

MINUTES
CLARENCE REGIONAL LIBRARY COMMITTEE 6th August 2018
SIR EARLE PAGE LIBRARY AND EDUCATION CENTRE, Grafton NSW

PRESENT: Bellingen Shire Council
 Jill Haynes Bellingen Shire Librarian
 Alison Pope Bellingen Shire Library
 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

Alison Pattinson

3. Disclosure of Conflict of Interest

Nil

4. CONFIRMATION OF MINUTES – Meeting held 10 May 2018

No issue with previous minutes.

Moved: Cllr Karen Toms
 Second: Jill Haynes

Adopted

5. Business arising from the Minutes – Meeting held 10 May 2018

5.1 Library Agreement

Acknowledgement of the signing by both General Managers.

Recommendation

That the CRL Committee note the adoption of the Library Agreement by Clarence Valley and Bellingen Shire Councils.

Moved: Cllr Karen Toms
 Second: Jill Haynes

Adopted

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

5.2 CRL Collection Management Plan Review

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 key aspects of related documents, which are referred to as Appendices for further information. New appendices include: Appendix 5 - CRL STACK Collection Guideline and Appendix 6 – CRL magazine deselection.

Recommendation

That the committee endorse the CRL Collection Management Plan for adoption by the Executive Council, with the correction on page 5, deleting Kempsey Library and replacing with the Clarence Regional Library.

Moved: Cllr Karen Toms

Second: Jill Haynes

Adopted

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

An update on the adoption by the Executive Council of the Clarence Regional Library Internet Policy and the Children and Young Adults Policy.

Recommendation

That the CRL Committee note the Adoption by the Executive Council of the Clarence Regional Library Internet Policy and the Children and Young Adults Policy.

Moved: Cllr Peter Ellem

Second: Jill Haynes

Adopted

5.4 eSmart accreditation progress

Recommendation

That the committee notes the successful eSmart accreditation of the CRL.

Moved: Cllr Karen Toms

Second: Jill Haynes

6. Correspondence

In-coming: Estate of Late Eunice Campbell - \$2,000

Recommended a letter of thanks be provided to the Executors of the late Eunice Campbell.

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

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

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

Moved: Cllr Peter Ellem

Second: Cllr Karen Toms

Adopted

7. Executive Officer’s Reports

Cllr Toni Wright-Turner arrived 11:06am

8. Regional Library Reports -

8.1 DVD Collection

Recommendation

That the committee note the DVD collection acquisitions.

Moved: Cllr Karen Toms

Second: Jill Hanes

Adopted

8.2 Review the progress of the State Library Recommendations

Discussion revolved around the various items in the recommendations, including the Yamba and Maclean Precincts and the various partnerships currently being undertaken and

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

the new ones being developed, in particular the Dorrigo U3A and the consideration of a “Friends” group for the Bellingen Libraries.

Recommendation

That the committee note the progress of the implementation of the commendations of the Clarence Regional Library Review 2017.

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

Adopted

8.3 Library restructure

An explanation of the funding for the new Grade 2 Technical Services Assistant was provided by the Regional Librarian.

Recommendation

That the committee notes the Draft Restructure of the CVC Public Library Services and the Clarence Regional Library.

Moved: Cllr Peter Ellem
Second: Cllr Toni Wright-Turner

Adopted

8.4 Quarterly Income and Expenditure Sheets

Committee requested further information on:

- Additional amount in the Reserve which was above expected result.
- Under spend for *subscriptions and databases* and *Computer system costs*.

Recommendation

That the report on the Quarterly Income and Expenditure Sheet and the initial 2018/19 budget is noted by the Committee

Moved: Cllr Peter Ellem
Second: Jill Haynes

Adopted

9. Items for Information

9.1 Update on Yamba precinct and Maclean Precinct

9.2 Renew our Libraries NSWPLA & LGA funding campaign

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



10. Additional Matters

11. Items for next meeting

- 11.1 eResources
- 11.2 New technologies
- 11.3 Targeted public consultation
- 11.4 Public Libraries Statistical Comparison 2016/17

Meeting Closed: 12.22 pm

Next meeting: Wednesday 15th November in Grafton

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



ITEM: 5.1 No. 3/18 – LIBRARY AGREEMENT**Meeting:** Clarence Regional Library Committee

16 August 2018

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

This report provides an update on the status of the new CRL Agreement and additional discussion points for the new CRL Agreement.

