

11.3 Library Collection Development Policy

REPORT BY THE MANAGER LIBRARY SERVICES
TO 15 MARCH 2023 ORDINARY MEETING
GOV400103, F0620008

RECOMMENDATION

That Council:

1. **receive the report by the Manager Library Services on the Collection Development Policy;**
2. **place the Collection Development Policy on exhibition for 28 days to seek feedback from the community; and**
3. **adopt the Collection Development Policy if no submissions are received during the exhibition period.**

Executive summary

Mid-Western Regional Council Library has been operating under a Collection Development Strategy last updated in June 2014. As expected, many changes have occurred during this time and the need for an updated and revised Collection Development Policy is imperative.

Disclosure of Interest

Nil

Detailed report

The purpose of a Collection Development Policy is to provide guidance, within budgetary and space limitations, for the informed and timely selection and evaluation of library materials that support our library's mission:

to provide the residents of the Mid-Western Regional Council local government area with a comprehensive, current, visually inviting and accessible library service, enabling them to meet their information, recreation, education and cultural needs.

This dynamic document outlines collection building standards, strategies and guidelines for the purpose, content, growth and development of Mid-Western Regional Council Library's collections, which include:

- Adult Fiction, Non-Fiction and Large Print
- ESL/Core Literacy
- Children's Picture Books, Board Books, Beginner, Easy Reader, Junior Fiction, Junior Non-Fiction, Young Adult, Graphic Novels, Premiers' Reading Challenge
- Multimedia – Audio, Young Adult Audio, Junior Audio, DVD, Children's DVD's
- Magazines and Newspapers
- Local and Family History, State Library of NSW Specialist Collections, Children's Services Resources

- Book Group Kits, Resource Kits, Tabletop Games and Puzzles, Staff Reference and Work Resources, Moolarben Chinese Collection.

This Collection Development Policy seeks to provide a framework for the continued development of the Library's collections, guide staff in item selection and retention, and inform the community of the principles upon which selections and collection management decisions are made.

Community Plan implications

Theme	Looking After Our Community
Goal	A safe and healthy community
Strategy	Maintain the provision of high quality, accessible community services that meet the needs of our community

Strategic implications

Council Strategies

Delivery Program 2022/23–2025/26
Operational Plan 2022/23

Council Policies

Not Applicable

Legislation

Not Applicable

Financial implications

Not Applicable

Associated Risks

Not Applicable

RACHEL GILL
MANAGER LIBRARY SERVICES

SIMON JONES
DIRECTOR COMMUNITY

1 March 2023

Attachments: 1. Collection Development Policy.

APPROVED FOR SUBMISSION:

BRAD CAM
GENERAL MANAGER



**COLLECTION
DEVELOPMENT
POLICY**

2023

Table of Contents

Introduction:	4
Mission statement:	4
Mid-Western Regional Council Library:	4
Community profile:.....	5
Issues affecting the Mid-Western Regional Council area:.....	5
Client profile:	5
The selection process:	5
Selection responsibility:	5
General selection criteria:	6
Selection methodology:	6
Resources not collected:	6
Donations:	6
Weeding/replacement:.....	6
Censorship/controversial material:	7
Changing/new formats:	8
Access:	8
Evaluation:	8
Inter Library Loans:	8
Collection statements:.....	9
Adult Collections.....	9
Adult Fiction	9
Adult Non-Fiction	9
Large Print	9
ESL/Core Literacy	10
Children’s Collections	10
Picture Books.....	10
Beginner	11
Easy Reader	12
Junior Fiction	12
Junior Non-Fiction.....	12
Young Adult (includes Graphic Novels).....	13
Multimedia Collection	13
Audio	13
Young Adult Audio	14
Junior Audio.....	14
DVD	15

Children’s DVDs.....	15
Periodicals.....	16
Magazines and Newspapers.....	16
Not for Loan collections	17
Local History/Family History.....	17
State Library of NSW Specialist Collections	17
Children’s Services Resources	17
Other Collections	18
Book Group.....	18
Kits.....	18
Tabletop Games and Puzzles	19
Staff Reference/Work Resources	19
Moolarben Chinese Collection	19
Appendix 1:	20
Statement on free access to information	20

Introduction:

The purpose of Mid-Western Regional Council Library's *Collection Development Policy* is to provide a framework for the continued development of the Library's collections, guide staff in item selection, and inform the public of the principles upon which selections are made.

