



Waverley Library Collection Development Plan

| | |
|---|---------------------------------------|
| Responsible Officer (include position title and Department) | Manager, Library and Learning Futures |
| Date adopted by Executive Leadership Team | N/A |
| Version | 2019 |
| Review date | 2022 |
| Trim reference | |

Table of Contents

| | |
|--|----|
| Policy Amendments | 4 |
| Background | 4 |
| Purpose | 4 |
| Definitions | 5 |
| Scope | 6 |
| Applicable Legislation | 6 |
| Related Policies and Procedures | 6 |
| Links to the Strategic Plan, Operational Plan | 7 |
| Review of Plan | 7 |
| Community Profile | 6 |
| Selection of Materials | 8 |
| Donations | 10 |
| Collection Maintenance | 10 |
| The Collections | 11 |
| Adult Fiction | 11 |
| Community Languages | 13 |
| Adult Non Fiction | 13 |
| English Literacy | 14 |
| HSC | 14 |
| Reference | 15 |
| Magazines and Newspapers | 16 |
| Electronic Resources | 17 |
| Filmed works | 17 |
| Recorded music | 17 |
| Children's Material | 18 |
| Local History | 20 |
| Stack Collection | 22 |

Amendments

| Version | Date | Responsible Officer | Description |
|---------|------------|---------------------|---------------------------------|
| 1 | 14.10.19 | Jody Rodas | 1 st Draft |
| 2 | 13.11.19 | Jody Rodas | Additions with Collections team |
| 3. | 31.03.2020 | Jody Rodas | Final |

Background

Waverley Library was established in 1964 in a building in Bondi Rd, Bondi to provide a library service to the population of the Waverley Council area. A bowling alley in Ebley Street was home to the library until it moved into its present purpose built location in 1999. Since opening, Library clients have mainly included residents of the Waverley and surrounding areas but as technology has changed, this has grown to include those who do not personally visit the library but can use Waverley's online resources from anywhere in the world.

All libraries recognise the vast quantities of available publications and the increasing variety of those publications in terms of format, subject, language, source and suitability for specific audiences. Collection development is the process by which informational, recreational and cultural resources are selected, acquired and maintained in order to meet the needs of patrons and the organisation's objectives.

The *My Amazing Library 2014-2017* strategy has the overarching objective:

To enrich the Waverley Community through creative, future focused library services, supporting lifelong learning and strong community connections.

To achieve this objective the library strategy focusses on strategic priorities including *providing inspiring, contemporary and relevant collections for all users.*

Purpose

The purpose of this Plan is to:

- Identify the existing collections and services of Waverley Library and to document the major parameters for selection, access and maintenance of library resources.
- Maintain collections relevant to community needs by continuing to monitor needs and trends.
- Identify gaps in the collection and services
- Encourage stakeholder participation
- Recommend to Council appropriate levels for the allocation of resources to establish and maintain collections.

Definitions

| Term | Definition |
|--------------------------|---|
| CALD | Culturally and Linguistically Diverse |
| Collections | Physical and digital resources that are organised and owned by or under licence to, the Library including books, magazines, newspapers, DVDs toys, photographs, eBooks, CD's, electronic subscriptions. |
| Collection Development | The process by which information, educational, recreational and cultural resource materials are selected, acquired and managed in order to meet the Library's aims and objectives. |
| De-selection/weeding | The process of removing items from the library collection |
| Electronic Resources | Digital items that are available online and accessed through the internet including eBooks, eaudio, digital magazines, journals, databases, film and music |
| Format | The ways in which are resource may be presented including print, digital, paperback, audiobook. |
| Inter Library Loan (ILL) | An item borrowed from another library service on behalf of a patron |
| LOTE | Languages other than English |
| Profile | A document that identifies core collection requirements provided to library suppliers to assist in collection |
| Reference | Resources containing information that are referred to rather than read. |

Objectives and Scope

This plan applies to the physical and digital library collections under the management of Waverley Library. The objective of the collection is to provide a balance of material that will assist the community to participate in culture and literature, promote literacy and creativity, honour Waverley's local history and identity, support lifelong learning and promote social inclusion.

