

Wollongong City Libraries

Collection Management Plan

2019-2022

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Introduction and Purpose

The Wollongong City Libraries Collection Management Plan 2019-2022 is informed by the Wollongong City Libraries Strategy 2017-2022, which is in turn informed by Wollongong City Council's 2028 Community Strategic Plan. Wollongong City Libraries aim to continue to deliver services and resources that meet the vision and goals of our local community. The Libraries consider this Collection Management Plan to be a dynamic document, open to revisions and changes as library services develop.

This Plan supports the Strategy's envisioned future of Wollongong City Libraries growing as an invaluable resource in the community, and providing information, recreation, technology and space for the community. The Libraries will contribute to the success of the community, providing a place where learning and literacy are encouraged, and where the diversity, history, ideas and abilities of the community are celebrated.

The Collection Management Plan has been developed to provide for a well-balanced collection, free from censorship other than State or Federal prohibition, and in line with the strategic focus areas of the Wollongong City Libraries Strategy 2017-2022. It aims to provide the community, library staff, Council management and Councillors with guidelines concerning the breadth and depth of collecting in each category of library material, and to encourage a consistent approach to the selection and withdrawal of library material.

Relevant Policy Documents

Wollongong City Libraries Strategy 2017-2022

<http://www.wollongong.nsw.gov.au/library/usingthelibrary/documents-site/Pages/LibraryStrategy.aspx>

Wollongong 2028 Community Strategic Plan

<http://www.wollongong.nsw.gov.au/council/publicdocuments/Pages/Wollongong2028.aspx>

The following policies have been adopted by the Australian Library and Information Association (ALIA), which is the professional organisation for the Australian library and information services sector.

ALIA Statement on public library services

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-public-library-services>

ALIA Statement on free access to information

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information>

ALIA Statement on information literacy

<https://www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-information-literacy-all-australians>

ALIA and public libraries

<https://www.alia.org.au/node/184/public-libraries>

ALIA website

<https://www.alia.org.au/>

Budget

The budget for all collections is allocated annually according to available funds, local needs and analysis of usage patterns within the library service.

The Divisional Management Team (DMT), in consultation with the Collection Services Coordinator and the Library Leadership Team (LLT), manages the allocation of funds.

Donation of Material for the Collection

Due to limited shelf space at all locations, costs incurred processing donations, and the collection priorities outlined in this document, the Libraries reserve the right to not accept donations which are considered to be unsuitable for the collection.

Decisions to not add material to the collection are based on:

- ◆ Physical condition of items
- ◆ Age of publication of titles
- ◆ Duplication of titles
- ◆ Popularity of titles (including considerations of narrow specialty or interest, and quality of publication)
- ◆ Materials offered by cultural groups and community organisations, including churches, will be assessed on the above criteria, and consideration will be given to the donor group's connection with the local community. Inclusion will be contingent on the likely public interest apparent or demonstrated, as is the case with purchased materials.

Items which are considered not suitable for the collection, depending on the donor's preference, may be:

- ◆ Returned to the donor
- ◆ Used in library book sales
- ◆ Used to stock external library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.)
- ◆ Donated to charities and relevant community groups.
- ◆ Discarded

Suitability of items for addition to the library collection will be at the discretion of a member of library professionals at each library, in consultation with Collection Services.

Ephemeral material, e.g. pamphlets, periodicals, etc. will generally not be added to the library collection unless they have a relevance to the Local Studies Collection.

Withdrawal of material from the Collection

Withdrawal of material is necessary to preserve collections' currency and presentation, by maximizing the proportion of up-to-date, recent and relevant material on the shelves, optimising shelving and floor-space, and the appearance of material on shelves.

Withdrawals are the responsibility of library professionals at each library and the Collection Services team, in consultation with appropriate specialist library teams.

The Library's withdrawal program is based on the sustainable collection size for each service area and the following criteria:

- **Poor Physical Condition**

Damaged or worn material is withdrawn. (Popular titles may be replaced where appropriate and available, or considered for repair if no longer available.)

- **Inaccurate / Obsolete / Superseded**

Material that has become inaccurate or irrelevant due to changes in circumstances or developments within a particular field is withdrawn. Some non-fiction subject areas are subject to particularly rapid change (e.g. computing, travel guides, law, finance, medical technology, etc.).

- **Low Circulation**

Material that is no longer of general interest or appeal, as indicated by circulation statistics, is withdrawn.

Withdrawn material that is considered suitable is offered for sale.

The collections and subdivisions used in this document

Wollongong City Libraries have divided stock into various collections catering for different categories of use:

Adult Fiction

Adult Non-fiction

Community Languages

Fastbacks (Fiction and Non-fiction)

Language Learning & Literacy

Large Print

Magazines (Adult, Junior, Youth and Community Languages)

Audiobooks (Adult, Junior and Youth)

DVDs (Adult, Junior and Youth)

eBooks, eAudio and eMagazines (Adult, Junior and Youth)

Graphic novels (Adult, Junior and Youth)

Music CDs

Easies (Junior Picture Books)
Junior Fiction
Junior Non-Fiction
Leapfrogs (Junior Literacy Books)
Youth Fiction

Reference
Local Studies

The above collections are covered in detail in this document in the following format:

1. Description

Statements summarising the type of items held in the collection.

