

**PORT MACQUARIE-HASTINGS COUNCIL MISSION STATEMENT**

A SUSTAINABLE QUALITY OF LIFE FOR ALL

**LIBRARY MISSION STATEMENT**

THE MISSION OF PORT MACQUARIE-HASTINGS LIBRARY SERVICE IS TO PROMOTE AND SUPPORT RECREATION AND LIFELONG LEARNING THROUGH OPEN ACCESS TO RESOURCES.

**OBJECTIVES**

1. TO DEVELOP AND MAINTAIN A BALANCED COLLECTION OF QUALITY INFORMATION, RECREATIONAL AND EDUCATIONAL RESOURCES.
2. TO ENSURE CORE SERVICES ARE FREELY AVAILABLE AND ACCESSIBLE.

**CORE SERVICES**

As defined by the Library Amendment Act, 1992, guidelines relating to Section 10, core services are outlined.

The Library Act, 1939 defines "library material":

"Library material" includes periodical, newspaper and any other printed matter and includes map, music, manuscript, picture, photographic plate and film and any other matter or thing whereby word, sounds or images are recorded or reproduced.'

**FREE MEMBERSHIP**

Any person who is a resident or ratepayer of the Port Macquarie-Hastings LGA is entitled to free membership of the library.

**FREE ACCESS**

All persons have free access to all library materials forming part of the collection.

**FREE LOANS**

Any person who is a member of the library is entitled to borrow free of charge.

If deliveries are made by the library to members of the community there will be no charge for that service.

**BASIC REFERENCE SERVICES**

Any person is entitled to free basic reference services (being any service classified by guidelines issued by the Council as a **basic reference service**).

**COLLECTION SUGGESTIONS BY MEMBERS**

Where persons suggest new items be added to the collection, no charge will be made if that item is added.

**COMMERCIAL SERVICES**

The public library is not a commercial service.

**PURPOSE OF THE COLLECTION DEVELOPMENT POLICY**

Public library services exist for the use and enjoyment of all residents of the Port Macquarie-Hastings area regardless of age, sex, religion, physical ability, social or political views.

This policy defines the scope and nature of the existing collection for Council and for the public. It assists planning for the continuing development of the Library service.

**AUSTRALIAN LIBRARY AND INFORMATION ASSOCIATION**

ALIA asserts as a basic right of citizenship the right to free access to information. Port Macquarie-Hastings Library endorses this policy.

**AIMS**

1. To be a practical guide for Library staff in the selection of materials.
2. To allow the identification of strengths and weaknesses in the collection.
3. To be a tool to facilitate and co-ordinate selection, donation, retention and weeding within all Branches.
4. To be an instrument for responding to client needs and demands.
5. To be the basis for future collection development.

**HOW THE POLICY WAS FORMULATED**

This policy has slowly evolved after many joint discussions with senior staff. The Collection Development Policies of many other libraries have been studied to formulate a working document for Port Macquarie-Hastings Library.

**RELATIONSHIP OF LIBRARY TO COUNCIL**

The Library Services Manager is directly responsible to the Group Manager, Community.

**RESPONSIBILITY**

The Library Services Manager has overall professional responsibility for the collection and is the final arbiter on whether material is to be included.

**ROLE OF COLLECTION IN RELATION TO THE LIBRARY'S OBJECTIVES**

The role of the Library is to be an unbiased source of recorded knowledge and ideas.

The collection aims to meet the following objectives:

1. To provide a collection of resources to equal per capita State average (as a minimum) levels.
2. Select, acquire and maintain resources to support the information needs of all residents.
3. Provide sufficient resources to stimulate a creative use of leisure time for all residents.
4. Encourage the enjoyment of reading and the love of books in all age groups.
5. To encourage the development of literacy skills in young people.
6. Collect and maintain the documentary heritage of the Hastings region.

**LIBRARY CLIENTELE**

All residents, ratepayers and visitors are encouraged to avail themselves of Library services. Kempsey borrowers enjoy full reciprocal rights as part of the Mid North Coast Co-operative agreement.