This collection will deliver services in a professional manner to meet International Federation of Library Associations (IFLA), Australian Library and Information Association (ALIA), State Library of NSW standards, guidelines and benchmarks.

Waverley Library will provide free lending of:

- Books – including fiction and non fiction
- Audio books
- DVDs
- Music CDs
- Material in LOTE
- Kits for language learning
- ESL material
- Magazines
- Downloadable ebooks, emagazines and eaudiobooks, journal articles
- Film streaming
- Special Collections eg. ipad lending scheme, makerkits

Resources provided for in house use include:

- Local History Material
- Reference Material
- Legal Information
- Encyclopedias / Dictionaries
- Newspapers
- Online databases

Applicable Legislation

Library Act 1939 (NSW)

Related Policies and Procedures

Links to the Strategic Plan, Operational Plan

| Delivery Program 2018 - 2021 | Delivery Program | |
|--|--|--|
| Art and Culture | Strategies | Deliverables |
| 1.1. Facilitate opportunities that recognise Waverley’s unique place in the Australian contemporary cultural landscape | 1.1.2. Deliver a dynamic library service that enriches lives by providing a means of social and cultural interaction | |
| Knowledge and Innovation | | |
| 11.2. Provide multi-purpose community spaces where innovation and collaboration can occur | 11.2.2. Deliver and facilitate access to emerging technologies and library collections | Review and update Library Collection and Development Guidelines to ensure a relevant and accessible library collection |

Review of Guidelines

The Collection Development Guidelines will be reviewed every 3 years or as required in the event of legislative changes or requirements. It may also be changed as a result of other amendments.

Community Profile

As of the last ABS Census, the Waverley LGA is densely populated with 72 106 people living within its 9.2sq km boundary.

Age distribution

- Median age – 35 years
- 16 per cent of our residents are 0–14 years old
- 8.9 per cent are 15–24 years old
- 33.4 per cent are 25–39 years old

- 28.7 per cent are 40–64 years old
- 12.7 per cent are more than 65 years old

Ethnicity

- 68.8 per cent of residents speak English at home
- 25.7 per cent speak a language other than English
- Russian is spoken by 2.2 per cent of our residents,
- 2.1 per cent speak Spanish, 1.9 per cent Portuguese per cent French and 1.7 per cent Italian
- Waverley’s Jewish community of 10 076 residents makes up 15.1 percent of our total population.

Education

- 17 Schools including both primary and secondary
- 39.5 per cent of our residents aged over 15 years have a Bachelor or higher degree compared to 24.1 per cent for Greater Sydney
- 20 per cent of young people aged 15–24 years attended an educational institution including high school and/or a higher education facility, such as TAFE or university.

Waverley Library Patrons

The Library currently has 23 608 active members with 8 763 coming from outside the Waverley LGA, 65% of members are female. This figure does not take into account those people who use the service but have not registered as members. Very little data is available on these patrons, but there is anecdotal evidence to suggest that among them are:

- Backpackers and tourists
- Rough sleepers
- Students
- Self employed

These customers make use of:

- Internet, word processing and email facilities
- Photocopiers/printing/scanning
- Study Rooms
- Specialist Information Services
- Newspapers and Magazines
- Events, activities and tech training
- Inhouse collections

Selection of Materials

A note on controversial or sensitive material:

“This procedure should not be used as a means of removing materials believed to be controversial, contentious or disapproved of by sections of the community.

From: <https://www.sl.nsw.gov.au/sites/default/files/accesstoinformation2007.pdf>

1. A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on contemporary and historical issues, including controversial issues.

2. Libraries should endeavour to provide access to comprehensive and balanced collections that meet the needs of their communities as far as budget, space and availability of materials allow.

3. Library materials that have not been subject to federal and state restriction or prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other grounds. Nor should library materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.

4. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, for example by holding them in special collections or available on request, can be an indirect form of censorship.

5. Collections should not be limited because of the possibility that children may access those collections. Monitoring the reading of children is the responsibility of their parents or guardians.”