2. Responsibility

Statements concerning responsibility for the selection and withdrawal of items in the collection.

3. Target Groups

Who would use the collection.

4. Scope

Statements clarifying the breadth and depth of the collection.

5. Format

Preferences concerning format of items, where appropriate.

6. Selection Sources

The means by which items are selected for the collection.

7. Disposal

The methods for disposing of withdrawn items.

8. Access

The conditions concerning the availability of the collection to library customers, and any restrictions on the borrowing of items.

Adult Fiction

1. Description

- ◆ The Adult Fiction collection provides a broad range of currently popular fiction, including bestsellers, contemporary and classic novels, short stories, and a variety of genres. It covers all areas, catering to the full range of adult customer demand.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Adult Fiction selection, based on Author Standing Order lists and Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team.
- ◆ The Collection Services team facilitates library customer and staff input into selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team.

3. Target Groups

- ◆ Adult readers.

4. Scope

- ◆ Australian and international works.
- ◆ Multiple copies of bestsellers and popular works are purchased, in accordance with customer demand.
- ◆ Genre sub-collections include: Classic Fiction, Fantasy, Mystery, Romance, Science Fiction, and Western. Books that fit comprehensively within a specific genre have spine stickers and a catalogue sub-collection denoting the genre. Books of different genre sub-collections may be interfiled into one alphabetical sequence by author, or there may be separation of genre sub-collections into their own alphabetical author sequences.
- ◆ Aboriginal and LGBTQI titles are identified in the catalogue record, and with a spine sticker on the item.

5. Format

- ◆ Hardcover and paperback.
- ◆ eBooks are available from the Libraries' website.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles and Author and Series Standing Order lists.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.

- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Adult Fiction is an open access “floating” collection’, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.

Adult Non-fiction

1. Description

- ◆ The Adult Non-fiction collection provides a broad range of titles containing factual information, suitable for an adult, generally non-professional readership. It covers all subjects, catering to the full range of customer demand.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Adult Non-fiction selection, based on Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team.
- ◆ The Collection Services team facilitates library customer and staff input into selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team.

3. Target Groups

- ◆ Adult readers.

4. Scope

- ◆ The collection provides for informational and recreational reading.
- ◆ Works suitable to support educational needs of senior high school students. (The Junior Non-fiction collection covers up to and including Year 8 high school level.)
- ◆ Australian and international works.
- ◆ Material relevant to Wollongong and the Illawarra is a high priority.
- ◆ Textbooks are not purchased unless they are considered suitable for general reading purposes or have broader interest.
- ◆ Academic works at a tertiary level are generally excluded from the collection.
- ◆ Subject sub-collections include: Biographies, Health & Wellness, Home & Garden, and Parenting. Books within one of these sub-collections have spine stickers and a catalogue sub-collection. Books of different sub-collections may be interfiled into sequence by call number, or there may be separation of some sub-collections into their own sequences.
- ◆ Aboriginal and LGBTQI titles are identified in the catalogue record, and with a spine sticker on the item.
- ◆ Law Books For Libraries and Drug Info @ Your Library titles are identified in the catalogue record, and with a sticker on the item.

5. Format

- ◆ Hardcover and paperback.
- ◆ Items with a DVD/CD/CD-ROM must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone format.
- ◆ eBooks are available from the Libraries' website.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Adult Non-fiction is an open access “floating” collection’, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.

Community Languages

1. Description

- ◆ The Community Language collection provides popular, recreational reading in selected community languages for adults and children.

2. Responsibility

- ◆ Selected specialist suppliers collaborate with the Libraries' Collection Services team in undertaking Community Language selection, based on Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with Outreach Services team.
- ◆ The Collection Services team facilitates library customer and staff input into selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team, in consultation with the Outreach Services team.

3. Target Groups

- ◆ The collection aims to reflect the cultural and linguistic diversity of the Wollongong community and to address the needs of people with languages other than English, based on demographic information and community need.

4. Scope

- ◆ Adult fiction forms the bulk of each language collection, with a smaller proportion of general interest non-fiction.
- ◆ Includes original works by authors in the respective languages as well as translations of popular English language titles.
- ◆ Needs of community groups are also met by lending services from the State Library of New South Wales.
- ◆ Newspaper and magazine subscriptions.
- ◆ Music CDs are available in the World Music collection, and popular international language DVDs are included in the DVD collections.

5. Format

- ◆ Hardcover and paperback.

6. Selection Sources

- ◆ Specialist language suppliers monitor pre-publication notifications from publishers, published reviews, lists and media promotions.
- ◆ Multicultural Services of the State Library of NSW supplement the purchasing of language material.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities and relevant community groups.
- ◆ Discard.

8. Access

- ◆ Community Languages is an open access collection, with each item having a designated library location based on community profile.