Census returns are used as one indicator for the allocation of resources, however the unique needs of <16yr olds in terms of the development of reading as a skill for lifelong learning and leisure are recognised. In addition, the current trend of Port Macquarie-Hastings ageing population demands that although budget resources are allocated to reflect a commitment to levels of service and quality of product for all age groups, they must take into account the particular needs of senior readers

Suggestions from library users in relation to library services are encouraged and will be considered and acted upon whenever possible.

Suggestions for purchase from the public will always be considered but must meet Collection Development Policy guidelines and available budget.

**CO-OPERATION AND NETWORKING**

Port Macquarie-Hastings Library together with Kempsey Library formed the Mid-North Coast Co-Operative Library Service in 1980 for the purpose of resource sharing.

The book-votes of both are combined to:

1. Rationalize selection.
2. Attract the best possible discount and service from suppliers.
3. Allow specialization without duplication.

Computer expenditure is also combined to facilitate the purchase of on-line databases and on-line recreational material.

The Mid-North Coast Co-Operative Library Service at times attracts special grant funding from the Library Council of New South Wales.

Port Macquarie-Hastings Library is an active member of the NSW Public Libraries Association. Membership provides professional development, facilitates resource sharing and has attracted special grant funding from the Library Council.

Port Macquarie-Hastings Library has the support of the State Library of N.S.W., eg, Disability Access, Professional development, bulk loans. All Port Macquarie-Hastings Library members have access to the State Library's resources.

Both Kempsey and Port Macquarie-Hastings libraries are Legal Information Access Centres,

The Children's/Young Adult Librarian and Branch Librarians, when possible, meet quarterly with local Teacher Librarians to develop closer ties in order to assist schools in meeting the needs of students and teachers. The meetings facilitate communication and promote awareness and understanding.

## 1. COLLECTION DEVELOPMENT PRINCIPLES

Basic principles underlie selection:

- Is similar material currently available in the collection?
- Is the material timely?
- What is the physical appearance of the item?
- What is the current demand for the topic?
- Is the material in the most appropriate format?
- Priority is always placed on co-operative and rationalized collection development for each location.

## 2. SELECTION CRITERIA : DEFINITIONS

*Purpose:* does the material do what it claims?

*Authority:* does the author, editor, publisher have professional credibility and expertise?

*Scope:* does the item have the breadth and depth of content, both actual and intended?

*Currency:* is the item relevant?

*Duplication:* does it unnecessarily duplicate information already held?

*Format:* ease of use, arrangement, indexing, binding, ability to network if electronic, paper versus electronic, quality and standards of production, quality and relevance of illustrations.

*Cost:* in relation to value of contents. Items over \$100.00 need to be supplied on approval before purchase.

### 3. WEEDING/RETENTION : DEFINITIONS

All Library materials need to be regularly reviewed and re-evaluated. Weeding of outdated, damaged or read-out stock is essential in collection development.

No single standard can be applied to all items.

Basic principles:

- Age.
- State of repair.
- Use patterns.
- Australian content.
- Availability of other items on the subject.
- Serialized fiction
- Local content

The Library Services Manager has overall responsibility for the collection and is the final arbiter on whether material is to be discarded.

Items withdrawn from the collection may be offered for sale, with revenue raised used to purchase of additional Library resources.

Local studies policy may override these exclusions.

**SELECTION AIDS**

It is impossible for Library staff to read or review every item published each year. Assistance in selection and basic principles followed:

- Review journals.
- Reviews in specialist journals, periodicals, newspapers and online.
- Staff expertise.
- Stock on hand from booksellers, bookshops.
- Customer requests.

Both staff and public provide a valuable contribution to collection development. Senior staff have delegated authority to purchase material within their areas of management and within general C.D.P. guidelines.



**EXCLUSIONS POLICY**

Deliberate exclusion of:

- School textbooks other than study guides which form the basis of the ‘HSC schools collection’.
- TAFE and university textbooks *unless* they are of interest and use to lay readers.
- Films and videos which contravene the Library Act.
- Art and artefacts.
- Posters.
- Recordings on vinyl, audio and video tapes. As they become redundant, formats and technologies will be excluded.
- Art prints.

**NOTE**

Local Studies policy may over-ride these exclusions.

