

Library Collection Management Policy

Date Adopted: 15 April 2025

Version: 3.0

Policy Objectives

The objective of this Policy is to facilitate the following:

1. Ensure the provision of a relevant and representative collection that meets current and future educational and recreational needs of the Maitland community in suitable formats.
2. Provide quality collections that promote literacy and reading experiences within the community.
3. Inform the community of the principles followed in the selection and de-selection of material.
4. Assist in the formulation of funding priorities that best meet the needs of the community.

Policy Scope

This policy documents the framework for developing and managing Maitland libraries collections. It is a tool for responding to community needs and expectations, including why materials and formats are selected. The policy ensures equitable access to collections and provides for a diverse range of representative resources to meet the changing needs of the community.

Policy Statement

This policy provides a framework for collection management including selection, evaluation and de selection of Maitland libraries collections.

1. Collection Principles

The principles stated below guide all practices associated with the selection, management and disposal of library materials.

Principle 1 – Transparency

The selection, acquisition, management and disposal of Council's library collections are undertaken in a considered, transparent and open manner in accordance with agreed policies, guidelines and procedures to ensure good governance and procedural integrity.

Principle 2 – Financial Responsibility

Maitland libraries financial resources that support the selection, acquisition, management and disposal of collection materials is managed in a responsible, transparent and ethical manner in accordance with Council's Procurement Policy and financial reporting requirements.

Principle 3 – Free and Open Access

Maitland libraries provide free and open access to a representative collection in various formats for viewing and loan. Access may be restricted based on preservation and value (for example, historic material not for loan) or permanent access to key resources (for example, local studies collection).

Principle 4 – Community Centric

Maitland libraries continually reviews and updates collections in response to changes in community needs, interests and expectations. Council will provide the community with opportunities to participate in the selection of materials through different processes such as suggestions for purchase.

Principle 5 – Decisions on Collections

Decisions made regarding selection, acquisition, management and disposal of collection materials is guided by collection data, community feedback, currency, and availability of space, resources and budget.

Principle 6 – Professionalism

Staff continuously learn, develop and strengthen their knowledge and skills to provide exceptional service in the selection, acquisition, management and disposal of collections.

Principle 7 – Benchmarking with NSW Public Libraries

Maitland libraries actively work with the State Library of New South Wales (SLNSW) to benchmark with libraries throughout NSW to strengthen and enhance the provision and life cycle management of collections.

Principle 8 – Sustainability

Maitland libraries apply strategies that mitigate wastage in the selection, acquisition, management and disposal of collections. The library disposes of the collections through environmentally sustainable methods where feasible including but not limited to repurposing, reselling, donation and/or recycling.

Principle 9 – Representation and Inclusion

Maitland libraries collections endeavour to reflect the diversity of our community. We will proactively seek material by and about the various communities that comprise Maitland Council area, including (but not limited to): ethnicity, gender, race, age, sexual orientation, disability, socioeconomic status, religion. Material will be sourced in multiple formats including large print, audio/visual and online resources.

Principle 10 – Record Keeping

The library maintains records and provides reports as required on the selection, procurement, management and disposal of collections.

2. Formats and Special Collections

The library provides collection materials and information in a variety of formats and languages that are chosen for ease of use, durability and appropriateness to the subject area or intended audience.

Formats include (but are not limited to) the following:

- Print books, magazines and newspapers
- E-resources including books, magazines, audiobooks, music, films and databases

- DVDs, audiobooks, and
- Materials in digital format.
- Library of Things collections – Toy library and Seed library

New formats and collections may be added when there is anticipated demand in the community demonstrated by trends and data.

Special Collections

Local Studies and (non-built) Heritage Collections

Maitland libraries collect and care for items of local significance in the Local Studies and (non-built) Heritage Collections.

The Local Studies & (non-built) Heritage Collections are repositories for documentary heritage and objects that relate to Maitland's history and the diverse emerging stories of the region. The Local Studies collection is housed at Maitland Library, whilst the Heritage Collection is held across several Maitland City Council sites. Materials include rare and unique movable objects related to Maitland's civic history, together with books, essays, documents, photographs, digital media and ephemera. Materials are included to provide a representative view of Maitland's history, development, culture, environment, economy and civic life helping to support detailed research about the local government area.

The consideration and acquisition of new material for the Local Studies and (non-built) Heritage Collection will be assessed by library staff with professional expertise and experience. The acquisition process is guided by the Deed of Gift form – Attachment 2.

Maitland libraries acknowledge and partner with local heritage custodians who also care for community heritage collections. Maitland City Council continues to work with these groups to increase public awareness of Maitland's heritage whilst championing industry best practice approaches for the preservation, storage, and display of heritage materials.