Fastbacks (Fiction and Non-fiction)

1. Description

- ◆ The Fastback collection consists of high-demand Fiction and Non-fiction titles. Items are available for a limited loan period and cannot be renewed or reserved. The collection aims to increase the immediate availability of popular titles.

2. Responsibility

- ◆ Fastback selection is undertaken by selected suppliers based on Author Standing Order lists that are developed, monitored and amended as appropriate by the Collections Services Coordinator and team.
- ◆ The Collection Services team facilitates the acquisition of extra Fastback copies of individual titles in high demand, according to the level of demand.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team.

3. Target Groups

- ◆ Adult readers.

4. Scope

- ◆ Australian and international works.
- ◆ High-demand titles, both Fiction and Non-fiction.

5. Format

- ◆ Hardcover and paperback.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles and Author Standing Order lists.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Fastbacks is an open access collection, with each item having a designated library location.

Language Learning & Literacy

1. Description

- ◆ The Language Learning & Literacy collections aim to assist adult members of the community to achieve their desired competency in English and other languages.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Language Learning & Literacy selection, based on Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team.

3. Target Groups

- ◆ Members of the community who wish to improve their proficiency in the English language.
- ◆ Members of the community interested in self-education in a range of languages.
- ◆ Members of the community with a low level of English literacy.

4. Scope

- ◆ Works appropriate to all levels of English and literacy proficiency.
- ◆ Includes grammar texts, novels, and some non-fiction containing practical information.
- ◆ Preference is given to works in plain English published or produced in Australia.
- ◆ The Learning Language collection includes basic language for travelers, and language courses, ranging from elementary to advanced levels.
- ◆ Includes resources for teaching English as a second language.

5. Format

- ◆ Print and non-print formats.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.

- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities and relevant community groups.
- ◆ Discard.

8. Access

- ◆ Language Learning & Literacy are open access “floating” collections, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.
- ◆ The Literacy collection is generally available at Wollongong Library only, and Language Learning collections are available at Wollongong, Corrimal, Dapto, Thirroul and Warrawong libraries.

Large Print

1. Description

- ◆ The Large Print collection consists of Fiction and Non-fiction works in a magnified print format, with Fiction accounting for approximately 90% of the collection.

2. Responsibility

- ◆ Large Print selection is undertaken by selected specialist suppliers on the basis of Standing Orders that are monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with the Outreach Services team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of the Outreach Services team, the Collection Services team, and library professionals at each service point.

3. Target Groups

- ◆ Adult readers.
- ◆ Visually impaired readers.
- ◆ Approximately 90% of Home Library Service customers use this collection.

4. Scope

- ◆ Fiction forms the bulk of the Large Print collection, with a smaller proportion of popular, general interest non-fiction.
- ◆ All fiction genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.
- ◆ Australian and international works.
- ◆ Generally, single copies of each title are purchased, with extra copies acquired to cater for customer demand.
- ◆ Genre sub-collections include: Mystery, Romance, Science Fiction, and Western. Books that fit comprehensively within a specific genre have spine stickers and a catalogue sub-collection denoting the genre. Books of different genre sub-collections may be interfiled into one alphabetical sequence by author, or there may be separation of genre sub-collections into their own alphabetical author sequences.

5. Format

- ◆ Hardcover and paperback in large print format.

6. Selection Sources

- ◆ The majority of Large Print fiction is obtained through Standing Orders from specialist library suppliers, many of whom are the exclusive publishers of the material.
- ◆ Pre-publication orders from suppliers based on library Selection Profiles.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.

- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.

7. Disposal

- ◆ Deleted Large Print items may be utilised by the Home Library Service for Nursing Homes.
- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Large Print is an open access “floating” collection, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.
- ◆ Large Print material is provided to several locations within the Wollongong LGA e.g. senior citizen clubs, bowling clubs, nursing homes.

Magazines (Adult, Junior, Youth and Community Language)

1. Description

- ◆ The Magazines collection provides a range of popular and informational titles, including various titles in community languages. The collection aims to provide information, instruction and entertainment.

2. Responsibility

- ◆ Selection of magazine subscription titles is the responsibility of Coordinators for each library, in consultation with and facilitated by the Collection Services team.
- ◆ Withdrawals are the responsibility of library professionals at each library.

3. Target Groups

- ◆ **Junior Magazines** - suitable for children aged 0-12.
- ◆ **Comics** – suitable for children, youth and adults.
- ◆ **Youth Magazines** - suitable for youth aged 13-18.
- ◆ **Adult Magazines** - suitable for adults.
- ◆ **Community Languages** - suitable for adults.

4. Scope

- ◆ Emphasis is placed on Australian content.
- ◆ The collection consists of:
 - Popular informational journals e.g. National Geographic.
 - Popular hobby and recreational journals e.g. Better Homes & Gardens.
 - Lifestyle journals e.g. Australian Gourmet Traveller.
 - Current affairs journals e.g. Time.
 - Children's and young adult magazines e.g. Girlfriend.
 - Magazines in languages other than English. These include a selection of popular magazines in Chinese, Dutch, French, German, Italian, Polish, and Spanish.