OFFICER RECOMMENDATION

That the CRL Committee note the adoption of the Library Agreement by Clarence Valley and Bellingen Shire Councils.

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 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

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%.*
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

On the 27 July 2018, Bellingen Shire Council voted to adopt the Clarence Regional Library Agreement. The Regional Library Agreement has now been signed by both General Managers.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	NIL

ITEM: 5.2 No. 3/18 – CRL COLLECTION MANAGEMENT PLAN REVIEW

Meeting:	Clarence Regional Library Committee	16 August 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 key 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: 5.3 No. 3 /18 – REVISED CLARENCE REGIONAL LIBRARY INTERNET POLICY AND CHILDRENS AND YOUNG ADULTS POLICY 2018

Meeting:	Clarence Regional Library Committee	16 August 2018
Reviewed By:		
Attachment:	Yes	

REPORT SUMMARY

This report provides an update on the adoption by the Executive Council of the Clarence Regional Library Internet Policy and the Children and Young Adults Policy.

LINKAGE TO *CVC COMMUNITY PLAN*

OFFICER RECOMMENDATION

That the CRL Committee note the Adoption by the Executive Council of the Clarence Regional Library Internet Policy and the Children and Young Adults Policy.

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 current Internet Policy was last reviewed in July 2014.

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

At the last Committee meeting an update on the review Clarence Regional Library Internet Policy and the Children's and Young Adults Policy was provided. Committee agreed to a review date of May 2020.

KEY ISSUES

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.

From an administrative perspective, Corporate and Governance have implemented a Policy Framework where they have oversight of policy reviews. The actual review of policy is to be conducted by the policy author, however the reporting to Council, public exhibition and updating of Council's web site is to be through Corporate and Governance. This allows all policy reviews to be combined into one report.

When reviewing policy we have been advised to make any amendments in *revision marking* to track changes made. This version of the policy is to be forwarded to Corporate and Governance with advice on whether:

- it needs to go on public exhibition for a period of 28 days.
 - subject to there being no public comment that changes the intent of the policy, the policy be adopted.
 - if submissions are received that change the intent of the policy, the policy and submission(s) will be returned to Council for reconsideration
- or if the proposed changes are not material in nature and it is a reiteration of the previous policy's content then the policy is to be adopted by council.

It is this last advice to proceed to adoption by Council that has been forwarded with the CRL Internet policy and the CRL Childrens and Young Adult policy to Corporate and Governance. At the July Council meeting, these two policies were adopted by Clarence Valley Council.

Prepared by	Kathryn Breward - Regional Librarian
Attachment	NIL

ITEM: 5.4 No. 3/18 – ESMART ACCREDITATION PROGRESS

Meeting:	Clarence Regional Library Committee	16 August 2018
Reviewed By:		
Attachment:	No	

REPORT SUMMARY

This report provides information on the CRL eSmart Accreditation progress.

OFFICER RECOMMENDATION

That the committee notes the successful eSmart accreditation of the CRL.

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

Achieving eSmart accreditation involves 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 was completed in June 2018. Evidence of all stages of the process, including staff and public training in internet safety and awareness has been forwarded to the eSmart governing body. This has been approved and Clarence Regional Libraries are now an accredited eSmart organisation.

All CRL libraries will soon be receiving signage to promote the eSmart status and make users aware that Clarence Regional Libraries support smart, safe and responsible internet usage.

Membership of eSmart will be maintained and any future materials will be provided by eSmart for incorporation into sustaining this status.

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: 8.1	No. 3/18 – DVD Collection	
Meeting:	Clarence Regional Library Committee	16 August 2018
Reviewed By:		
Attachment:	No	

REPORT SUMMARY

This report provides information on the CRL on the DVD collection.