**CENSORSHIP**

The public library has the responsibility within a democratic society to ensure material collected represents as wide a range of viewpoints available on as large a range of topics as possible. Inevitably, some members of the community will find materials in the collection they regard as objectionable or offensive. The collection must fearlessly represent all views, including political, religious or social, no matter how controversial or objectionable these views may be to some people.

Provided they meet selection criteria and are approved for non-restricted use by the Australian Censor, all materials will be considered for inclusion.

The library will not enter into public debate about decency or moral values in fiction. That is the responsibility of State and Commonwealth bodies.

Material will be chosen free of prejudice. Pressure from individuals or groups will not determine inclusion or exclusion of any material.

The collection encourages individuals to explore any and all ideas in order to decide what is meaningful to them.

Commonwealth legislation exists regarding content on the internet accessible to Australians. Internet use within the Library must meet a reasonable code of behaviour. Notices to this effect are prominently displayed in the library.

**COLLECTION DESCRIPTION : NON-FICTION**

The Non-Fiction collection comprises materials from three levels of complexity. The majority of the collection is comprised of basic information and material at an introductory level. Some areas of the collection could be described as augmented; for example, Australian History and Australian Social Sciences. The aim is to have an extensive Local Studies collection of book and non-book resources.

**Basic Information**

A collection of up-to-date materials which serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate electronic databases, standard and significant works, handbooks, manuals, DVDs, sound recordings and a few popular or major serials. A basic information collection can support general inquiries, school and some undergraduate instruction, and information at a popular level, but is not sufficiently intensive to support advanced undergraduate courses.

**Basic Information: Introductory**

The emphasis at this level is on providing resources which introduce and define a subject. A collection at this level includes basic reference sources and explanatory works, such as historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. This level is sufficient to support clients attempting to locate general information about a subject or students enrolled in introductory level courses.

**Basic Information: Augmented**

At this level basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of basic explanatory works, historical descriptions, reference sources and periodicals that serve to introduce and define a subject. This level is sufficient to support students in basic courses as well as supporting the basic information needs of clients in public libraries.

**NEWSPAPERS (EXCLUDING LOCAL NEWSPAPERS)****AIM**

To provide a selection of daily papers to keep readers up-to-date with current affairs.

**CLIENTELE**

Library users.

**SCOPE**

A selection of major dailies.

**SELECTION CRITERIA**

Authority  
Price  
Usefulness  
Index availability

**WEEDING/RETENTION**

Sydney Morning Herald is kept for 2 months. Digital access is available through the State Library NSW.

Australian Financial Review is kept for 2 months.

*Port Macquarie News* is kept in bound editions and on microfilm. Is also being progressively digitized.

*The Hastings Gazette* and *Camden Haven Courier* are available on microfilm. Is also being progressively digitized. Gazette is no longer published.

Library has an online subscription to the *Port Macquarie News* and *Camden Haven Courier*.

All other newspapers are kept for one week.

**FUTURE PLANS**

- Investigate further indexes via electronic methods.
- Greater use of online resources.
- Fully digitized collection of local newspapers.

**ADULT FICTION****AIM**

To provide a collection representing a balance between works of enduring value and current popular taste. Fiction should reflect broad reading tastes.

**CLIENTELE**

The general public

**SCOPE**

Priority given to Australian authors.

Popular best-selling works will be bought in multiples as the budget allows.

Major literary award winners.

Recognized classics.

Selected translations of significant foreign authors.

Works of historical value or interest.

Budget constraints may necessitate purchase of the large print format in preference to ordinary print.

**SELECTION CRITERIA**

Reputation and popularity of the author.

Current bestsellers

Positive reviews

Literary merit.

**WEEDING/RETENTION**

All titles will be examined to determine whether they are:

- i) damaged
- ii) too old
- iii) read-out based on borrowing statistics

Replacements may be sought for Australian classics or serialized fiction.

The current publishing practice of fewer re-prints make this more difficult to achieve.

**FUTURE PLANS**

- To maintain the level and variety of fiction.
- To continue to focus on more "literary" titles.
- To prioritise the collection of fiction by Australian authors.