This document includes information about the Library Service, the clientele we serve, our selection process and methodology, and the collection, both current and as we would like to see it in the future.

Mid-Western Regional Council Library provides library and information services to residents, workers and visitors to the Mid-Western Regional Council LGA. Our service is enhanced by online platforms and e-resources, providing 24/7 access to information, either in the library or at home, and a range of ancillary activities and services. However, use and loan of the Library's resources remains the reason for the majority of library visits. Therefore, the *Collection Development Policy* is essential to ensure the maintenance of a comprehensive, current, visually inviting and accessible collection.

The Collection and its use must be continually evaluated and developed to ensure it meets evolving needs. A key long-term success factor is to make significant investments in eliminating aged and non-value-adding collection items, identifying relevant collection items and securing the financial resources needed to acquire these items on a timely basis.

Mission statement:

To provide the residents of the Mid-Western Regional Council local government area with a comprehensive, current, visually inviting and accessible library service, enabling them to meet their information, recreation, education and cultural needs.

To achieve our Mission we:

- Develop collections that are comprehensive and balanced in content, visually inviting, and that reflect the diverse needs of the community
- Purchase popular and best-selling works, as well as classics
- Purchase in a variety of formats to meet the needs of specific groups
- Actively collect, preserve and organise material relating to the local area
- Select material based on standardised and widely-used selection criteria, including durability and presentation
- Consider value for money

Mid-Western Regional Council Library:

Mudgee Shire Library was established originally when the Mechanics Institute started a Library in August 1857. In 1975, Mudgee Municipal Council assumed control of the Institute, with the Library collection moving to the old Town Hall in 1979. Additions to the Town Hall building were made during 1979, 1991 and 1994, with a major renovation and refurbishment taking place during 2012 and into early 2013.

The Library Service consists of four branches and a Mobile Library. The main Library branch is situated at Mudgee, with physical branches at Gulgong, Kandos and Rylstone. The addition of eResources effectively adds a sixth branch, with 24/7 availability of resources, and complemented by the December 2022 launch of the Mid-Western Regional Council Library App.

Community profile:

The Mid-Western Regional Council LGA is situated in Central West NSW, and is just over 3 hours' drive from both Sydney and Newcastle. It covers 8752.3 square kilometres, and includes the major centres of Mudgee, Gulgong, Kandos and Rylstone, as well as smaller rural settlements and villages. The population stands at just over 25,700 people.

Business and investment in the Mudgee Region is driven by four major industry sectors – agriculture, viticulture, tourism and mining.

Indicative of a generally ageing population in Australia, the Mid-Western Regional Council area has a high percentage of people 60 years or older (27.4%), and people of working age (around 47 percent). 25.4% of residents are 25 years of age and under, including 13% aged 0-9 (Australian Bureau of Statistics 2021 Census of Population and Housing).

Issues affecting the Mid-Western Regional Council area:

The following are major issues that are affecting / will affect the Region:

- Expected population growth due to increase of mining in region, and continued expansion of tourism, retail and hospitality
- The identification of the MWRC area as a Regional Energy Zone
- The expected demands on existing infrastructure, including shortage of housing, and ongoing housing affordability
- Declining population in the smaller rural villages and localities.

Client profile:

All residents of the Mid-Western Regional Council LGA can become members of the Library. The Library has 12,191 active members (as at 1 January 2023), which includes residents of neighbouring LGAs, and temporary members (visitors to the Region).

Recreational reading is the major preference of library users, including large print and audio books in both fiction and non-fiction, and magazines. Non-fiction books on subjects such as gardening, craft, cooking, health and history are popular. The Library's local history and genealogy resources are also in high demand.

All branches are well used by both primary and secondary students for homework and study. All branches also run children's programs which are well attended.

The selection process:

Each item is considered on its own merits and the intended audience. When choosing materials, Library staff use their experience and knowledge, understanding of the community and its needs and demands, the existing collection, and the Library budget.

Selection responsibility:

Mid-Western Regional Council delegates responsibility for the management of the collection to the Manager Library Services, who may delegate responsibility to other staff as appropriate. Community input is encouraged through suggestions for purchase. Library vendors also provide standing orders based on collection profiles provided by the Library.

