addition to the many valuable resources available on the internet, some are incorrect, misleading and may be offensive. Libraries and information services proactively promote and facilitate responsible access to quality networked information for all their users, including children and young people. They enable library users to learn to use the internet and electronic information efficiently and effectively.

Amended 2002

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APPENDIX 8

ALIA Statement on information literacy for all Australians

ALIA objects addressed

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.

Principle

A thriving national and global culture, economy and democracy will best be advanced by people who are empowered in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion within a range of cultural contexts. (Alexandria Proclamation 2005)

Statement

Information literacy can contribute to:

- learning for life;
- the creation of new knowledge;
- acquisition of skills;
- personal, vocational, corporate and organisational empowerment;
- social inclusion;
- participative citizenship; and
- innovation and enterprise.

Therefore, as a matter of priority, and at all levels, library and information services professionals embrace a responsibility to promote and facilitate the development of the information literacy of their clients. They will support government, and the corporate community, professional, educational and trade union sectors, and all Australians.

Amended 2006

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**CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
2017/2018 Revenue and Expenditure - OPERATIONAL**

	Original Budget 2017/18	Revised Budget as at 31/03/18 (NC)	Actuals to 31/12/17	% Actual vs Revised Budget
Revenue				
Contributions CVC Pub Library	783,103.00	826,732.00	826,732.00	100%
Contributions CVC Pub Lib (Regional Lib Wage)	22,000.00	22,000.00	16,500.00	75%
Contributions BSC Pub Library	238,255.00	261,086.00	261,145.25	100%
Revenues from users	14,709.00	14,709.00	7,646.71	52%
Sundry Revenues	0.00	0.00	1,220.93	0%
Total Revenue	1,058,067.00	1,124,527.00	1,113,244.89	
Expenditure				
<u>Workforce related</u>				
Salaries & Employment	347,495.00	347,495.00	250,392.42	72%
Public Holidays	14,552.00	14,552.00	10,997.92	76%
Superannuation	35,941.00	35,941.00	24,349.42	68%
Leave Accruals	40,458.00	40,458.00	33,715.00	83%
Workers Compensation	13,242.00	13,242.00	7,777.04	59%
Motor vehicle costs	7,500.00	7,500.00	6,750.00	90%
	459,188.00	459,188.00	333,981.80	
<u>Site & Equipment costs</u>				
Computer system costs	92,091.00	96,353.00	63,985.44	66%
Subscriptions/Databases	82,200.00	70,120.00	59,372.54	85%
Telephone	7,585.00	7,585.00	1,213.58	16%
Insurance	4,751.00	4,751.00	2,551.63	54%
	186,627.00	178,809.00	127,123.19	
<u>Direct Collection costs</u>				
Freight & cartage	19,500.00	19,500.00	12,377.50	63%
Book Maintenance	55,350.00	50,350.00	28,343.88	51%
	74,850.00	69,850.00	40,721.38	
<u>Overhead costs</u>				
Admin and Management (ABC Cost Distribution)	132,944.00	132,944.00	110,786.70	83%
Admin/Operating	27,368.00	26,243.00	14,295.32	54%
Promotional expenses	18,029.00	8,000.00	13,014.63	163%
	178,341.00	167,187.00	138,096.65	
Total Expenditure	899,006.00	875,034.00	639,923.02	
Excess / (Shortfall)	233,911.00	319,343.00	514,043.25	161%

**CLARENCE REGIONAL LIBRARY - COMMITTEE REPORT
2017/18 Revenue and Expenditure - CAPITAL**

	Original Budget 2017/18	Revised Budget as at 31/03/18 (NC)	Actuals to 31/12/17	% Actual vs Revised Budget
Revenue				
Asset Disposal	0.00	0.00	4,124.40	
Other Revenues	0.00	0.00	0.00	
Total Revenue	0.00	0.00	4,124.40	
Expenditure				
<u>Recurrent</u>				
Bookstock	300,000.00	300,000.00	175,763.93	59%
Furniture & Equipment	0.00	0.00	2,983.47	0%
	300,000.00	300,000.00	178,747.40	
<u>Non-Recurrent</u>				
Nil at this stage	0.00	0.00	0.00	
Nil at this stage	0.00	0.00	0.00	
	0.00	0.00	0.00	
Total Expenditure	300,000.00	300,000.00	178,747.40	
Excess / (Shortfall)	-300,000.00	-300,000.00	-174,623.00	58% result

The shortfall is the amount to be transferred from the CRL reserve and has a direct correlation with the net operating

	Based on Original budget figures	Based on Revised budget figures (NC)
Balance of CRL Reserve		
Opening Balance as at 1/7/17	\$496,591.00	496,591.00
Less transfers from reserve:		
Capital expenditure incl books	\$300,000.00	300,000.00
Prior year book vote c/fwd	\$0.00	0.00
Add:		
Estimated operating transfer to reserve	\$233,911.00	\$319,343.00
Other Capital Revenue	\$0.00	\$0.00
Balance of reserve net of interest	\$430,502.00	\$515,934.00
Interest estimate as per Budget	\$15,104.00	\$15,104.00
Estimated balance as at 30/6/18	\$445,606.00	\$531,038.00