OFFICER RECOMMENDATION

That the committee note the DVD collection acquisitions.

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
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BACKGROUND

Movies are recognised as a convenient, often stimulating means of delivering entertainment, information and cultural perspectives to a wide range of viewers. Public libraries have for some time included videos and more recently DVDs in their collections to supplement the other formats of recreational and informational materials that are offered.

The Clarence Regional Library introduced a DVD collection for loan in 2011/12, committing a portion of the collections budget to starting the collection with 2060 titles.

The demand for this collection continues to increase and in 2017/18 the number of DVD titles held had increased from the 2016/17 figure of 8224 to 9545 with loans of DVD's maintaining a high level at 55,132, an excellent figure when compared to other collections. The purchase of DVDs continues to be supplemented with noticeably more DVDs included in donations to the library. A high proportion of the Requests for Purchase from customers are DVD's, particularly those required to maintain a series.

The Standing Order which was first established with a major DVD supplier in 2013 continues to ensure purchase of a balanced collection, with a monthly supply as follows:

Music DVD	3
Movie DVD New	15
Movie DVD Classic	2
World Film DVD	3
Children DVD	15
Lifestyle DVD	5
Documentary DVD	6
TV Series DVD	8
ABC/BBC/SBS	8
Anime	4
Seasonal	12 yearly

KEY ISSUES

For the 2018/19 financial year the supplier will commence a new service, checking our catalogue for highly reserved DVD titles and sending suggested lists for purchasing additional copies of heavily reserved items. They will also continue to visit Regional Services on a regular basis with additional titles for selection.

Combined with continued purchasing and the selection of quality DVD donations, the Clarence Regional Libraries continue to offer a regular supply of quality DVDs to borrowers. The service has established itself as a lender of a wide variety of DVDs including Movies, Childrens and Teens DVDs, Television series, documentaries, travel, cooking and Music DVDs, and is supplementing the standing order with selections of quality titles from supplier lists and donations.

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

ITEM: 8.2 No. 3/18 – REVIEW PROGRESS OF STATE LIBRARY RECOMMENDATIONS**Meeting:** Clarence Regional Library Committee 16 August 2018**Reviewed By:****Attachment:** No**REPORT SUMMARY**

This report provides information on the progress of the implementation of the commendations of the Clarence Regional Library Review 2017 by the State Library.

OFFICER RECOMMENDATION

That the committee note the progress of the implementation of the commendations of the Clarence Regional Library Review 2017.

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

The State Library provided 21 recommendations from the 2017 review of the Regional Library Service. The recommendations covered both Regional Library responsibilities and local Council responsibilities; these are identified in the table below as either CRL CVC or BSC.

KEY ISSUES

State Library Recommendation	Responsible party	Progress July 2018
1. Commence planning for new or extended libraries for Iluka, Maclean, Yamba, Dorrigo and Urunga.	CVC & BSC	<p>BSC - Urunga has received State Library grant money (\$153,260) for refurbishment of existing library an addition of a disabled toilet. Plans are being drawn up for an extension of the library, the plans will form part of the proposal for a grant from the State Cultural Infrastructure Fund.</p> <p>CVC – October 2017 - Council voted to contribute \$12,000 in funds for the development of a concept</p>