General selection criteria:

- Currency of material
- Popular interest and demand
- Suitability of the format
- Cost of the item
- Australian content
- Reliability of content
- Existing subject coverage in the collection

Selection methodology:

- Online vendor catalogues
- Promotional material
- Standing orders
- Suggestions for purchase from library customers and staff
- Bookshop visits
- Local purchases at discount/department stores

Missing or long overdue items may be replaced if still in demand, and available for purchase.

The number of duplicate copies purchased is based on reservations and circulation statistics.

Acceptance of self-published materials will be discretionary and decided upon on a case-by-case basis.

Resources not collected:

- Second hand materials, except in the case of the Local History collection
- Foreign language materials
- Items of inappropriate physical dimensions
- Items prohibited by law
- Ephemeral items
- Material of a technical or highly specialist nature, including tertiary text-books – Inter Library Loans can be arranged for these items.

Donations:

The Library generally does not accept unsolicited donations. The Library will assess gifts of books and other library items from authors and outside organisations against the criteria for collection. However, the Library reserves the right to allocate donated material to any collection or branch, to sell or appropriately discard unwanted items, and refuse donations of unsuitable materials. It is noted that donated material incurs processing costs that must be met by the Library.

Weeding/replacement:

The collection is intended for circulation, and is not (with the exception of the Local History collection) a collection of deposit. Weeding is a routine library process, and supports the collection's currency, attractiveness and accessibility. It ensures space is available for new resources and facilitates browsing of the collection.

Criteria for weeding include:

- Poor physical condition
- Infrequent use
- The subject area is no longer of current interest or relevance
- The subject is over-represented
- Multiple copies are no longer in demand
- The edition has been superseded
- Online availability of information
- Capacity of library buildings
- Age of item

Damaged or soiled items are assessed for repair, and mended/cleaned where appropriate and cost effective.

Fiction titles considered to be standards or classics are replaced as they wear out.

Non-fiction titles are generally replaced by either new editions, or new titles on the same subject.

Local History materials are exempt from standard weeding processes.

Discarded items may be:

- Disposed of as per *Asset Management Policy*
- Given free of charge to charitable or not-for-profit organisations
- Items that are not usable are recycled or otherwise discarded

Requests by individuals for specific library resources after discard are not able to be accommodated.

Censorship/controversial material:

Mid-Western Regional Council Library aims to provide a representative collection on all subjects of interest to the community, including politics, social issues and religion, no matter how controversial or objectionable these ideas may be to some people in a democratic society. To this end, Mid-Western Regional Council Library is supported by the Australian Library and Information Association's *Statement on free access to information* [Appendix 1 – available at <https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>].

Materials prohibited by law are not included in the collection, such as materials produced for audiences that are rated: Restricted (R 18+).

All items, including DVDs, are lent in accordance with the classifications allocated by the Office of Film and Literature Classification.

Responsibility for the reading, listening and viewing of library materials by children rests with their parent or guardian, rather than with library staff. Selection of materials will not be inhibited by the possibility that inappropriate items may inadvertently come into the possession of children.

Changing/new formats:

Mid-Western Regional Council Library's materials are selected to meet and anticipate community needs and trends. The Library is therefore committed to the acquisition of a range of emergent downloadable digital media forms, such as eBooks, eAudiobooks and Digital Magazines.

The increased availability of information and publications online also strongly influences the makeup and acquisition of the Library's print collections.

Access:

Mid-Western Regional Council Library ensures access by:

- Ensuring staff are trained, knowledgeable and helpful
- Providing an online catalogue and app for use both within libraries and from home
- Ensuring items are attractively presented, clearly labelled and shelved correctly
- Items are available to all members of the Library service, regardless of the location of the item

Regular stocktaking ensures the physical collection and information on the catalogue match as closely as possible.

Access is further enabled by the practices of stock allocation, ongoing stock rotation, customer reservations on desired items, and item processing to ensure both access and discovery.

The provision of a Mobile Library service facilitates access for customers physically unable to visit the Library.

Evaluation:

Mid-Western Regional Council Library evaluates its collection using statistical analysis, feedback from library users, and staff assessment, with staff identifying collection gaps to support collection building.