Family History and Genealogy

Family history resources are acquired to support the personal research of genealogy. Resources are available in print, microfilm and online formats. Some online resources may only be available in the library.

3. Exclusions

The collection will not generally include:

- Expensive or rare items inappropriate to a public library collection
- Ephemeral material, including brochures, pamphlets and posters unless they have significance to the local area
- Superseded formats
- Items difficult to manage due to their physical limitations
- Items prohibited by law (eg pornography)
- Advertising material for commercial interests
- Old, out-of-date or fragile items, unless specifically acquired for the City's local studies collection

- Reference materials that hold out of date or incorrect information holding no historic or research value
- Items unavailable through standard library or appropriate specialist suppliers
- Highly technical or specialised works of limited general interest
- Textbooks readily available in the libraries of relevant tertiary educational institutions
- Workbooks and Activity books
- Novelty books with removable content

4.Measuring Success

Success of the Policy is measured through adherence with guidelines published in the Library Council of New South Wales (LCNSW) *Standards and guidelines for NSW public Libraries: Living Learning Libraries* 7th edition (2024 update). Benchmarking against key performance indicators outlined, will result in a collection that meets and maintains community interest. Key performance indicators include:

- Turnover rate
- Loans
- eLibrary usage
- Age of collection
- Acquisition and discard rates

Other performance measures include:

- Delivery time from supplier to shelf
- User satisfaction through surveys and informal feedback
- Achieving identified strategic collection priorities.

5.Challenging Material Statement

Complaints about the collection are assessed in accordance with Council's *Complaint Handling Policy* and related documentation and legislation. Complaints specifically about controversial material are assessed in accordance with the LCNSW Guideline *Access to information in New South Wales public libraries* and the Australian Library and Information Association's (ALIA) *Free access to information statement* as the basis for decisions. Please see Attachment 1 - Request for reconsideration of a resource form.

6.Requesting new items

A person may request an item that is not in the current collection. The item may be sourced via the inter-library loan process and/or the library may consider purchasing the item to add to the collection. Availability is dependent on whether the item will meet broader community needs and interests (not just the needs and interests of one individual), or is within the library's capacity to purchase the item.

7. Donations

Acceptance

The library accepts donations from the following sources:

- Local studies materials*
- Local authors
- Titles donated by visiting authors for Library events
- Materials donated by the SLNSW

Donated items suitable for inclusion should:

- Meet basic selection guideline
- Be an appropriate format and condition for public library usage

All donations, once accepted, become the property of Maitland libraries.

*Donations to the Local Studies or non-built Heritage Collections are evaluated under additional guidelines and procedures.

8. Principles of Disposal

Deselection ensures collections remain current, relevant and responsive to the community's needs and allows circulation of new material across branches and digital platforms. The library reviews collection data on a regular basis, withdrawing materials from its collections in accordance with guidelines supporting collection goals.

Physical material will be disposed of in a manner sensitive to the environment including (but not limited to) repurposing, reselling, donating and/or recycling. Sustainability approaches offered by suppliers' form part of the vendor assessment process.

Online material is removed from the collection when it attains limits to availability set by the supplier.

Policy Definitions

Collections:

Refers to the entire library collection, which includes:

- Physically held resources in print and non-print
- Resources accessed online; and
- Objects and ephemera related to the history of Maitland LGA

Collection Development:

Process of building library collections to meet the needs of current and potential community members. Procedures include identification, selection, maintenance, evaluation, and deselection of physical and digital materials.

Policy Administration

Business Group	City Services
Responsible Officer	Manager Libraries and Learning
Council Reference	Ordinary Council Meeting – 15 April 2025

Policy review date	April 2028
File number	86/20
Relevant legislation	NSW Library Act 1939 and Library Regulation 2018 Classification (Publications, Film and Computer Games) Act 1995
Related policies/procedures/protocols	Standards and Guidelines for NSW Public Libraries: Living Learning Libraries 7th edition (2024 update) Access to information in New South Wales public libraries (Library Council NSW) Australian Library and Information Association Free Access to Information Statement

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	13.9.11	New policy adopted
2.0	27.8.19	Update of terms, including Digital used rather than electronic Biennial book sale rather than annual Position titles updated to reflect current terms Relevant legislation and related protocols, policies and plans
3.0	15.4.25	Update of terms including: Collection Principles, Officer titles, Formats & Special Collections, Measuring Success, Challenging Material Statement Attachment 1 – Request for reconsideration form

ATTACHMENT 1

Maitland libraries - Request for reconsideration of a resource form

Your feedback is important, and we ask that you complete the information below to help us assess your request. Please consider that while library users have the right to make decisions for themselves and their own children, this right does not extend to other library users.