		<p>design and Quantity Survey for a relocated and collocated Yamba Library and Community Centre. The plan is to use these items to apply for grant money from the State Cultural Infrastructure Funds.</p> <p>A local architect was engaged and has presented to Council a draft of the concept for Yamba in June.</p> <p>CVC – December 2017 - Council voted to contribute \$12,000 in funds for the development of a concept design and Quantity Survey for a relocated and collocated Maclean Library, performance space and Civic Precinct. The plan is to use these items to apply for grant money from the State Cultural Infrastructure Funds. An architect has been appointed for the development for Maclean.</p> <p>CVC – there are no plans to extend Iluka Library.</p>
2. Consult Mobile & Outreach Services, NSW public libraries: Practice, standards and guidelines for ideas for services and pop-ups	CVC	Go Digital! The Mobile Library on Wheels has arrived and a new timetable was rolled out in July to mirror the new service.
3. Plan to extend the opening hours at Grafton Library	CVC	No plans progressed as no funds to accommodate additional hours.
4. Open Bellingen Library on Monday and Maclean Library on Wednesday using the existing staffing, or consider providing outreach on these days.	CVC & BSC	<p>No plans progressed as no funds to accommodate additional hours.</p> <p>A paper proposing standardization and extension of library hours across all three BSC libraries is being developed; this will not extend to Monday opening though.</p>
5. Consider investigating partnerships with Headspace, local health care providers, agricultural groups, and other potential partners.	CRL CVC BSC	<p>partnerships currently being developed:</p> <p>CRL:</p> <ul style="list-style-type: none"> • Grafton Gaol • Volunteering Clarence Valley • Maclean, Grafton Midday and Grafton Rotary Clubs • Be Connected • Tech Savvy Seniors • eSmart Libraries <p>CVC:</p> <ul style="list-style-type: none"> • Grafton Regional Gallery • Clarence Valley Conservatorium Inc. • FoGL – Friends of Grafton Library • Volunteering Clarence Valley • CYA (Clarence Youth Action) • Grafton U3A • CV Tourism <p>BSC:</p> <ul style="list-style-type: none"> • Dorrigo U3A • Consideration of a “Friends” group has commenced

6. Investigate maker related partnerships to connect the library and the community.	CRL CVC BSC	CVC : Hands on Nature(Sharon Lehman)/TAFE
7. Work at increasing library connections with the local Aboriginal land councils and other relevant groups.	CRL CVC BSC	BSC: not yet progressed CVC: <ul style="list-style-type: none"> • 2x NAIDOC event stalls Grafton and Yamba • NAIDOC Exhibition from small schools • Bush tucker seminar/workshop • Gummyaney Aboriginal Preschool storytime CRL: <ul style="list-style-type: none"> • Developing a web page highlighting our Aboriginal services including: book lists, the Lindt Research Collection, links to the Native Title Determinations and other relevant links.
8. Investigate connecting with Indigenous digital excellence.	CRL CVC BSC	CRL - Have followed the organisation on CRL Instagram page
9. Clarence Regional Library work towards increasing the FTE, with the median of one staff member per 3000 people as the goal.	CRLC CVC BSC	CRL & CVC - Restructure of both CVC Public Libraries and CRL Regional Services underway. (Report in detail attached)
10. Clarence Regional Library work towards increasing the number of qualified staff to 6.4 FTE.	CRLC CVC BSC	CRL & CVC - Restructure of both CVC Public Libraries and CRL Regional Services underway. (Report in detail attached)
11. It is recommended that additional technology training be provided to library staff with the aim of increasing the skills of all library staff, building capacity across the network.	CRL	Staff have undertaken training in: <ul style="list-style-type: none"> • Novelist with founder Duncan Smith • World Book Encyclopaedia database • BorrowBox onboarding • Be Connected • <i>Come n try</i> sessions with new digital devices for Mobile Library
12. It is recommended that regular reference training updates are provided to staff.	CRL	January 2018 for CVC
13. It is recommended that the use of volunteers in the libraries comply with the ALIA Statement on voluntary work in library and information services	CRL CVC BSC	In light of this recommendation the additional position of Library Assistant Technical Services grade 2 .6 fte has been designated for CRL (see restructure report).
14. Extend the trial of videoconference for some of the meetings of library staff.	CRL CVC BSC	Not yet undertaken.
15. It is recommended that the Find legal answers collection is regularly updated based on the information provided from the State Library of NSW	CRL	To be monitored by the Librarian (Collections Services)
16. It is recommended that the sign for Aboriginal Studies is changed to Aboriginal collection or Aboriginal resource collection.	BSC	Wording for new signs in both Gumbaynggir and English for all collections with CRL.
17. It is recommended that the purchasing ratios are altered to increase the size of higher performing collections. In particular, there should be slight increases in expenditure for junior (all formats), fiction (all age groups), and periodicals. This	CRL	Funds have been taken from NF and redistributed to DVDs, Junior and YA fiction magazines and eBooks (both NF and fiction).