5. Format

- ◆ Printed magazines.
- ◆ Digital eMagazines are available from the Libraries' website.

6. Selection Sources

- ◆ Published reviews, lists, and media promotions.
- ◆ Printed listings of titles from magazine subscription agencies.
- ◆ Donations from the community are accepted at some libraries, providing the items are very recently published and in excellent physical condition.
- ◆ Customer and staff suggestions for purchase and collection development recommendations are considered provided they fall within the Collection Management Plan guidelines and budgetary constraints.

7. Disposal

- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Magazines is an open access collection, with each item having a designated library location.
- ◆ The majority of magazine items are for loan.

Audiobooks (Adult, Junior and Youth)

1. Description

- ◆ The Audiobooks collections provide popular, recreational audio reading for adults, children and youth.

2. Responsibility

- ◆ Audiobooks selection is undertaken by selected specialist suppliers on the basis of Standing Orders that are monitored and amended as appropriate by the Collection Services Coordinator and team.
- ◆ Audiobooks are acquired from retailers where appropriate and cost-effective.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team.

3. Target Groups

- ◆ Adult, youth and junior Audiobook readers.

4. Scope

- ◆ Fiction forms the bulk of the Audiobook collections, with a smaller proportion of popular, general interest non-fiction.
- ◆ All fiction genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.
- ◆ Australian and international works.
- ◆ Generally, single copies of each title are purchased, with extra copies acquired to cater for customer demand.

5. Format

- ◆ MP3 CDs (superseded formats such as audio CDs and audio-players remain in circulation until discarded), and eAudiobooks.
- ◆ Digital eAudiobooks are available from the Libraries' website.

6. Selection Sources

- ◆ Pre-publication orders from specialist suppliers based on Standing Orders. The Standing Orders are generally set up at the beginning of each financial year, and allow for additional specific title requests.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Donations from the community are accepted at some libraries, providing the items are very recently published and in excellent physical condition.
- ◆ Customer and staff suggestions for purchase and collection development recommendations are considered provided they fall within the Collection Management Plan guidelines and budgetary constraints.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ Donate to local charities.
- ◆ Discard.

8. Access

- ◆ Audiobooks are open access “floating” collections, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.

DVDs (Adult, Junior and Youth)

1. Description

- ◆ The DVD collection is aimed at providing information, instruction and entertainment. Included in this collection are documentaries, movies and television productions for adults, youth and children.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking DVD Selection, based on Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team.

3. Target Groups

- ◆ **Junior DVDs** - suitable for children aged 0-12, G and PG ratings only
- ◆ **Youth DVDs** - suitable for youth aged 13-18, G, PG, M ratings only
- ◆ **Adult DVDs** - suitable for adults.

4. Scope

- ◆ The DVD collection aims to provide a wide range of material including: general release movies and documentaries, television series, cult TV and movies, anime and music.
- ◆ All DVDs must be suitable for public library lending purposes with consideration to appropriate licensing agreements.
- ◆ Purchase of all film ratings as set by the Australian Classification Board <http://www.classification.gov.au> for distribution in New South Wales is acceptable.

5. Format

- ◆ Region 4 Digital Video/Versatile Discs (DVDs).

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale, condition permitting.
- ◆ Discard.

8. Access

- ◆ DVDs are open access “floating” collections, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.
- ◆ Access to the DVD collection is dependent on the classifications provided by the Australian Classifications Board. These restrictions are enforced by utilisation of the library customer database within the library management system. The G, PG and M classifications are advisory only and there are no legal age restrictions regarding the loan of these titles. It should be remembered however, that films classified M are not recommended for people under 15 years.
- ◆ MA15+ and R18+ are legally restricted classifications. Titles classified MA15+ can only be loaned to people aged 15 years or older, unless they are accompanied by their parent or guardian. Titles classified R18+ can only be loaned to adults aged 18 years and over.
- ◆ It is the responsibility of parents or caregivers, rather than library staff, to decide suitability of material for their children and youth.

eBooks, eAudiobooks, eMagazines (Adult, Junior and Youth)

1. Description

- ◆ The eCollections provide a range of fiction, non-fiction and magazine titles with popular appeal.

2. Responsibility

- ◆ eBook and eAudiobook selection is undertaken by selected specialist suppliers on the basis of Standing Orders that are monitored and amended as appropriate by the Collection Services Coordinator and team.
- ◆ Withdrawal of expired eBooks and eAudiobooks from the catalogue is the responsibility of the Collection Services team.

3. Target Groups

- ◆ Adult, youth and junior.

4. Scope

- ◆ All genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.
- ◆ Works by Australian and overseas authors.
- ◆ Non-fiction items with a popular appeal are purchased, e.g. biographies, travel narratives.
- ◆ Factors affecting the availability of eBooks, eAudiobooks and eMagazines include lending limitations applied by publishers and changing technology and commercial options.