Basic Criteria for Selection

- Currency of material
- Reliability of content
- Popularity of an author/subject
- Suitability of format
- Literary/artistic merit
- Cost of the item
- Emphasis on Australian material
- Availability for purchase

Electronic resources may have additional criteria such as licensing.

Procurement

A formal competitive Request for Quotation (RFQ) process for the supply of printed Library resources was completed in July 2018. Contracts were awarded for a period of two years with two x two year options for extension.

The procurement of library materials complies with Council's Procurement Policy.

Selection Methodology

Standing orders are in place for fiction, non-fiction, large print, audiobooks, travel guides and reference titles.

All staff members are encouraged to make suggestions for purchase based on contact with patrons.

Selection is carried out using a range of resources and bibliographic tools including:

- Online bibliographic databases
- Publishers' and booksellers' catalogues
- Library suppliers' promotional literature and visits
- Bookshop and warehouse visits
- Suggestions for purchase from library customers and staff
- Reports generated through software applications
- Standing orders for authors and series
- Profiles developed and monitored by library staff and managed by authorised library suppliers.

The Library is to ensure that patrons are comfortable in being able to offer suggestions and are encouraged to do so via web and physical purchase suggestion forms, feedback forms and through periodical surveys.

Exclusions

- Textbooks (may be included in the collection when they are the best authority available, cover high demand subject areas, or likely to be of interest to the broader community).
- Highly specialised or niche items
- Expensive items.
- Abridged material (some formats may be purchased to meet the special needs requirements of the community).
- Vanity press publications (some self-published items)
- Resources in a language not currently collected
- Resources that contain novelty or promotional accessories
- Books that are designed to be written in to.

Donations

Waverley Library will accept donations of books and other material in excellent or new condition. These items will be evaluated according to the above selection criteria and are either added to our collection, used in pop up or street libraries or included in our ongoing books sales to raise funds towards library projects and events. Items not suitable for these purposes will be recycled.

Collection Maintenance

The library collection needs continuous evaluation in order to keep on target with the library's goal to provide materials to meet customer interest and need. This will be done by:

- Continual addition, deletion, repair and replacement
- Regular analysis of stock and circulation statistics to evaluate collection usage and determine purchasing requirements
- Making use of the area's census profiles to plan for the growth and development of collections
- Distributing collections as determined by need
- Resource sharing and collaboration with other libraries and institutions
- Assessment of materials on their physical condition, currency and usage
- Assessing the ongoing viability of collections and formats against their availability, suitability and relevance.
- Annual review of standing order and profile lists.

Criteria for withdrawal, removal to stack and discarding

- Item is superseded by a new edition or a better source
- Items with information which may now be misleading and/or inaccurate
- Item is in poor physical condition, replacements to be ordered if necessary
- Infrequent use ie. 2 years for non fiction
- Superfluous copies of titles
- Items where the subject matter of the item is no longer of current interest

Waverley Library keeps a large stack collection. Please refer to Appendix A Waverley Library Stack Guidelines

Disposal Guidelines

A deselected item is deleted from the catalogue and stamped across the barcode or inside the front page with a discard stamp any memorial bookplates should be removed wherever possible.

Discarded material may be

- Included on the Library book sale trolley
- Included in the Little Free Library program
- Included in the pop up Library program
- Offered to other Libraries

- Offered to charity organisations
- Disposed of and recycled whenever possible.

The Collections

Adult fiction

Aim:

This collection is intended to provide access to current adult fiction and selected classical works to accommodate a broad variety of reading interests. Standing order plans for physical new releases of popular authors to be reviewed every two years.

Content/Scope:

- Current fiction and selected classics
- Popular and best seller fiction purchased in multiple copies
- Popular genres e.g. mysteries, family sagas, science fiction etc.
- Popular series titles
- Comprehensive selection of titles by major Australian authors
- National and international award winning novels

Reasons for non-inclusion:

- Material is out of print, published in an unsuitable format, too expensive, yet to be published in Australia
- Second-hand materials will not generally be purchased for this collection

Formats:

Trade paperback/hardback preferred, Large print, CD (MP3), Digital

Some fiction titles will be designated as a 7 day loan to form a Quick pick selection.