increase can be funded by a slight decrease in expenditure on adult non-fiction.		
18. It is recommended that the collecting profile for the non-fiction collection is reviewed to better reflect the interests of the community.	CRL	This has been undertaken and is under ongoing review as a result.
19. It is recommended that where possible non-fiction records are obtained as part of purchasing items.	CRL	This is being reviewed and developed with our suppliers.
20. It is recommended that scoping is done to plan for collecting digital photographs and ephemera.	CRL	Digitisation scoping and development of procedures has commenced.
21. It is recommended that other aspects of the collection management cycle (cataloguing and processing) are investigated with suppliers to evaluate whether there would be a financial benefit in outsourcing in order to redirect resources to direct client services.	CRL	This has commenced with our various suppliers.

Prepared by	Kathryn Breward – Regional Librarian
Attachment	NIL

ITEM: 8.3 No. 3/18 – LIBRARY RESTRUCTURE

Meeting:	Clarence Regional Library Committee	16 August 2018
Reviewed By:		
Attachment:	No	

REPORT SUMMARY

This report details the proposed draft restructure of Library Services Unit (CVC Public Libraries and the Clarence Regional Library) in 2018.

OFFICER RECOMMENDATION

That the committee notes the Draft Restructure of the CVC Public Library Services and the Clarence Regional Library.

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 CVC Public Libraries and CRL under the Environment, Planning and Community Directorate have not had a substantial review of their structure since 2012.

State Library Review 2017:

Staffing recommendations:

It is to be noted that we are already operating on the barest levels of staffing according to State standards and this was also identified as recommendations 9 and 10 in the State Library Review 2017 of the Regional Library Service:

9. *Clarence Regional Library work towards increasing FTE, with the median of one staff member per 3000 people as the goal.*
10. *Clarence Regional Library work towards increasing the number of qualified staff to 6.4 FTE.*

Along with changes in emphasis in the services that libraries are now providing it has become necessary to review the current structure and work through a number of changes to meet the changed operational needs of library services, both with the CVC Public libraries and within the Clarence Regional Library.

CVC Libraries have vacancies in Maclean (Grade 5), Yamba (Grade 5) and Grafton (Grade 2) these service points are being temporarily managed using casuals and the associated casual's budget.

Recently a CRL staff member at Grade 10 requested a change from full to part time work hours in a transition to retirement. This has been approved and is reflected in the currently adopted staff chart, leaving a 0.4 FTE vacancy.

There has also been an increase in the workload for the Grade 3 Library Assistant (Acquisitions and Promotions) in library promotion activities including social media, website and development of marketing collateral. By moving some of the lower graded tasks from the Grade 3 position to the proposed Grade 2 Library Assistant (Technical Services), we will be able to keep up with core business activities such as processing new book stock, repairing old book stock and moving stock between the libraries in the region.

KEY ISSUES

Public libraries proposed changes:

- The proposed restructure of CVC Public Libraries is within existing resources. Retitling of some positions has occurred to provide consistency of titles across the Unit.
- To accommodate the emerging trend of increased emphasis on technology and technology training skills the Library Technician (Local Studies) (Grade 6) will be replaced with a Library Technician Grade 6 (Technology Services)
- To provide increased professional expertise in Maclean and Yamba Libraries we will fill the vacancies Library Technicians (Grade 6) and will require a 4-year library diploma qualification for these positions.
- A Senior Library Technician (Outreach Services) will be created that:
 - Will engineer a focus on outreach services at Grafton Library and be responsible for CVC wide programs, events and activities coordination and promotion.
 - Will improve coordination of events and resources.
 - Will provide backup for Grade 10 position (Librarian (Public Libraries) name changed from Team Leader (Libraries West)).