5. Format

- ◆ Downloadable files.

6. Selection Sources

- ◆ Pre-publication orders from several suppliers based on Standing Orders. The Standing Orders are generally set up at the beginning of each financial year, and allow for additional specific title requests.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with usage demand.

7. Disposal

- ◆ eCollections titles are generally available for a period defined by the publishers.

8. Access

- ◆ eCollections are accessed and borrowed online.

Graphic Novels (Adult, Junior and Youth)

1. Description

- ◆ The Graphic Novels collections provide reading material in a graphic art format, suitable for adults, youth and children. A selection of series titles is included according to demand, as is a selection of Manga titles.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Graphic Novels selection, based on Selection Profiles and Series Lists that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with the Community Programming (Children & Youth) team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of the Collection Services team and library professionals at each library, in consultation with the Community Programming (Children & Youth) team.

3. Target Groups

- ◆ **Junior Graphic Novels** - suitable for children aged 0-12,
- ◆ **Youth Graphic Novels**- suitable for youth aged 13-18,
- ◆ **Adult Graphic Novels** - suitable for adults.

4. Scope

- ◆ Australian and international works.
- ◆ Multiple copies of bestsellers and popular works are purchased, in accordance with customer demand.

5. Format

- ◆ Hardcover and paperback.
- ◆ Spiral and ring bound items are generally excluded from the collection.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles and Series Standing Order lists.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard

8. Access

- ◆ Graphic Novels are open access “floating” collections, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.
- ◆ It is the responsibility of parents or caregivers, rather than library staff, to decide suitability of material for their children and youth.
- ◆ The Adult, Junior and Youth Graphic Novels collections are shelved in separate areas.

Music CDs

1. Description

- ◆ The Music CD collection provides broad popular appeal across all musical styles.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Music CD selection, based on Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of library professionals at each service point and the Collection Services team.

3. Target Groups

- ◆ Adults.
- ◆ Youth.
- ◆ Children.

4. Scope

- ◆ The Music CD collection aims to provide a wide range of material covering all popular musical styles, including pop, rock, urban, alternative, dance, children's, country, soundtracks, world music, jazz, blues, classical, and new age.

5. Format

- ◆ Compact discs (CDs).

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale, condition permitting.
- ◆ Discard.

8. Access

- ◆ Music CDs is an open access “floating” collection, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.

Easies (Junior Picture Books)

1. Description

- ◆ The Easies collection provides a range of picture book fiction for children up to approximately 7 years of age.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Easies selection, based on Author Standing Order lists and Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with the Community Programming (Children & Youth) team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of library professionals at each Library and the Collection Services team, in consultation with the Community Programming (Children & Youth) team.

3. Target Groups

- ◆ Children up to approximately 7 years of age.

4. Scope

- ◆ The collection aims to encourage children's curiosity about themselves and the world around them.
- ◆ Australian and international works.
- ◆ Selection includes a range of board book titles, "lift the flap", and tactile books.
- ◆ Emphasis is upon attractiveness of material and colour illustrated works.
- ◆ High priority is given to literary merit and award winning titles and authors.

5. Format

- ◆ Hardcover, paperback and board books.
- ◆ Spiral and ring bound items are generally excluded from the collection.
- ◆ Items with a DVD/CD/CD-Rom must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone.
- ◆ Sturdy durable items preferred.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles and Author Standing Order lists.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.

- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Easies is an open access “floating” collection’, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.
- ◆ Some items may be held specifically for children’s programs in a Storytime stack or closed access area.

Junior Fiction

1. Description

- ◆ The Junior Fiction collection provides currently popular fiction works for children of 5 to 12 years. The collection includes award winning fiction, and titles by new and local authors, with emphasis on Australian fiction.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Junior Fiction selection, based on Author Standing Order lists and Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with the Community Programming (Children & Youth) team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of library professionals at each library and the Collection Services team, in consultation with the Community Programming (Children & Youth) team.

3. Target Groups

- ◆ Children 5 to 12 years.

4. Scope

- ◆ The collection aims to foster and encourage a lifelong love of reading and literature.
- ◆ Australian and international works.
- ◆ Multiple copies of bestsellers and popular works are purchased, in accordance with customer demand.
- ◆ All genres and areas of reading material for children are included, with emphasis on material which has literary merit, effective plot and characterisation, is of interest to children in primary or early secondary school, includes latest trends, and is award-winning (titles and authors).

5. Format

- ◆ Hardcover, paperback and board books.
- ◆ Spiral and ring bound items are generally excluded from the collection.
- ◆ eBooks are available from the Libraries' website.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles and Author and Series Standing Order lists.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.

- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard

8. Access

- ◆ Junior Fiction is an open access “floating” collection’, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.
- ◆ It is the responsibility of parents or caregivers, rather than library staff, to decide suitability of material for their children.
- ◆ The Junior Fiction collection is shelved in a separate area to the Youth Fiction collection.