**REFERENCE****AIM**

To provide a core collection of resources, both print and online, to supplement the Non-Fiction collection in meeting the information needs of the community. Increasingly, the internet has made this type of collection redundant, particularly with regard to ready-reference material.

Printed material of a reference nature is clearly marked as 'not for loan' and interfiled with the non-fiction collection.

**CLIENTELE**

The community in general.

**SCOPE**

Up to date and authoritative resources, in appropriate formats, that meet the expressed information needs of the community. Online databases offering remote access are the preferred method of distributing information and these are supplemented by print resources. Separate collections include *Legal Information (LIAC)*, and *Drug Info at Your Library*. While the main print collection is based at the Port Macquarie library, branch libraries maintain smaller reference collections to suit local needs.

**SELECTION CRITERIA**

Purpose  
Authority  
Scope  
Timeliness  
Format  
Cost

**WEEDING/RETENTION**

Titles are replaced as new editions or similar works become available. Superseded titles may be transferred to the lending collection if considered to still be of value as an information source. Material that is outdated, particularly medical and legal material, is discarded. The State Library of New South Wales provides guidance in the maintenance of the *LIAC* and *Drug Info* collections.



**FUTURE PLANS**

- Provide improved access to online services
- Use of library website to deliver information services.
- Maintain and update the print collection.

## **LOCAL STUDIES**

### **AIM**

To collect, preserve and make accessible resources relating to all aspects of the Hastings region. The material is based on the local government area of Port Macquarie-Hastings and its environs and includes resources relating to Aboriginal occupation, post-European settlement and contemporary life. The collection also includes relevant Council and other government documents.

### **CLIENTELE**

Researchers, students, Council staff and the general community.

### **SCOPE**

In general, all materials relating to the history of the Hastings region, its environment, peoples, development and cultural attributes are open for inclusion within the collection. The Library reserves the right to exclude certain materials. Some categories of materials may not be available for public access due to cultural sensitivities or their physical condition. The main collection is housed at the Port Macquarie library and is not for loan. Branch libraries maintain smaller collections to suit local needs.

The following material formats have been identified for inclusion in the collection:

#### **Books & pamphlets**

**Reports** (including those produced by Council and other government departments)

**Serials/Magazines/Newsletters** produced by local groups, organizations and schools (not actively collected).

**Newspapers** - local newspapers are held in digital format, on microfilm and/or hard copy.

**Photographs** - small collection of photographic images held in various formats.

**Maps** – of the Hastings and adjoining regions.

**Audio/visual** – related to the Hastings region.

**Archival material** - relating to the Library/Council only

**Note:** With regard to the donation of primary sources, including images, the owner of the material (where they can be identified) must be able to give permission under copyright law for the item to be reproduced.

#### **EXCLUSIONS**

**Ephemera** will not be collected

**Private papers** without local significance and archives of local societies and groups will not be acquired.

#### **WEEDING/RETENTION**

Generally, no material is weeded, however some duplicate material may not be retained.

- Local newspapers are kept in digital, hardcover and microfilm versions.
- Duplicate Annual reports and superseded documents held at branches will only be retained for up to 3 years.
- Materials in superseded formats will, where possible, be migrated to more current and accessible formats.

#### **FUTURE PLANS**

- Digitising of items from the collection including newspapers (within copyright provisions)
- Continuous development of library website to allow remote access to Local Studies collections.
- Creation of web based information sources.
- Develop long-term storage plans/strategies for the collection.
- Continued development of partnerships/projects with relevant local and state organizations.
- To monitor changes in technology and make recommendations for implementation.

**FAMILY HISTORY****AIM**

To support library users doing genealogical research.

**CLIENTELE**

Researchers, family historians, general community

**SCOPE**

Emphasis is on Australian genealogical resources, however material covering other countries is collected as the demand is identified. Material covering local families to be developed. The following material formats have been identified for inclusion in the collection:

- Online services
- Books, serials, indexes in printed format.
- CD-ROMs.

