

POLICY: CS-CS-003

WILLIAM GRUNDT MEMORIAL LIBRARY

COLLECTION

PURPOSE

The purpose of the William Grundt Memorial Library is to provide all members of the community with a selection of books and other materials to aid the individual in the pursuit of recreation and lifelong learning and to foster a love of reading.

DEFINITIONS

Nil

STATEMENT

1. The Public Library Service in Western Australia

Public Library services in Western Australia are provided by a partnership between individual local authorities and the State Government through the Library Board of Western Australia.

2. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Coordinator of Library and Heritage Services who operates within the framework of the policies determined by the City of Kalgoorlie-Boulder. This responsibility may be shared with other members of the library staff; however, because they must be available to answer to the Council and the general public for actual selections made, the Coordinator has the authority to reject or select any item contrary to the recommendations of the staff.

3. Methods of Selection

Library materials may be purchased from library suppliers, local retail outlets, subscription agencies or selected through an exchange of stock arrangement with the State Library of WA.

4. Criteria for Selection

The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal/demand
- suitability of material for the clientele
- existing library holdings
- budget

Reviews are a major source of information about new materials. The lack of a review or an unfavourable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

5. Collection Evaluation and Assessment

The collection needs continuous evaluation to ensure that the library is fulfilling its goal to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools (circulation reports, collection turnover and fill rates) as well as patron input via community surveys, requests for titles and feedback are also useful in evaluating the collection.

6. Collection Weeding

An up-to-date, attractive and useful collection is maintained through a continual weeding and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library. Withdrawn materials will be identified as per the guidelines set by the State Library of Western Australia Discard Criteria and appropriate actions identified for disposal. As a guide, items are identified for withdrawal when they are:

- factually inaccurate or obsolete
- worn beyond repair
- not circulated in a three-year period
- superseded by a new edition or a better title on the topic
- of no discernible literary or topical merit

- irrelevant to the needs of the community served

7. Scope of Collection

Adult Fiction

The Fiction collection provides recreational reading material and major works of literature. It includes contemporary literature, bestsellers, award winners, classics and popular genre titles. There is an emphasis on recently published material and fiction by Australian authors.

Adult Non Fiction

The purpose of this collection is to provide information on a wide range of topics of interest to library users of all ages and at a level appropriate for our communities. The collection is also widely used for recreational reading. There is a strong emphasis on recently published material and Australian content. Biographies are housed together to enhance access.

Collection is supplemented by online databases subscribed to through the State Library of Western Australia and available via the website and/or the SLWA website.

Magazines

Magazines provide information on a wide range of popular topics and culture. They are produced frequently and regularly, so are an excellent source of information on topics where currency is particularly important such as current affairs, business, sport and popular culture. A selection of popular titles that reflect the information needs and leisure interests of the community. Selection is enhanced through the surveying of clients' preferences.

The magazine collection contains titles for adults, young adults and children.

Magazine subscriptions are reviewed annually and are supplemented by online subscription through State Library of Western Australia.

Reference Collection

The purpose of these collections is to provide current and accurate information on a wide range of subjects to all age groups. Traditionally, reference collections have been in print format and owned by the library. Reference information sources online are replacing hard copy for immediate current information. Access to this format is a key and developing aspect of the library's role as an authoritative information provider.

All reference collections are supplemented by online databases subscribed to through the State Library of Western Australia and available via the website and/or the SLWA website.

Electronic Resources

The Digital Collection provides access to a selection of e-resources that support the information and recreational needs of the community. Resources cater for children of all ages, students, local and family history researchers, and people learning languages.

The collection includes: e-audiobooks, e-books, e-magazines, digital newspapers, online streamed films, downloadable music, and other online resources for education, recreation or research.

Material is selected according to design and content, anticipated demand, relevance to community, accessibility, technical support, usage statistics and cost comparison to physical items. Some material does not have standard film classification ratings. New and emerging formats will be considered and trialed as appropriate.

The Checking of links ensures that they are still accessible and provides an opportunity to re-evaluate sites. The web is a dynamic medium and constant review is essential. Statistics are kept to assist in policy-making.

Access to these resources is currently through consortia purchasing and partnership arrangements with the State Library of Western Australia.

Junior Fiction

This collection is designed to provide children with a wide range of recreational reading supporting varying levels of reading ability and interest. The collection will encourage children to enjoy reading, refine their level of skill and stimulate creativity and interest.

All types of fiction are included with a focus on recent and popular material. Classic authors and award winning titles are included. Classics and contemporary fiction in paperback and hardcover format are offered. A high turnover paperback collection, housed on paperback stands, includes key popular series fiction editions.

It aims to provide for children beginning reading up to twelve years of age.