Inter Library Loans:

Mid-Western Regional Council Library recognises that it is not possible to cater for the needs of all borrowers and so provides a Document Delivery service to obtain items not held in the collection. As this is not a core service, there is a charge to obtain Inter Library Loans. Items in all formats, and photocopies, may be obtained. MWRC Library complies with the Australia Interlibrary Resource Sharing (ILRS) Code and borrows reciprocally from public libraries around Australia, TAFE, University and special libraries, as well as from the State Library of NSW and the National Library of Australia.

Collection statements:

Adult Collections

COLLECTION	Adult Fiction (includes: Australian Classic Collection, Best Seller Collection)
LOCATION/S	All branches and Mobile Van
SCOPE	The aim of this collection is to: <ul style="list-style-type: none">• Provide recreational reading material and major works of literature• Enhance interest in literature and reading
CLIENTELE	All adult and young adult members of the community
ACCESS	Standard access conditions apply
FORMAT/S	<ul style="list-style-type: none">• Both hardcover and paperback• Downloadable eBooks to personal devices• Standard weeding criteria apply• Existing collection refreshed with new editions of standards and classic titles
WEEDING/REPLACEMENT	
FUTURE PLANS	Balance maintenance and growth of Adult Fiction print collection with expected future purchase of digital items
COLLECTION	Adult Non-Fiction (includes: Biography)
LOCATION/S	All branches
SCOPE	The aim of this collection is to: <ul style="list-style-type: none">• Provide resources suitable for recreational and informational purposes• Support individuals of all ages pursuing their interests of independent life-long learning• Enhance interest in literature and reading
CLIENTELE	All members of the community
ACCESS	<ul style="list-style-type: none">• Standard access conditions apply• Biographies are shelved separately• Both hardcover and paperback• Downloadable eBooks (Biographies only) to personal devices
FORMAT/S	<ul style="list-style-type: none">• Standard weeding criteria apply• Law and medicine/health items are replaced with latest editions• Continue to identify obvious gaps in the collection's coverage, and purchase items to fill these gaps, as funding allows• Investigate which subjects are better covered by magazines
WEEDING/REPLACEMENT	
FUTURE PLANS	
COLLECTION	Large Print
LOCATION/S	All branches and Mobile Van
SCOPE	The aim of this collection is to: <ul style="list-style-type: none">• Provide resources suitable for recreational reading purposes• Enhance interest in literature and reading
	This includes, but is not limited to: <ul style="list-style-type: none">• Wide range of adult fiction titles

CLIENTELE	<ul style="list-style-type: none">Selected range of adult non-fiction titles All members of the community who prefer the Large Print format, or who have a visual impairment.
ACCESS FORMAT/S	Standard access conditions apply <ul style="list-style-type: none">Both hardcover and paperbackText is of larger sizeDownloadable eBooks to personal devices*
WEEDING/REPLACEMENT	<ul style="list-style-type: none">Standard weeding criteria applyIn-demand, classic or Australian titles are replaced, if available for purchase
FUTURE PLANS	It is expected that demand for Large Print materials will continue to increase in the future, however, eBooks give members the option to increase/change fonts to suit individual needs* - no recommendations to increase standing orders of Large Print at this time

COLLECTION

LOCATION/S
SCOPE

ESL/Core Literacy

Mudgee branch

The aim of this collection is to:

- Provide resources suitable for recreational and informational purposes
- Support individuals of all ages pursuing their interests of independent life-long learning
- Enhance interest in literature and reading

This includes, but is not limited to:

- Factual materials in print format
- Literature, e.g. drama, poetry, letters, essays, but not fiction
- Members of the ESL community
- Customers whose literacy levels inhibit their enjoyment of written resources

CLIENTELE

ACCESS
FORMAT/S

Standard access conditions apply

- Both hardcover and paperback
- CDs and DVDs that facilitate understanding
- Standard weeding criteria apply
- Items are replaced if justified by customer demand

WEEDING/REPLACEMENT

FUTURE PLANS

Continue to identify obvious gaps in coverage, and purchase to fill these gaps as funding allows

Children's Collections

COLLECTION

LOCATION/S
SCOPE

Picture Books (including Board Books)

All branches and Mobile Van

The aim of this collection is to:

- Provide resources suitable for non-readers, i.e. alphabet, counting, nursery rhymes etc., and picture story books for parents to read to pre-schoolers
- Encourage the developmental needs of the target group
- Enable the sharing of stories, rhyme and information at an age appropriate level