CRL proposed changes:

- Retitle the part time (0.6) Team Leader (Collection & Reference) Grade 10 position to Librarian (Collection Services)
 - The position has increased emphasis on Collections as core business for the Regional Library.
- Create new part time (0.4) Librarian (Digital Engagement) (Grade 10).
 - This position will undertake the duties remaining as a result of the voluntary permanent reduction in hours of the current incumbent of the Team Leader (Collection & Reference) position
 - New position focus is on emerging technologies and social media to meet increased need in this area.
- Create an additional part time (0.6) Library Assistant (Grade 2) with a technical services focus.
 - Created to accommodate an increase in the workload for the Grade 3 Library Assistant (Acquisitions and Promotions) in the area of library promotions both through social media, website and development of marketing collateral.
 - Previously this increased workload was accommodated temporarily through using volunteers for the core business tasks of processing new book stock, repairing old book stock and moving stock between the libraries in the region.
 - Using volunteers is no longer working: long-term volunteers have relocated out of area and we have struggled to find enough replacements to cover our needs ongoing.
 - This has resulted in delays in getting our stock out to our communities and this is becoming critical to our core business.
 - The State Library Review of the Regional Library Service in 2017 – reminded us of the need to comply with the *Statement on Voluntary Work* provided by the Australian Library and Information Association (ALIA). (<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-voluntary-work-library-and-information-services>).

- Specifically:
 1. *ALIA affirms that volunteers must not replace appropriately trained and paid staff:*

I. to compensate for the reduction, or withdrawal of services caused by inadequate staffing establishments, failure to fill vacant posts, or cutbacks in overall library and information services funding; or

II. to establish and maintain library services or outreach programs which would normally be established and maintained by paid library staff.

2. The replacement of trained, paid library staff by volunteers can only lead to a deterioration in the standard and the effectiveness of services, be wasteful of resources and be detrimental to the interests of library users.

- Moving some of the lower graded tasks from the Grade 3 position to the new Grade 2 Library Assistant (Technical Services) will support keeping up with these core business activities.
- For CRL an increase in staff wages of \$29, 058.11 will occur to accommodate the Grade 2 position, however this is within the annual income budgeted for the CRL.
- Impacts to Clarence Regional Library
 - Operational funds:
 - No additional income required
 - Funded from annual income sources
 - CRL Reserve Funds (this is based on the 10 year forecast model developed for the Regional Library Agreement negotiations):
 - will retain Redundancy contingencies
 - will retain funds for current allocated projects

Prepared by	Kathryn Breward – Regional Librarian
Attachment	Draft staff chart

ITEM: 8.4 No. 3/18 – QUARTERLY INCOME AND EXPENDITURE SHEETS

Meeting:	Clarence Regional Library Committee	16 August 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 and the initial 2018/19 budget is noted 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:	<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

Items of note in the 4th Quarter expenditure sheet include:

- Revenue that is from users was lower then expected
- Subscriptions and databases are lower then expected the CollectionHQ \$12800 annual subs was part of this budget that was not used
- Freight and cartage was slightly under expected, we will continue to monitor this.
- Book maintenance is lower then expected, we will monitor this through the coming year.
- Admin/operating which included postage, stationery, and web design is down this year we did not use webpage contractors this year and there were savings in materials through use of stock items purchased the previous year.
- Promotional expenses was revised to \$12,000 however this was not updated 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 will be reviewing our purchasing processes in the new year.

Overall the budget is on track for the quarter.

Initial 2018/19 budget items to note:

- Workers compensation for the year has already been paid for the year

Prepared by	Kathryn Breward - Regional Librarian
Attachment	4rd Quarter income and expenditure sheet 2017/18 Initial Budget 2018/19

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

APPENDIX 2

CRL LOCAL STUDIES COLLECTION DEVELOPMENT POLICY V2.0.....attached

APPENDIX 3

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

APPENDIX 4

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

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

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

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 Clarence Regional 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
 - HSC Collection

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

- Issues in Society
- LIAC Collection
- DrugInfo Collection
- Local Studies
- Digitised Collection
- Non-fiction
- Aboriginal Collection
- Parenting Collection
- Adult fiction
- Large print
- Magazines
- Young adult
- Junior fiction
- Junior easy
- Readers
- Stack
- Audio books
- DVD's
- eResources
 - Databases
 - eBooks, eAudio, eMagazines
- 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 deselecting 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.