**SELECTION CRITERIA**

Purpose  
Authority  
Scope  
Duplication  
Format - particularly for ease of use  
Cost

**WEEDING/RETENTION**

Superseded materials will be removed and updated where possible. Some duplicates may not be retained. Materials in superseded formats will, where possible, be migrated to more current and accessible formats.

**FUTURE PLANS**

- Further develop access to online and web based resources.
- Continuous development of the library website to deliver resources
- Continued development of partnerships/projects with relevant local and state organizations
- Support the use of the collection through seminars and information sessions.

**LARGE PRINT****AIM**

To provide a variety of titles representing classics, modern literature and works of interest to the users.

**CLIENTELE**

As per Adult Fiction. Readers with visual impairment and age-related sight degeneration or a preference for larger print.

**SCOPE**

Popular fiction  
Australian authors whenever available for purchase

**SELECTION CRITERIA**

As the publishing output is so much smaller the ability for discerning choice is limited reliance on standing orders are necessary.  
Hardbacks and paperbacks are both purchased. Paperbacks are the preferred option.

**WEEDING/RETENTION**

Items are discarded on an 'on sight' basis, considering age, state of repair and usage patterns. Replacements are not usually available.

**FUTURE PLANS**

- To maintain the currency and relevance of the collection as budget permits.
- To adapt standing orders of titles to reflect the changing reading interests of the local population.
- To adapt the size of the collection to reflect community demand.

**AUDIO BOOKS****AIM**

The aim is to provide a selection of titles to suit the interests of clients.

**CLIENTELE**

- (1) Visually impaired, frail aged, infirm, physically disabled, print handicapped.
- (2) General public, adults and juniors.

**SCOPE**

Books read onto CD or MP3

Preference is given to professionally-read commercial titles.

Australian material is purchased where available.

'Library editions' of audio materials, with replacement disks as part of the purchase price, are not considered good value for money.

**SELECTION CRITERIA**

Quality

Popularity

Interest level

**EXCLUSIONS**

Outdated formats

**WEEDING/RETENTION**

CDs and MP3s on disk are weeded when they become unplayable.

Titles are rotated between Branches.

**FUTURE PLANS**

To purchase, as funds permit, an increasing number of titles in available formats, including e-audio.

## **COMPACT DISCS**

### **AIM**

To provide a selection of music across all musical genres

### **CLIENTELE**

All library users both Adult and Junior

### **SCOPE**

Basic classical collection  
Popular music  
Soundtracks  
Jazz  
Country and Western  
Relaxation

### **SELECTION CRITERIA**

Quality of recording  
Popularity  
Interest level  
Duplication

### **WEEDING/RETENTION**

Withdrawal of damaged or badly scratched items.  
Withdrawal when in an unplayable condition. Reviewed at 6 monthly intervals.  
Weeded based on general condition and playability.  
Physical items circulated to Branches.

### **FUTURE PLANS**

- To increase the collection while format remains viable.



**DVDs****AIM**

To provide a variety of movies, television series and non-fiction to stimulate information, education, cultural and recreational needs of the community. To provide audiovisual material on a wide range of subjects which will supplement and enhance the general collection.

**CLIENTELE**

Adults and juniors.

**SCOPE**

Documentaries  
Fitness  
Curated collection of movies.  
Quality children's programs  
Foreign language films

**SELECTION CRITERIA**

Quality of production  
Is the format appropriate?  
Duplication  
Emphasis on Australian content  
Price – DVDs over \$50.00 need to be justified as filling a recognized gap in the general collection. Popular movies will not exceed \$40.00.  
Suitable lending purposes, displaying Australian Classification Board rating.  
Series considerations - budgetary, series length, popularity and library space.

**WEEDING/RETENTION**

Damaged stock withdrawn. Reviewed regularly.  
The collection will be divided between the three branch libraries.  
Withdrawal based on general condition and playability.  
Items borrowed greater than 100 times.

**FUTURE PLANS**

- To continue developing the collection as funds and storage space permit with continued evaluation of new and emerging technologies.

**EXCLUSIONS**

- VHS or other tape format.
- Blu-Ray Discs.

**E-SERVICES PROVIDING ACCESS TO TELEVISION, MOVIES, MAGAZINES AND MUSIC**

The library selects and subscribes to e-services available at a reasonable cost. Available content is determined by the service provider.