	<ul style="list-style-type: none">• Introduce children to the enjoyment of literature, love of books and encouragement towards reading
	This includes but is not limited to:
	<ul style="list-style-type: none">• Works by international, Australian and local authors• Works by popular authors• Recognised classics• Award winning titles• Easy to read picture books• Premier’s Reading Challenge titles
CLIENTELE	Children from birth to primary age (approximately 0-8 years)
ACCESS	Standard weeding criteria apply
FORMAT/S	<ul style="list-style-type: none">• Board Books• Both hardcover and paperback picture books
ADDITIONAL SELECTION	Board Books:
CRITERIA	<ul style="list-style-type: none">• Of robust make• Contains simple language, familiar topics, and appropriate illustrations
	Picture Books
	<ul style="list-style-type: none">• Imaginative and original writing• High quality illustrations that complement the story line• Books to stimulate imagination and speech• Books that introduce a variety of experiences, settings, themes, feelings, situations, characters, artwork and language• Attractive physical presentation• Standard weeding criteria apply• Items are replaced if justified by customer demand
WEEDING/REPLACEMENT	
FUTURE PLANS	Investigate cost and availability of Picture eBooks, to complement print collection
COLLECTION	Beginner (Frogs)
LOCATION/S	All branches and Mobile Van
SCOPE	The aim of this collection is to:
	<ul style="list-style-type: none">• Provide resources suitable for beginner readers• Introduce children to the enjoyment of literature, love of books and to encourage their continued reading
CLIENTELE	Children who are beginning to read simple words and sentences
ACCESS	Standard access conditions apply
FORMAT/S	Both hardcover and paperback
ADDITIONAL SELECTION	<ul style="list-style-type: none">• Imaginative and original writing, using large script and simple vocabulary• Attractive physical presentation• Books to stimulate imagination and speech• Books where the illustrations clearly depict the words• Standard weeding criteria apply• Items are replaced if justified by customer demand
CRITERIA	
WEEDING/REPLACEMENT	
FUTURE PLANS	Investigate cost and availability of Beginner eBooks, to complement print collection

COLLECTION

LOCATION/S
SCOPE

CLIENTELE

ACCESS

FORMAT/S

ADDITIONAL SELECTION

CRITERIA

WEEDING CRITERIA

FUTURE PLANS

Easy Reader

All branches and Mobile Van

The aim of this collection is to:

- Provide resources suitable for early readers
- Introduce children to the enjoyment of literature, love of books and to encourage their continued reading

Children who are developing into confident readers

Standard access conditions apply

Both hardcover and paperback

- Imaginative and original writing
- Current reading trends
- Attractive physical presentation
- To continue/complete a popular series
- Premier’s Reading Challenge titles
- Standard weeding criteria apply
- Items are replaced if justified by customer demand

Continue to purchase Easy Reader eBooks, to complement print collection

COLLECTION

LOCATION/S
SCOPE

CLIENTELE

ACCESS

FORMAT/S

ADDITIONAL SELECTION

CRITERIA

WEEDING/REPLACEMENT

FUTURE PLANS

Junior Fiction (includes: Junior Fiction Graphic Novels)

All branches and Mobile Van

The aim of this collection is to:

- Provide a wide range of recreational resources, supporting varying levels of reading ability and interest
- Promote literacy through suitable resources
- Encourage the enjoyment of reading

Children from primary to early secondary level (approximately 8-12 years)

- Standard access conditions apply
- Graphic novels are shelved separately, as a browsing collection
- Both hardcover and paperback
- Graphic novels
- Downloadable eBooks to personal devices
- Easy-to-read fiction to encourage reluctant readers
- Premier’s Reading Challenge titles
- Standard weeding criteria apply
- Copies of classics will be replaced

Continue to purchase Junior Fiction eBooks, to complement print collection

COLLECTION

LOCATION/S
SCOPE

Junior Non-Fiction

All branches

The aim of this collection is to:

- Provide resources to satisfy information requests, and are suitable for young readers
- Enhance interest in literature
- Encourage an enjoyment of reading
- Include materials that support educational learning

This includes, but is not limited to:

CLIENTELE	<ul style="list-style-type: none">• Factual materials in print format• Premier’s Reading Challenge titles Children from infants to middle secondary level (approximately 5-14 years)
ACCESS	Standard access conditions apply
FORMAT/S	Both hardcover and paperback
WEEDING/REPLACEMENT	Standard weeding criteria apply
FUTURE PLANS	<ul style="list-style-type: none">• Continue to identify obvious gaps in the collection’s coverage, purchasing items to fill these gaps, as funding allows• Target purchases which are of interest to young readers for recreational purposes• Investigate cost and availability of eBooks to complement print collection

COLLECTION

LOCATION/S
SCOPE

Young Adult (includes: Graphic Novels)

All branches and Mobile Van

The aim of this collection is to:

- Provide resources suitable for recreational reading purposes
- Enhance interest in literature and reading

This includes but is not limited to:

- Works by international, Australian and local authors
- Works by popular authors
- Recognised classics
- Award winning titles, e.g. Children’s Book Council Awards
- Premier’s Reading Challenge titles

CLIENTELE
ACCESS

Young adults (approximately 12 years upwards)

- Standard access conditions apply
- Graphic novels are shelved separately, as a browsing collection
- Paperbacks preferred, but both hardback and paperbacks collected
- Graphic novels
- Downloadable eBooks to personal devices

FORMAT/S

ADDITIONAL SELECTION
CRITERIA

Both Young Adult items and Graphic Novels are selected with particular attention on themes and genres as appropriate to the target group.

WEEDING/REPLACEMENT
FUTURE PLANS

Standard weeding criteria apply

Continue to purchase Young Adult eBooks, to complement the print collection

Multimedia Collection

COLLECTION

LOCATION/S
SCOPE

Audio

All branches and Mobile Van

The aim of this collection is to:

- Provide resources suitable for recreational listening purposes

This includes but is not limited to:

- Works by international, Australian and local authors

CLIENTELE ACCESS FORMAT/S	<ul style="list-style-type: none">• Works by popular authors• Recognised classics• Award winning titles All adult members of the community Standard access conditions apply <ul style="list-style-type: none">• Talking books on CD• Talking books on MP3• Downloadable eAudiobooks to personal devices
WEEDING/REPLACEMENT FUTURE PLANS	Standard weeding criteria apply Continue to monitor usage, with a view to reducing physical collections, while increasing the eAudio collection
COLLECTION LOCATION/S SCOPE	Young Adult Audio All branches and Mobile Van The aim of this collection is to: <ul style="list-style-type: none">• Provide resources suitable for recreational listening purposes This includes but is not limited to: <ul style="list-style-type: none">• Works by international, Australian and local authors• Works by popular authors• Recognised classics• Award winning titles
CLIENTELE ACCESS FORMAT/S	Young adults (approximately 12 years upwards) Standard access conditions apply. <ul style="list-style-type: none">• Talking books on CD• Talking books on MP3• Downloadable Audiobooks to personal devices
WEEDING/REPLACEMENT FUTURE PLANS	Standard weeding processes apply Continue to monitor usage, with a view to reducing physical collections, while increasing the eAudio collection
COLLECTION LOCATION/S SCOPE	Junior Audio All branches and Mobile Van The aim of this collection is to: <ul style="list-style-type: none">• Provide resources suitable for recreational listening purposes
CLIENTELE ACCESS FORMAT/S	Children from Infants to late Primary school level (approximately 5-12 years) Standard access conditions apply <ul style="list-style-type: none">• Talking books on CD• Talking books on mp3• Downloadable Audiobooks to personal devices
WEEDING/REPLACEMENT FUTURE PLANS	Standard weeding processes apply Continue to monitor usage, with a view to reducing physical collections, while increasing the eAudio collection

COLLECTION

LOCATION/S
SCOPE

DVD

All branches and Mobile Van
The aim of this collection is to provide access to recorded material for recreational and educational viewing, in a variety of styles, including:

- Documentaries
- Self-help/DIY titles
- Popular television productions, especially with Australian content
- Musicals and animations
- A broad range of creative film
- BBC/ABC series
- Classic movies, particularly those which reflect Australian culture or have literary, dramatic or artistic merit
- Anime

CLIENTELE
ACCESS
FORMAT/S

Adult members of the community
Standard access conditions apply

- Only Digital Video Discs (DVDs) clearly encoded Zone 4 only are purchased, to ensure compatibility with Australian equipment
- Items in Blu-Ray DVD format are not currently purchased