Junior Non-fiction

1. Description

- ◆ The Junior Non-fiction collection provides informational, educational and recreational reading for children. Junior Non-fiction materials are selected for their currency, accuracy and utility as well as for their capacity to enrich, entertain and inform.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Junior Non-fiction selection, based on Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with the Community Programming (Children & Youth) team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of the Collection Services team and library professionals at each service point, in consultation with the Community Programming (Children & Youth) team.

3. Target Groups

- ◆ Children between the ages of 5 and 14 years.
- ◆ Parents.
- ◆ Teachers.
- ◆ General public.

4. Scope

- ◆ Popular topics for children, supporting their learning environment, with an emphasis on Australian content.
- ◆ Material will be selected to suit various reading levels (illustrations, vocabulary) and different developmental stages (language, themes).
- ◆ School textbooks are generally not selected.
- ◆ Non-fiction material for children under five will generally be selected as part of the Easies Collection.

5. Format

- ◆ Hardcover and paperback.
- ◆ Items with a DVD/CD/CD-ROM must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone format.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.

- ◆ Additional copies of items are acquired in accordance with customer demand.
- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Junior Non-fiction is an open access “floating” collection’, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.

Leapfrogs (Junior Literacy Books)

1. Description

- ◆ The Leapfrogs collection consists of a range of fiction and non-fiction easy readers for junior recreational reading and early literacy development.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Leapfrogs selection, based on Selection Profiles that were developed and are monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with Community Programming (Children & Youth).
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of the Collection Services team and library professionals at each service point, in consultation with Community Programming (Children & Youth).

3. Target User Groups

- ◆ Children with a reading age of up to 7 years.

4. Scope

- ◆ This collection provides a range of easy readers for children learning to read, and aims to encourage children's curiosity about themselves and the world around them.
- ◆ The collection aims to provide both recreational reading and literacy development, with titles of age appropriate content.
- ◆ Australian and international works.
- ◆ High priority is given to literary merit and award-winning titles and authors.

5. Format

- ◆ Hardcover and paperback
- ◆ Spiral and ring bound items are generally excluded from the collection.
- ◆ Sturdy durable items preferred.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles and Author and Series Standing Order lists.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard.

8. Access

- ◆ Leapfrogs is an open access “floating” collection’, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.

Youth Fiction

1. Description

- ◆ The Youth Fiction collection provides currently popular fiction works for youth. The collection includes popular and award winning fiction, and titles by new and local authors, with emphasis on Australian fiction.

2. Responsibility

- ◆ Selected suppliers collaborate with the Libraries' Collection Services team in undertaking Youth Fiction selection, based on Author Standing Order lists and Selection Profiles that are developed, monitored and amended as appropriate by the Collection Services Coordinator and team, in consultation with the Community Programming (Children & Youth) team.
- ◆ The Collection Services team facilitates library customer and staff input into Selection.
- ◆ Withdrawals are the responsibility of the Collection Services team and library professionals at each library, in consultation with the Community Programming (Children & Youth) team.

3. Target Groups

- ◆ Youth.

4. Scope

- ◆ Australian and international works.
- ◆ Multiple copies of bestsellers and popular works are purchased, in accordance with usage demand.
- ◆ The collection aims to foster and encourage a lifelong love of reading and literature.
- ◆ All genres and areas of reading material for youth are included, with emphasis on material which has literary merit, effective plot and characterisation, is of interest to children in primary or early secondary school, includes latest trends, and is award-winning (titles and authors).

5. Format

- ◆ Paperback and hardcover.
- ◆ eBooks are available from the Libraries' website.

6. Selection Sources

- ◆ Pre-publication orders from suppliers based on library Selection Profiles and Author and Series Standing Order lists.
- ◆ Pre-publication notifications from publishers, monitored by suppliers and the Collection Services team.
- ◆ Published reviews, lists and media promotions, monitored by suppliers and the Collection Services team.
- ◆ Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- ◆ Additional copies of items are acquired in accordance with customer demand.

- ◆ Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- ◆ Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

- ◆ Sale.
- ◆ External library book outlets (e.g. Libraries Everywhere Book Boxes, community stalls, etc.).
- ◆ Donation to charities.
- ◆ Discard

8. Access

- ◆ Youth Fiction is an open access “floating” collection’, i.e. items have no designated location and can move between libraries depending on the site to which they are returned or circulated.
- ◆ It is the responsibility of parents or caregivers, rather than library staff, to decide suitability of material for their children and youth.
- ◆ The Youth Fiction collection is shelved in a separate area to the Junior Fiction collection.

Reference

1. Description

- ◆ Wollongong Libraries provide a small collection of reference print resources covering major subject areas, for use within the library only (not for loan).

2. Responsibility

- ◆ The Information Services team, in consultation with the Collection Services team, is responsible for selection and withdrawal of resources.

3. Target Groups

- ◆ All members of the general public.
- ◆ Primary, secondary and tertiary students.
- ◆ Community groups and institutions.
- ◆ Wollongong City Council staff and officials.
- ◆ Small business groups and organisations.
- ◆ Historians including Family Historians.