**E-PUBLICATIONS AND E-AUDIO****AIM**

To provide a selection of downloadable fiction and non-fiction material as e-publications.

**CLIENTELE**

Adult Library users.  
Young Adults.  
Children

**SCOPE**

Popular fiction  
Australiana if available  
General non-fiction  
Magazines

**SELECTION CRITERIA**

Format (e-pub, MP3)  
Popularity  
Interest level

**WEEDING/RETENTION**

Items not weeded manually.  
Some items have limited downloads or time periods before they are deleted by providers.  
When a license terminates, items are only re-purchased if borrowings warrant it.

**PURCHASE REQUESTS**

Requests for purchase are limited to one per borrower per month.  
Requests are subject to the selection scope and criteria above.

**FUTURE PLANS**

Increase collection size. Auto-deletion by publishers limits the library's ability to increase the basic collection.

**EXCLUSIONS**

- E-book formats other than e-pub
- Audio formats other than MP3
- Languages other than English

**PERIODICALS****AIM**

To provide a comprehensive collection of up-to-date resources catering for a wide range of interests and reading levels.

**CLIENTELE**

Adults, juniors, young adults.

**SCOPE**

Australian content.

Subjects requiring extremely current coverage.

Popularity of content.

Subjects to supplement the book collection.

**SELECTION CRITERIA**

Duplication.

Quality of production.

Authority of writers, editors.

Suitability of the format.

**WEEDING/RETENTION**

*Choice Magazine* is housed separately for two years at Port Macquarie branch.

Library science journals are housed in Library Science Stack.

Other periodicals are weeded after two years or according to state of disrepair.

**FUTURE PLANS**

- To maintain the number of titles purchased to cover a wider range of subjects.
- To increase full text availability via e-publication subscription.

**NON-FICTION (ADULT AND JUNIOR)****AIM**

To provide a comprehensive, current and retrospective range of resources to serve the information needs of the community.

**CLIENTELE**

Adults, young adults, children, students.

**SCOPE**

Material to support lifelong learning.  
Recreational and inspirational material.  
Self-help and do-it-yourself material.  
Material that supplements school, TAFE, University collections only when it is suitable for the general public (ie, at layman's level).  
Community information.  
Monographs, and audio visual format

***LAW***

The Port Macquarie Library is a LIAC centre. The law collection is maintained according to LIAC guidelines on inclusion and weeding.

Library materials will provide access to information on legal matters for lay readers. The Library makes no attempt to offer advice or interpretation which remains at the discretion of the user.

***HEALTH***

Current medical dictionaries and works of ready reference will be maintained. Books for loan are selected to provide medical information including alternative medicine for the lay reader.

The Library makes no attempt to offer advice or interpretation which remains at the discretion of the user.

**SELECTION CRITERIA**

Currency, especially in rapidly changing fields.  
Level of indexing and format of publication.  
Balanced representation of views of controversial topics.  
Technical quality of printing, binding.  
Quantity and quality of illustrations.  
Price in relation to importance of information.  
Duplication.  
Estimated demand for the topic.  
Value of the work

**EXCLUSIONS**

Material of a proselytizing nature or denigrating of other beliefs.  
Curriculum text books.  
Material older than five years since publication

**WEEDING/RETENTION**

The collection is constantly weeded using set criteria.

**FUTURE PLANS**

- To target the development of certain subject areas.
- To maintain currency in all subjects.
- To closely monitor the collection and purchase to fill gaps as they emerge.
- To expand on-line resources for access to current information.

**MISCELLANEOUS ITEMS****AIM**

To use library expertise to support lifelong learning, creative and/or healthy lifestyle options through lending objects or materials not defined in The Library Act.

**CLIENTELE**

Adults, young adults, children, students, community groups

**SCOPE**

Materials not of a traditional printed or audio-visual nature which conform to the described aim. Examples include, but are not restricted to:

seeds  
exercise equipment  
musical instruments  
power saving kits

**SELECTION CRITERIA**

Items are chosen which can be lent using library systems.  
Items must not consume excessive physical space within the library.  
Demonstrable community benefit  
Items will not be purchased using funds allocated for 'books'

**WEEDING**

Items showing physical wear will be weeded from the collection



**BOOK CLUB SETS****AIMS**

To encourage community reading by establishing, maintaining and lending sets of books in support of local book clubs.