Library and information staff are responsible for developing and maintaining library collections. Selection and availability of items in a collection is made by library staff with professional expertise and experience. Materials will not be rejected on moral, political, racial, or religious grounds if they otherwise meet selection criteria. A perception that material may offend or cause controversy to a person or a group of people is not, of itself, a reason to limit purchase or provision of an item containing that material.

The information you provide will be assessed by the Collection Lead, in accordance with the Collection Development Policy, LCNSW Guideline *Access to information in New South Wales public libraries* and the [ALIA Free Access to Information Statement](#). Following the assessment, should you wish, you will be contacted with the outcome. Once considered via this process, the item will not be reconsidered for a 3-month period.

A note on parental responsibilities

Please note, parents/guardians are legally and morally responsible for items borrowed and accessed by children. They have the right to guide the reading, viewing, listening and playing of their children but must give the same right to other parents/guardians.

Name of person making request:

Street address:

Email address:

Phone number:

Library membership number:

Resource:

Title

Author:

Publisher:

Publication date:

How did this resource first come to your attention?

Have you examined/ read/listened to/viewed the entire resource in context and in its entirety? Y/N

If no, please give details.

What do you believe is the theme of the resource?

Please list your concerns about the resource. Please be specific and cite page numbers or reference points.

Are there positive aspects to the resource?

What do you feel might be the result of engaging with this resource?

Are you aware of any educational/literary reviews of this resource? If yes, please provide details.

What action would you like the library to consider in relation to this review?

Do you wish to be contacted regarding the outcome of your enquiry? Y/N

If yes, how would you like to be contacted regarding the outcome?

Other comments:

Please attach any further documentation that is relevant to the reconsideration.

Signed:

Date:

ATTACHMENT 2

Maitland libraries – Deed of Gift Form

Thank you for offering Maitland libraries the item(s) as described below. In the event of this item(s) being accepted by Maitland libraries, ownership will be vested in Maitland City Council. Please note that if this object is deemed to not meet the principles of the Maitland libraries Collection Policy, the donation will be returned to the noted donor if desired, otherwise full ownership and right to retain, sell, or dispose of the material/s will be signed over to Maitland City Council. Copyright on images and text will remain with the original artist or author where identified.

SCHEDULE OF GOODS AND PROPERTY

Donor Information:

Full Name:

Organisation
Name:

Address:

Contact Name:

Phone: (

Fax: ()

Mobile:

Email:

Item/s Detail and Identifying Description:

Description:

Number of items
in total:

History/ Background: (guiding questions: who owned this object, how old is it, association with people & places, your memories of the object?)

Copyright:

As the original artist or author of the work being donated I wish to retain the right to the image and content copyright according to the Copyright Act 1968.

Yes [] No []

Applies to:

DEED OF GIFT

This Deed made the _____ day of _____, 20 __

BETWEEN

(full name of Donor)

of

(full address of Donor)

(hereinafter called 'the Donor' on the One part)

and Maitland City Council as administrator of Maitland libraries (hereinafter called 'the Library' of the Other part)

WHEREAS the Donor desires to give the goods and property described in the Schedule above to Maitland City Library upon the following terms and conditions:

Now this deed witnessed as follows

(1) The Donor warrants Maitland libraries that they are the sole beneficial and unencumbered owner of the goods and property described in the Schedule above free from all claims and encumbrances.

(2) The Donor, for themselves or their executors, administrators, assigns and heirs, hereby agrees to give, convey, dispose and deliver to the Library, their right title and interest in the goods and property described in the Schedule above including all rights of copyright, if applicable to the Council absolutely.

(3) The Donor agrees and declares that this deed shall not be determined by their death and the Deed shall be absolute and shall bind Legal; personal representatives of the Donor.

(4) The Donor agrees and declares that this Deed and the gift of goods and property hereunder shall ensure to the benefit of the Library, its successors, assigns and transferees in perpetuity.

(5) The Donor declares they have entered into this Deed of their own free will, voluntarily and without influence.

(7) The Donor declares they have held or obtained all permits and licenses of and incidental to the goods and property.

(8) It is agreed that the goods and property described in the Schedule can be displayed, published or otherwise reproduced by the Library, in any form including digital, provided that such publication or reproduction appropriately acknowledges the gift being made.

Signed, sealed & delivered

Donor:

Date: / /

Witness:

Date: / /

(PLEASE NOTE: In respect of a company, the company seal should be affixed.)

Acknowledgment of Maitland libraries

Maitland libraries hereby acknowledges receipt of the gift of goods and property described by the Donor in the Schedule above.

Staff
Officer:

Date: / /

(signed on behalf of Maitland libraries)

2 copies of this form to be signed, one retained by the Donor, one retained by Maitland libraries