4. Scope

- ◆ The Reference Collection aims to meet the basic general information needs of the target groups.
- ◆ Emphasis is on the collection of reference resources in the form of almanacs, dictionaries, handbooks and atlases.
- ◆ Selection of titles is focused on keeping the collection up-to-date. Out of date items should be removed when new items are shelved.
- ◆ Textbooks/workbooks are generally not purchased.
- ◆ Resources to support HSC students are considered for purchase.
- ◆ Australian and overseas works.

Subject areas/Collections:

◆ **Law Books For Libraries**

The Find Legal Answers tool kit is a collection of plain language books to answer everyday questions about the law. Lists of recommended titles are distributed by the State Library of New South Wales, titles being selected by specialist law librarians as being the most useful and relevant practical guides to the law in NSW. Subjects include: renting, wills and estates, family law, drink driving, facing a criminal charge in court, neighbours and the law, bankruptcy, debt and credit problems and consumer law. Titles are identified in the catalogue record, and with a sticker on the item.

◆ **Drug Info @ Your Library**

The Drug Info book collection is a collection of plain language books about alcohol and other drugs. Titles are distributed by the State Library of New South Wales. Titles are identified in the catalogue record, and with a sticker on the item.

◆ **Reference Periodicals**

Subscriptions to reference periodicals are regularly reviewed according to customer needs. Retention periods vary according to current needs and availability in other formats, electronic formats having replaced some hard

copy titles. Retention statement is noted in the bibliographic record of each title.

◆ **Newspapers**

Newspapers held in all libraries are regularly reviewed according to customer needs. Retention periods vary according to current needs and availability in other formats, and are noted in the bibliographic record of each title.

For those newspaper titles which Wollongong Library holds, the hard copy is kept until the microform copy is received. The hard copy is then discarded (recycled).

◆ **Genealogy**

The Genealogy collection is in a variety of formats, and relates to the research of family history. This collection includes both Australian and international research material.

Records held in this section include:

- ◆ Births, deaths and marriage records from 1788
- ◆ Cemetery records
- ◆ Convict records
- ◆ Immigration and shipping records
- ◆ Land and property records
- ◆ Orphan school records
- ◆ Military records
- ◆ Census records and musters
- ◆ Electoral rolls
- ◆ Directories
- ◆ Naturalisation records
- ◆ Colonial Secretary papers
- ◆ Miscellaneous indexes

Subscriptions for electronic access to Australian and international records are determined on current needs and trends.

◆ **Electronic resources - databases**

Subscriptions for online access to a wide range of subject areas, such as:

- ◆ Health
- ◆ Science
- ◆ Law
- ◆ History
- ◆ Literature

Subscriptions to electronic resources are regularly reviewed according to customer needs, trends and availability.

5. Format

- ◆ Hardcover and paperback, microform and electronic resources.

6. Selection Sources

- ◆ Published reviews, lists, and media promotions.
- ◆ Publishers' flyers and pre-publication advice.
- ◆ Suppliers' notifications and suggestion lists.
- ◆ Standing Orders (for regularly published titles).
- ◆ Library customer and staff suggestions for purchase and collection development recommendations are considered provided they fall within the Collection Management Plan guidelines and budgetary constraints.

7. Disposal

- ◆ Some past editions and withdrawn titles can be transferred to lending collections.
- ◆ Sale.
- ◆ Discard.

8. Access

- ◆ Material within the Reference Collection is to be used within the library, and is not available for loan.
- ◆ Some older and less used items are stored and are available upon request.
- ◆ Wollongong City Council staff may borrow on overnight loan (they must be library members and items are checked out on their card).

Local Studies

1. Description

- ◆ The Local Studies Collection consists of material, in a variety of formats, which contributes to documenting life in Wollongong and the Illawarra. The objective of the collection is to preserve and make accessible material about the local area, including information relating to the people, the environment, the geography, the industry and the history of the area. Originals or copies of material may be included.

2. Responsibility

- ◆ The Local Studies Team Leader Librarian is responsible for the Local Studies Collection, with input from the Local Studies Team.

3. Target Groups

- ◆ Members of the general public.
- ◆ Primary, secondary and tertiary students.
- ◆ Community groups and institutions.
- ◆ Wollongong City Council staff and officials.
- ◆ Small business groups and organisations.
- ◆ Historians including Family Historians.
- ◆ Consultants.

4. Scope

- ◆ The geographic scope of this collection is defined by the Wollongong Local Government Area (LGA). The wider Illawarra Region (Shoalhaven, Shellharbour, Kiama, etc) is also represented. Donated material outside of this established geographic region is included on a highly selective basis.

5. Format

- ◆ All formats are collected.

6. Selection Sources

- ◆ The Local Studies team is responsible for the selection of material for this collection. Library customer and staff suggestions will be considered if within the identified scope. The first copy obtained of any item for the Local Studies Collection will be housed in the Local Studies area. Additional copies may be obtained for other libraries as required. Some titles may be duplicated in the lending collection.
- ◆ Material for this collection is predominantly obtained through donation (a register for donations of unpublished material is maintained); material may also be acquired by purchase, specialist agencies, catalogues, reviews, etc.
- ◆ Conservation materials (mylar, archival boxes and folders, etc.) are purchased according to need. Binding and digitisation is carried out according to need.