ADDITIONAL SELECTION
CRITERIA
WEEDING/REPLACEMENT
FUTURE PLANS

In addition to a broad range of genres/styles, new and commercially popular movies are also purchased

Standard weeding criteria apply

- Continue DVD standing orders where appropriate
- Investigate cost and availability of streaming services for libraries

COLLECTION

LOCATION/S
SCOPE

Children's DVDs

All branches and Mobile Van
The aim of this collection is to provide access to recorded material for recreational and educational viewing, in a variety of styles, including:

- Documentaries
- Self-help/DIY titles
- Popular television productions, especially with Australian content
- Musicals and animations
- A broad range of creative film
- BBC/ABC series
- Classic movies, particularly those which reflect Australian culture or have literary, dramatic or artistic merit
- Anime

CLIENTELE
ACCESS
FORMAT/S

Infants to young adult members of the community
Standard access conditions apply

- Only Digital Video Discs (DVDs) clearly encoded Zone 4 are purchased, to ensure compatibility with Australian equipment
- Items in Blu-Ray DVD format are not currently purchased

ADDITIONAL SELECTION CRITERIA	Includes new and commercially popular movies
WEEDING/REPLACEMENT FUTURE PLANS	Standard weeding criteria apply <ul style="list-style-type: none">• Continue DVD standing orders where appropriate• Investigate cost and availability of streaming services for libraries

Periodicals

COLLECTION

LOCATION/S

SCOPE

Magazines and Newspapers

All branches

The aim of this collection is to:

- Supplement and support the non-fiction collection across a broad range of subjects
- Provide an interesting collection of popular material, ranging from general publications to those focusing on special interests

This includes but is not limited to:

- Magazines of popular interest
- Magazines focusing on current affairs and other issues of interest to Australian readers
- Popular children's magazines
- National and local newspapers

CLIENTELE

ACCESS

All members of the community

- Magazines are available for loan
- Newspapers are not for loan
- Magazines
- Print newspapers
- Downloadable magazines to personal devices
- Currency and regularity of issue
- Australian publications preferred
- Standard weeding criteria apply
- Newspapers are recycled when they have outlived their working life, or exceeded storage requirements
- All local papers are kept until copies are available on microfilm
- No magazines or newspapers are replaced
- Investigate whether magazines can better cover some non-fiction subject areas
- Compare cost and availability of online magazines with a view to reducing purchases of print magazines

FORMAT/S

ADDITIONAL SELECTION CRITERIA

WEEDING/REPLACEMENT

FUTURE PLANS

Not for Loan collections

COLLECTION

LOCATION/S
SCOPE

Local History/Family History (includes: Louisa & Henry Lawson, Genealogy Reference, Local History, Maps/Plans)

All branches

The Local History collection includes:

- Materials relating to the history of the Mudgee Region
- Materials relating to the history of Central Western NSW
- Materials written by local writers
- Family histories of local families
- Memoirs with significant reference to the Mudgee District
- Other assorted materials of historical relevance

CLIENTELE
ACCESS

Local and family history researchers and students

Items are not available for loan, but are available to all members of the Library service for use in any of the branches

FORMAT/S
ADDITIONAL SELECTION
CRITERIA

All formats collected

All relevant and available material is collected

WEEDING/REPLACEMENT
FUTURE PLANS

No material is weeded

Continue to collect all relevant material as it becomes available

COLLECTION

LOCATION/S
SCOPE

State Library of NSW Specialist Collections

All branches

Up-to-date and accurate Legal Information Access Centre (LIAC) and DrugInfo resources

CLIENTELE
ACCESS

All members of the community

Items from this collection are not available for loan, however some duplicate titles are also held in the non-fiction collection and are available for loan

FORMAT/S
ADDITIONAL SELECTION
CRITERIA
WEEDING/REPLACEMENT

Both hardcover and paperback

These materials are selected under the guidance of State Library of NSW

- Material which is outdated and/or inaccurate is discarded - discarded material is not suitable for sale or donation
- Items are replaced as newer editions become available.