Book Club Kits

Designed to be used by Book Discussion groups, each kit contains 10 copies of the same title, suggested discussion questions and a log sheet. Items for this collection are sourced through donations or excess new fiction stock.

Paperbacks

Donated items that are predominantly popular fiction and serve as an extension of the fiction collection. A Romance paperback collection is currently provided with previously purchased material. The Romance paperbacks need to be evaluated and the merit of keeping them as a separate collection assessed. The paperback collections only have brief catalogue record.

Large Print

The aim is to have a large print collection containing titles and genres equivalent to the fiction collection. As this format is regularly used by frail patrons, the physical weight of the items needs to be considered. Soft covered are therefore preferred.

Graphic Novels

Graphic Novels are kept in the Children's, Young Adult and Adult Libraries, depending on the appropriateness of content.

This collection is in regular use but in the past the adult component has been comprised mainly of donations and while added to, has not been refreshed for some time. A concerted effort to revitalize the adult collection will take place.

Home Library Service

This collection is no longer being added to and contains many grubby items. A concerted effort to weed any unused items is required with any material that warrants being kept transferred to the Lending Library.

Community Languages

The aim of this collection is to help the Waverley CALD communities maintain their cultural and linguistic heritage.

The Library currently collects material in the following languages:

- Russian
- Polish
- Hungarian
- Hebrew
- French
- Italian
- German
- Spanish
- Portuguese
- Chinese – traditional and simplified
- Korean
- Japanese

These collections are made up of predominantly fiction items with some popular non fiction. It contains both translations of bestselling authors and native authors as well as a limited number of magazines and

locally published foreign language newspapers.

Provision of community language material is supplemented by the State Library of NSW's Multicultural Bulk loan service.

The profile of required languages is reviewed each new financial year and reflects census statistics, lending statistics and bulk loan requests from the previous 12 months.

Due to classification restrictions, multicultural AV material is no longer purchased for this collection. However, world movies distributed in Australia are purchased for the general collection.

Adult non-fiction

Aim:

This collection is intended to provide the community with access to current and accurate information resources. It is complemented by the Library's online resources.

Content/Scope:

- Current, popular materials and standard works in broad subject categories
- Material covering subjects of high interest or emerging issues
- Materials with the emphasis on the general, non-professional reader
- Biography
- Popular culture, the arts and science
- Political issues and current affairs
- Travel guides
- Sport and recreation
- HSC materials
- Materials that originate from, or refer to, Australia
- Generally single copies only are purchased, however, duplication of titles may be considered when demonstrated demand dictates
- Retain copies of the winning entries for Nib Waverley Council Award for Literature

Reasons for non-inclusion:

- Material is out of date, published in an unsuitable format, too expensive, yet to be published in Australia, or too difficult to source
- There are already suitable alternative titles in the collection on the subject
- The item is a textbook or prescribed text not considered to be the most appropriate information resource for the subject area
- The item is of a highly technical or specialised nature which is unlikely to be widely used
- Material is a multi-volume set unsuitable for a lending collection
- Second-hand materials will not generally be purchased for this collection

Formats:

Trade paperback/hardback preferred

English Literacy (ESL)

This collection aims to assist all adult members of the community to achieve their desired competency or certified proficiency in English by providing a wide range of learning material that supports language development.

It includes:

- IELTS material (including online subscription to *Road to IELTS General training*)
- TOFEL material
- Abridged readers
- Conversational English kits
- Ziptales (online subscription promoting junior literacy)

The Library has ongoing relationships with several local English language colleges. Their input into selection of material is desirable.

HSC Collection

Aim:

This collection provides support for secondary students who attend the many high schools in the suburbs surrounding the Library completing the Higher School Certificate.

It includes:

- Subject guides
- Exam preparation
- Essay writing
- Curriculum text books
- Prescribed texts
- Criticisms of prescribed texts

Copies are located in both the Reference and the Lending Libraries (Young Adult section)

This collection is reviewed and updated in line with changes to the HSC curriculum and is overseen by the Reference Team.

Recently there has been an increase in the number of Year 12 students completing the International Baccalaureate (IB) in preference to the HSC. Appropriate resources will need to be added to the collection.