7. Disposal

- ◆ Donated items which are deemed unsuitable for this collection are disposed of in accordance with donor's instruction (on donation form), or according to the guidelines on page 4 of this Plan.

- ◆ Withdrawn items from the Adult Non-fiction - Illawarra Collection are to be returned to the Local Studies Library for assessment before sale or discard.

8. Access

- ◆ The Local Studies Collection is housed at Wollongong Library. Digitised items (e.g. Illawarra Images) are accessible on the library's website.
- ◆ Items shelved in the public area are identified with an LR prefix. Duplicate and/or fragile items are shelved in the Stack and prefixed with SLR.
- ◆ Items are used in the Local Studies area and are not available for loan.
- ◆ Other libraries have small collections of local material relating to their specific areas plus general histories and other material relating to the Wollongong LGA (Illawarra Collection). Items in the Illawarra Reference Collection (Prefix: IR) are not for loan but may be transferred to the Illawarra Collection (Prefix: I) after analysis of usage patterns within the library.
- ◆ Items in the Adult Non-fiction - Illawarra Collection (I) are available for loan.
- ◆ Requests for Inter-library Loan of Local Studies material are referred to the Local Studies team for approval, with the following approach applied: multiple copies of the title must be held, items loaned will be restricted to "In Library use only", and no maps, cuttings or manuscripts will be loaned.
- ◆ Restrictions placed on the use of an item by the donor are adhered to, including cultural restrictions placed on the use of Indigenous Heritage items.
- ◆ Other restrictions may be applied in relation to the protection of the physical condition of an item, Copyright law, etc.

The **Local Studies Collection** also includes the following resources:

Wollongong City Council documents, such as:

Annual Reports
 Strategic Plans and Reports
 Budget Reports
 Environmental Impact Statements
 Heritage Studies
 Floodplain Management Studies
 Social Plans
 Local Environmental Plans

Local Cuttings File: This vertical file contains newspaper and journal articles, brochures, guides, pamphlets and other material about the local area.

Illawarra Index: This index is a list of articles that relate to local issues and events, historical and contemporary. Local journals and newsletters such as *The Advertiser* and the *Illawarra Historical Society Bulletin* are indexed.

Manuscripts (Prefix: MSS): Unpublished or pre-publication material created by individuals or organisations that record life in the Wollongong area is selected for this collection. This may include:

Letters
 Minute books
 Diaries
 Family papers

Visitors' books

Scrapbooks

Photograph albums

Shipping logbooks

Artefacts are generally not collected; donors are referred to other collecting institutions, e.g. Illawarra Historical Society Museum.

Once donated to the Library, items are not loaned to individuals or organisations. Ownership and control is transferred to Wollongong City Libraries in accordance with the donation form.

Maps: This collection consists of cartographic material, in a variety of formats, with a geographic scope of the Wollongong Local Government area, at times extended to the wider Illawarra Region. This is a permanent collection. Originals and copies of material, both current and retrospective, may be included.

Maps held in the collection include:

Parish

Historical/subdivision

Topographic

Geological

Hydrographic

Metallogenic

Orthophoto

Aerial mosaic

Planning

Electoral Boundaries – local, state, federal

Tourist

Maps are obtained through donation, and are also purchased according to need and availability.

Most new maps are digitised prior to cataloguing. Retrospective digitisation of catalogued maps is integrated into this process with requests for the digitisation of specific maps given priority

Oral histories: Oral histories document the social and cultural history of the region through the voices of local residents and visitors. Oral histories are included in the collection in a number of formats including printed transcripts, cassette tapes, video tapes, CDs and digital recordings. Where possible, oral histories are digitised for preservation and access.

Illawarra Stories is an oral history project of Wollongong City Libraries capturing people's recollections of life in the Illawarra. Interviews are conducted by library staff and volunteers. Consent forms are used to give permission for interviews to be made accessible online through the Libraries' website *Illawarra Stories*. Original and edited digital files of interviews are stored in the digital asset module of the catalogue. In partnership with the State Library of NSW, digital interviews are transcribed through the website *Amplify* where machine generated transcriptions may be edited by members of the public.

Illawarra Images: This is a collection of images, in a variety of formats, which contributes to documenting life in Wollongong and the Illawarra. It is a permanent collection aiming to preserve and make accessible images of the

local area, including its people, the environment, the geography, the industry and the history of the area. Originals and copies of material, both current and retrospective, may be included.

Formats include: photographic prints, negatives (including glass), and digital. Images must be of a reasonable quality, adequate for scanning (exposure and focus) without too many scratches/blemishes nor excessive colour fading.

Images encumbered with copyright restrictions on publication, reproduction, usage etc. may be included on a highly selective basis.

Compilations and photographs which have been manipulated in any way are generally not included.