FUTURE PLANS

Continue to receive (or when necessary purchase) core materials as per recommendations from the State Library of NSW

COLLECTION

LOCATION/S
SCOPE

Children's Services Resources

Mudgee Branch

The aim of this collection is to:

- Ensure books are available for staff to use at scheduled children's programs
- Promote literacy through suitable resources

CLIENTELE
ACCESS

Children's Services staff

- Staff use only

FORMAT/S	<ul style="list-style-type: none"> • Items are not available for customer loan • Both hardcover and paperback • ‘Big Books’
ADDITIONAL SELECTION CRITERIA	To complement a Children’s Services activity ‘theme’
WEEDING/REPLACEMENT	<ul style="list-style-type: none"> • Standard weeding criteria apply • Items are replaced when they support an ongoing Children’s Services program
FUTURE PLANS	As Children’s Services programs are renewed over time, items are purchased to complement Children’s Services ‘themes’

Other Collections

COLLECTION

LOCATION/S
SCOPE

Book Group (includes: Adult Fiction, Adult Non-Fiction, Junior Fiction)

Mudgee Branch

The aim of this collection is to:

- Maintain Book Group Kits to facilitate Book Group discussions, both by library staff and external groups

CLIENTELE
ACCESS

All members of the community

- Access to the collection requires membership of a Book Group
- External Book Groups must have previously contacted library staff to arrange

FORMAT/S
ADDITIONAL SELECTION
CRITERIA

Hardback and paperback

- Book Group Kits are purchased in multiples of 10 items
- Generally purchased titles have been published within the last 2 years

WEEDING/REPLACEMENT

Items are weeded and replaced to ensure long-term viability of Book Groups, or are swapped between external library networks.

FUTURE PLANS

Continue to maintain contemporary and appealing Book Group collection

COLLECTION

LOCATION/S
SCOPE

Kits

All branches

The aim of this collection is to:

- Provide specialist information and curated grab-and-go kits containing multiple items and resources

This includes but is not limited to:

- Born to Read Book Packs
- Power Saving Kits
- Gold Resources Kits

CLIENTELE
ACCESS

All members of the community

Standard access conditions apply

FORMAT/S

Miscellaneous

ADDITIONAL SELECTION
CRITERIA

- Born to Read Packs are prepared by library staff
- Specialist kits are generally donated by governing industry bodies, but can be purchased if necessary

WEEDING/REPLACEMENT

Standard weeding criteria apply

FUTURE PLANS Monitor availability and maintain awareness of unique resource kits including those held by other public libraries, and request a donation or purchase materials if appropriate

COLLECTION

LOCATION/S

SCOPE

CLIENTELE

ACCESS

FORMAT/S

ADDITIONAL SELECTION

CRITERIA

WEEDING/REPLACEMENT

FUTURE PLANS

Tabletop Games and Puzzles

All branches

An extensive collection of tabletop games and puzzles for all ages which can be borrowed from the library

All members of the community

Standard access conditions apply

Boxes or various containers/pouches

- Donations accepted from MWR Youth Council as well as members of the community
- Some games may be purchased on an ad-hoc basis

Standard weeding criteria apply

Monitor popular gaming trends, and continue to source additions to the collection via donations and purchases

COLLECTION

LOCATION/S

SCOPE

CLIENTELE

ACCESS

FORMAT/S

ADDITIONAL SELECTION

CRITERIA

WEEDING/REPLACEMENT

FUTURE PLANS

Staff Reference/Work Resources/Organisational Development

Mudgee Branch

The aim of the collection is to:

- Provide work/library related resources for in-house use by Library and Council staff
- Up-to-date and accurate resources covering major topics of interest to Library and Council staff

Library and Council staff

Not for Loan – available for in-house use only

Hardback and paperback

Resources related to the day-to-day activities, team-work, management and leadership of libraries, local government and organisations

Standard weeding criteria apply

Continue to monitor for additional relevant resources

COLLECTION

LOCATION/S

SCOPE

CLIENTELE

ACCESS

FORMAT/S

SELECTION CRITERIA

WEEDING/REPLACEMENT

FUTURE PLANS

Moolarben Chinese Collection

Mudgee Branch

A collection of English and Chinese texts relating to China and Chinese history and culture – donated by Moolarben Coal

All members of the community

Standard access conditions apply

Both hardcover and paperback

Items donated as a complete collection

Standard weeding criteria apply

Review collection periodically

Appendix 1.

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;
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)