**CLIENTELE**

Adult members of local book clubs

**SCOPE**

Adult fiction titles.

**SELECTION CRITERIA**

Book club sets are donated by clubs. The library relies on the thoughtful selection of donated sets. The library occasionally augments the sets with suitable titles.

Donated sets must not duplicate sets already held.

Donated sets must be in reasonable condition.

**WEEDING**

Book sets will be weeded at the library's discretion based on condition and borrowing statistics.

## DONATIONS AND GIFTS

The Library appreciates all donations which provide valuable a supplementary resource.

Principles of acceptance:

- Material is subject to the guidelines as for purchases, set out in the Collection Development Policy.
- Printed materials should be no more than 5 years from publication.
- Items which fall outside the parameters may be disposed of by the Library without prejudice:
  - a) offered for sale;
  - b) recycled;
- Any donation or gift requiring special treatment or handling will require consideration from senior management and/or Council. These could include corporate gifts, recognition rights, naming rights or special collections.
- Specific items will be accepted as memorial donations. The item donated has to meet Collection Development Policy criteria.
- Regardless of the purpose of the donation, items will be weeded from the collection according to criteria set out in this document.
  
- Donations are given a nominal value of \$10.00 except Mills and Boon type novels which are valued at \$5.00. If an item is deemed to be particularly valuable the RRP can be used instead.

## **BRANCH COLLECTIONS**

### ***DISTRIBUTED COLLECTION***

Port Macquarie-Hastings Library aims to make its resources available over a large area through its Branch Libraries at Wauchope and Laurieton and through the Home Library Service.

The circulating collection is supplemented by bulk loans and inter-branch transfers. Items remain at Branch of return to maximise use and reduce the need and expense of bulk loans. The exceptions being:

- Items flagged 'return to branch' (at discretion of Branch Librarians)
- Magazines
- Car manuals are held in Port Macquarie

### ***REFERENCE COLLECTION***

Branch reference collections follow the same principles outlined in 'reference' above.

All Branches have their own collection of Local Studies material developed to suit local demand. The local newspaper is collected with hard copies held at the branch and a microfilm copy is held at Port Macquarie.

## **FUTURE PLANS**

- To improve housebound services at branches so they are widely available to those with assessed need.
- To provide items for loan at per capita State average (as a minimum) levels.
- To extend opening hours as demand increases.

**CHILDREN'S LIBRARY****AIM**

The Children's Library aims to provide more than information for its patrons. The Library sees part of its role as fostering a love of reading and literature in young people. The Library recognises that later literacy problems may be reduced by reading for pleasure at an early age and that early contact with books has a positive influence on later reading habits. This is encouraged by regular children's activities. The Children's collection is maintained in a friendly and inviting atmosphere with staff able to relate to children and parents.

**CLIENTELE**

Preschoolers - ages up to 5 years.  
Infant and Primary school age children.  
Secondary students (individually and in groups).  
Parents and carers of children.  
Childcare students.  
Teachers.

**SCOPE**

Children's section has a wide variety of materials and formats:

Board books for babies and toddlers.  
Picture books for reading to children.  
Fiction for all reading levels from preschool to early adult.  
Collection of multi-media items.  
Junior Reference items for information requirements on heavy demand items.  
Collection of classic and award winning Australian children's books, including all short-listed Children's Book Week and School Magazine books.  
Display material including community information for parents and carers, brochures, flyers and book lists.

**SELECTION CRITERIA**

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There are several considerations in the selection of items for the Junior Library:

1. The existing collection and its strengths and weaknesses.
2. Library materials should meet high standards of quality in both presentation and content.
3. Library materials should be appropriate for the needs, abilities and interests.
4. Materials should be selected to encourage understanding of all ethnic, social, religious and gender groups in our community.
5. Consideration should be given to the purpose, scope and intended audience. Other considerations include the format, price, timeliness, demand, quality of writing and the level of difficulty.