Junior Non Fiction

The purpose of this collection is to provide educational and recreational titles that will satisfy a child's curiosity and stimulate their drive to learn.

The collection aims to provide current and relevant materials suited to the varied developmental levels, reading abilities and subject interests of children. The collection

will support information requests at a recreational level as well as provide support to educational learning. A wide range of subjects is selected with an emphasis on material published in Australia and/or with Australian content. Titles should be accurate, attractive in layout, highly readable and current.

Picture Books

An extensive collection of picture books emphasizes recently published Australian material to meet the developmental needs of children from infancy to early primary school years. The range of picture books will enable the sharing of stories, rhyme and information at levels appropriate to these age groups. A variety of experiences, settings, themes, feelings, situations, characters, artwork and language are introduced. Classic and award winning picture books as well as popular authors and illustrators feature in the collection.

Young Adult Fiction

The purpose of this collection is to provide a wide range of recreational reading aimed at the varying levels of reading, maturity and interests of young adults. All themes and genres as appropriate to the age group are included. The collection includes a strong emphasis on Australian authors as well as international authors and award winning titles. The paperback format is emphasized as the preferred format for young adults. Hardcover editions of some material are collected to provide the collection with durability. Series fiction, popular, recent and classic titles are included. Young adult fiction also includes a collection of audio books that support the print collection providing resources for young people who are sight impaired or dyslexic.

It aims to provide for young people aged 13 to 25.

Young Adult Non Fiction

The purpose of this collection is to provide informational, educational and recreational titles that reflect the needs of young adults. Specific emphasis is placed on subjects of particular relevance to this age group such as life skills, health and sexuality and recreational interests.

Large Print

This is a collection of fiction and non-fiction collections books aimed for library patrons who have low vision or difficulty reading standard print. The collection includes adult English fiction and non-fiction collections.

Ephemera Materials

Maintain Government/Council publications for display and consultation while they contain current information.

Audio-Visual

This material provides viewing, listening and/or instructional material to enhance the print collection. Junior material supports early learning and recreational viewing.

A wide range of formats is included and new emerging formats may be considered upon an assessment of their suitability.

Local History

Material relating to the local area is collected in various formats for use in the library. Inter-library loan of these items is at the discretion of the Coordinator of Library & Heritage Services.

Indigenous Resources

Resources of interest and relevance to Indigenous peoples where available sourced for all collections. All resources with specific Indigenous content is identified using Aboriginal or Torres Strait Islander spine labels to facilitate access.

Languages Other than English

Material is available in a range of languages to support clients whose original language is not English, or those clients learning languages other than English or wishing to read a language other than English. This material may be on loan from other libraries and not form part of the permanent stock of the library.

LOTE collections aim to meet the needs of non-English speaking communities within the City of Kalgoorlie-Boulder based on current demographic data. The collections also aim to serve the needs of newly-arrived migrants in learning English and acquiring literacy skills to function effectively in an English-speaking environment.

We will aim to develop collections which provide a high level of access to materials in key community languages in a range of formats. New LOTE collections are established in line with demand or as requested.

Staff who speak other community languages may facilitate the development and promotion of the collections.

8. Interlibrary Loan

The library cannot collect comprehensively in every subject area due to a number of factors including space and budget, therefore, interlibrary loan is used to obtain from

other libraries those materials that are beyond the scope of this library's collection.

In return for utilising interlibrary loan to satisfy the needs of our patrons, the William Grundt Memorial Library may choose to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Charges apply on request of items from other libraries and are set annually as per the City of Kalgoorlie-Boulder Schedule of Fees & Charges. Additional charges may be incurred if the item is requested from interstate and this charge is determined by the State Library of Western Australia.

9. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, poor condition, or dated information the library administrator may dispose of them as they see fit. The same criteria for selection that is applied to purchase materials is also applied to gifts.

Donated items suitable for inclusion in the general lending collections must:

- meet the basic selection guidelines
- be published material in demand
- be in an appropriate format for public library usage
- be in robust condition ready for loan

Donated material accepted into the collection will be reviewed on a regular basis.

10. Censorship and Intellectual Freedom

Although materials are carefully selected, differences of opinion may arise regarding suitable materials. The William Grundt Memorial Library refers issues related to censorship to the ALIA's *Statement on free access to information* (2001),

The William Grundt Memorial Library defends the right to provide an unbiased source of recorded knowledge and ideas for all clients. The collection aims to be representative and balanced. The State Library does not initiate censorship of any material, although it is obliged to abide by Commonwealth and State Government law on banned and restricted publications.

RELEVANT DOCUMENTS

Vision 2025 and Framework for Strategic Action

ALIA, Statement on Free Access to Information (2001)

Discard of SLWA Library Material retained by Public Libraries

Discard Criteria for use by Public Libraries