Reference Collection

Aim:

To provide a non circulating collection that is current, accurate and supports quick and easy access to information.

In the past 5 years, the range and scope of the print collection has been somewhat reduced due to the availability of online resources. Reference material should be modern and relevant. The collection also has a strong arts focus used as a browsing collection.

It includes:

- Almanacs
- Directories
- Atlases
- Handbooks
- Legal material
- Find Legal Answers and Drug Info @ your Library collections nominated by/provided by State Library of NSW
- Authoritative books on particular subjects.
- Serials relating to current affairs, business and the economy, with some academic journals

The size of print reference collection will be monitored according to use and may be reduced overtime as online access to material expands.

Magazines and Newspapers

Lending

Aim:

This collection is intended to provide the community with access to current and accurate information resources. It supports the monograph collection and is complemented by the Library's eMagazines subscriptions. Current issues are not available for loan.

Scope:

- Current, popular subscriptions in broad, subject categories.
- Subscriptions covering subjects of high interest or emerging issues.
- Subscriptions that appeals to the general, non-professional reader.
- Subscriptions from publications that originate in Australia are preferred.
- Collection to include publications in community languages.
- Monthly publications are preferred.

Reasons for non-inclusion:

- Subscription is too expensive. Maximum price per issue in the Lending collection is \$15.00 per issue.

- Subscription is of a highly technical, specialized or academic nature which is unlikely to be widely used.
- Second-hand materials will not be accepted for this collection.

Reference periodicals

Aim:

This collection is intended to provide the community with access to current and accurate research resources. It is complemented by the Library's eMagazine and database subscriptions. This is a non lending collection

Scope:

- Popular and specialised subscriptions offering greater depth and guided by community interest.
- Subscriptions that are updated frequently or with publishing cycles longer than quarterly.
- Preference will be given to subscriptions that originate from or refer to Australia
- Subscriptions published or written overseas will be selected where the subject matter is enhanced by differing perspectives that contribute to a broader view of the topic.

Back issues of current subscriptions will be held in accordance with the retention schedule.

Electronic Resources (eResources)

Aim

To provide 24/7 access to electronically published, books, audiobooks, digital magazines, journals, databases, film and online learning resources. This collection complements the library's printed material.

Criteria:

- Community interest, popularity, content
- Accessibility and ease of use
- Consortia opportunities
- Pricing schedule and licensing agreements
- Technical compatibility (eg. Availability of API connectors)
- Vendor support

Filmed works

Aim:

To provide a recreational collection and to support learning opportunities. Access to film streaming is also provided.

Scope:

- Popular and critically acclaimed films
- TV series
- Australian productions
- Classic films
- Documentaries
- World Movies

Age-appropriate material is shelved in the Children's Library.

Most of this collection is currently supplied using profiled plans. A portion of the budget is put aside each year for discretionary spending. This is usually to fulfill stock suggestions.

Recorded music

Aim:

The collection is predominantly a recreational resource. It contains a selection of older and more contemporary music to suit a wide variety of tastes.

Scope:

- Jazz
- Classical
- Musicals
- Soundtracks
- Popular
- Urban
- Easy listening
- World music

It is anticipated that usage of this collection will decrease as technology in the car and homes has moved away from CD players. The library does not currently subscribe to a music streaming service. Re-evaluation of this position will be undertaken, depending on the usage of the physical collection.

Children's Collections

Aim:

The Children's Library is committed to creating and sustaining a culture of life-long learning, accessibility and innovation through the collections and resources that we provide for the community. Materials for the collections will be purchased to foster and encourage a love of learning, reading and language through education, informational and recreational resources.

Non Fiction Scope:

- Current, popular material and standard works in broad subject categories.
- Material covering subjects of high interest or emerging issues with emphasis on school curriculum support.
- Materials that originate from, are produced by an Australian or refer to Australia.
- Multiple copies may be purchased for this collection depending on reason for purchase or subject area.