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

- 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 deselecting any materials from this collection, including describing the categories of materials as;
 - Permanent intrinsic value
 - Permanent informational value
 - Temporary informational value
 - 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

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- Scrapbooks
- Vellum and parchment
- Leather and rawhide
- Paintings: on canvas
- Wood
- Inorganic materials

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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:

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

- 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.

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

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.

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

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;

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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;
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)

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

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.

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

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.

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

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

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.

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

Amended 2002

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

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

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

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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.

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



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.

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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

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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

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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.

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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

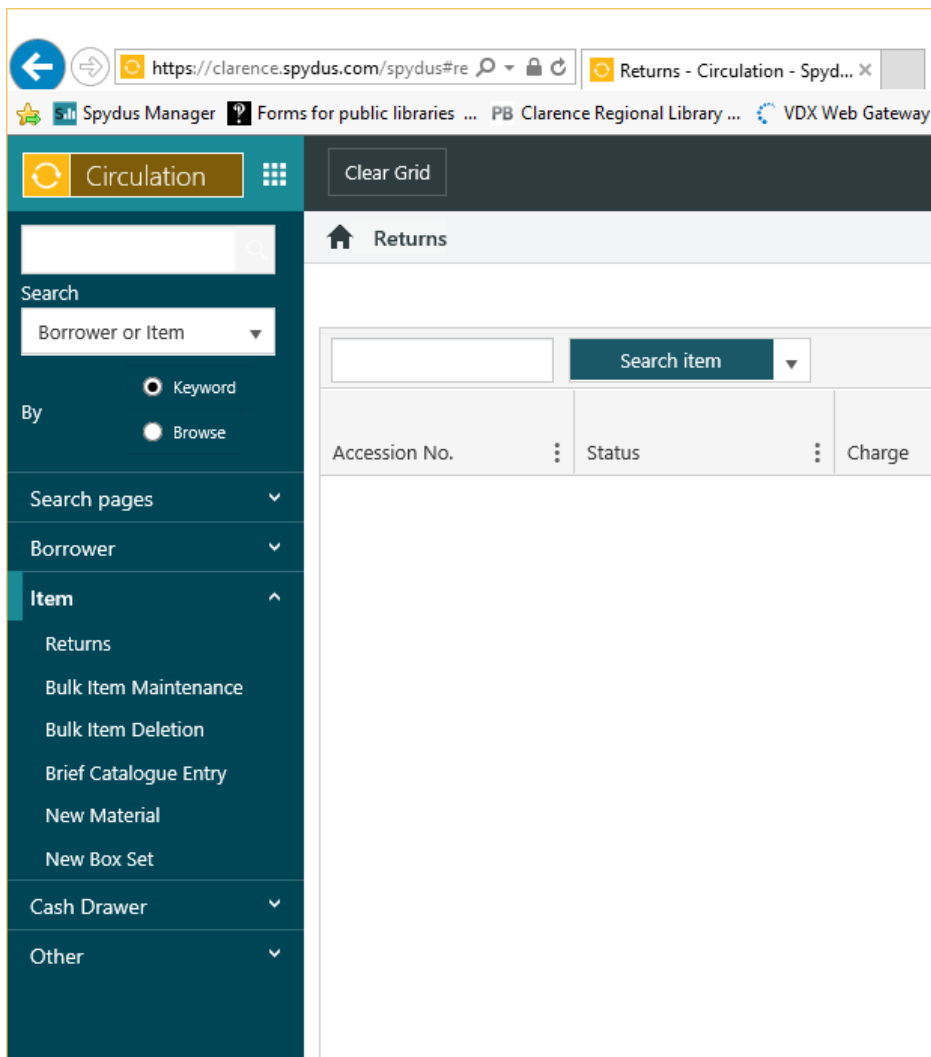
There is no requirement to weed to a schedule. Libraries can weed as space becomes a problem; the weeding frequency above becomes the **guideline** for selecting which periodicals to discard.

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C) PROCESS FOR DELETION

Use the following steps to delete periodicals:

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



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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 content 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).

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