Selection is made from visiting booksellers and orders placed with book suppliers. Journals such as Magpies and Reading Time are used to help select items. Suggestions from Library patrons will also be considered within the guidelines of the Collection Development Policy.

#### **WEEDING/RETENTION**

Weeding is an ongoing process and is carried out on a regular basis. Books that are shabby and dirty have very little appeal to children and should be discarded unless they are of exceptional quality and no longer available. Librarians should consider the date of the item, the currency of the information and the appeal of the product.

#### **FUTURE PLANS**

- The Library sees itself as a provider of a wide variety of services and products to encourage reading and learning and will continue to develop an overall collection with this objective.
- The Library recognises its obligation to help children master literacy skills by providing books and materials that will encourage reading.
- To maintain a collection of childcare books for parents.
- To maintain a collection of literacy materials for reluctant and non-readers.

**YOUNG ADULTS****AIM**

We welcome young people as core public library clients who are future adult users and supporters of our Libraries. We are committed to serving the information and recreation needs of young people in the Hastings by:

- Maintenance and development of children's collections.
- Continuing to foster a love of reading and literature.
- Providing appropriate reference materials and to assist them to develop their information seeking skills.
- Supporting lifelong learning.
- Providing a meeting place that will support their needs.

**CLIENTELE**

The public library aims to serve all residents and ratepayers. For the purpose of this document young adults are identified primarily as two groups:

12-16 years

17-19 years

Also included are parents and carers of the above.

Vocational education students.

Teachers.

**SCOPE**

A separate collection of teen fiction is maintained, however the collection overall is accessible to all and is actively promoted to this age group.

Magazines.

CDs.

Talking books.

DVDs.

Fiction which is written in a variety of literary forms.

Electronic resources, including homework help link on homepage (see also Censorship Policy, page 11).

Items of high interest/lower readability for reluctant readers.

Children's Book Week books and other award winners aimed at this age group.

Reference material to supplement the school/TAFE library.

Schools collection – evaluation to be in the form of collection borrowing figures, observation of in-house usage, directional questions to staff, survey of students using the collection and surveys during school visits by staff.

**ACCESS TO RESOURCES**

The role of library staff is to guide and assist young people in finding and accessing any resources appropriate to particular interests and inquiries.

Parents/carers are responsible for setting any boundaries or restrictions for their child.

Library collections are available to all library users without restriction. It is not the responsibility of the Library or its staff to exercise a supervisory or restrictive role in determining which library resources young people may use or access with the exception of CD or DVD items labelled with Commonwealth censorship ratings. The library encourages parents/carers to set their own family rules with their child. It is the responsibility of parents/carers to monitor young people's selection and use of library resources.

**SELECTION CRITERIA**

There are several considerations in the selection of items for the Young Adult Library:

- 1) The existing collection and its strengths and weaknesses.
- 2) Library materials should meet high standards of quality in both presentation and content.
- 3) Library materials should be appropriate for the needs, abilities and interests.
- 4) Materials should be selected to encourage understanding of all ethnic, social, religious and gender groups in our community.
- 5) Consideration should be given to the purpose, scope and intended audience. Other considerations include the format, price, timeliness, demand, quality of writing and the level of difficulty.

Selection is made from visiting booksellers and orders placed with book suppliers. Journals such as Magpies are used to help select items. Suggestions from Library patrons will also be considered, but not necessarily purchased.

**WEEDING/RETENTION**

Weeding is an ongoing process and is carried out on a regular basis. Books that are shabby and dirty have very little appeal to young adults and should be discarded unless they are of exceptional quality and no longer available. Librarians should consider and the

- date of the item
- the currency of the information
- the appeal of the product.

**FUTURE PLANS**

- The Library sees itself as a provider of a wide variety of services and products to encourage reading and learning and will continue to develop an overall collection with this objective.
- To develop the schools collection in appropriate ways, monitoring and evaluating usage in an ongoing manner.
- To train staff so they can guide and assist young people in appropriate ways.
- To continue networking in order to develop and promote Port Macquarie-Hastings Library Service (see page 6).



- To promote the collection and Library use to young adults.