The long term trend for the non-fiction collection has been significant decrease in loan statistics. As such, it is proposed that the collection continues to be weeded, to create a more contemporary and relevant collection. This will involve purchasing more material in both recreational and educational non-fiction with an emphasis on ensuring the current curriculum is adequately covered. The size of this collection will be assessed and may be decreased to facilitate comfortable access and discoverability.

Young Adult Scope:

- Current fiction and selected classics
- Popular and best-seller titles
- Popular series titles
- Popular genres
- Award winners (Australian and worldwide)
- Multiple copies will be purchased of popular titles

The young adult collection will be monitored for use.

Placement of the HSC lending collection and suitable furniture in the Young Adult area occurred in 2019 to further encourage usage of YA material. Exploration of in-house gaming is warranted.

Junior Fiction Scope:

- Story books containing illustrations that enhance the text
- Award winners (Australian and worldwide)
- Popular and best-seller titles
- Popular series titles

- Children’s classics
- Multiple copies will be purchased of popular titles
- Material that is included on the Premier’s Reading Challenge

Graphic Novels (Junior and Young Adult) Scope:

- Monographs, stand alone titles and collected editions
- High quality format
- Award winners (Australian and worldwide)
- Popular genres and series
- Popular series titles

Picture, Board Books and Readers Scope:

- Story books where illustrations are the primary focus
- Award winners (Australian and worldwide)
- Popular and best seller titles
- Children’s classics
- Board books
- Multiple copies will be purchased of popular titles
- Material that is included on the Premier’s Reading Challenge

Due to the nature of this material, the board book collection requires constant renewal to ensure it remains high quality.

Readers will focus on the following:

- Focus on children learning to read
- Titles that form a part of a graded reading scheme
- Multiple copies will be purchased of popular series

Children’s Audio Visual Material Scope:

DVDs, music CDs and spoken word CDs will be purchased regularly, this will include new items and replacement items. As many families move away from owning DVD and CD hardware a greater emphasis on film streaming services for children should be investigated.

Non - Traditional Collections

Experiential lending collections may be made available to library patrons as a way of ensuring equitable access to emerging technology. Currently the Library lends ipads and electronic Maker kits. The lending of ipads also ensures that all of community has the opportunity to use the Library’s online collections. Potential partnerships with other Council units eg. Sustainability to provide other lending collections can be explored.

Local History

Statement

Waverley Library's Local Studies Collection provides access for the community to materials of local interest and relevance, both historic and current. These materials document, illustrate, record and preserve the history and cultural heritage of Waverley Council, encompassing a wide variety of sources and formats.

The objective of this collection is to preserve and make discoverable material relating to the Waverley Council area from prehistory to the present. This includes information relating to the people, the environment, the geography, the industry, and the history of the area.

The Local History Collection is a research collection, and not for loan. Material is available within the library to all who wish to access the resources, however restrictions do apply to original or fragile material. For access to closed collections, an appointment must be made with the Local History Librarian.

Focus Areas

Materials collected relate to all past, current, and future aspects of Waverley Council and its communities. Regalia or works of art are not generally collected, unless they are of significant local value.

Waverley Library believes collection of local history materials in an importance service to the community. However, items will not be accepted if acquisition, processing, conservation or storage costs are prohibitive, or if impracticable donor restrictions are required.

Acquisitions

Waverley Library acquires local history materials through purchase, donations, copying or transfer from local organisations or other council departments, through exchanges with other libraries, and legal deposit. Content may also be created by library staff.

When acquiring local history materials, the condition of the material will also be taken under consideration. Due to the fragile nature of much of the original material held, the library cannot accept any donations with mould damage, high water or humidity content, or in any other condition that may impact on other material.

First copies of purchased or donated materials are placed in the local history collection, and additional copies may be placed in the circulating collections.

Format

Local history materials are collected in all formats. Items may be purchased, donated or copied from original resources (subject to copyright law).

Formats currently collected include (but are not limited to), Council records, books, photographs, archives, newspapers and newspaper cuttings, maps, posters journals, ephemera, film, video, and audio content. Born digital Council reports are accessible in TRIM. A strategy for collecting born digital material eg. Facebook and Instagram posts will need to be developed as a matter of urgency.

Periodicals relevant to the area, newsletters and journals of local groups are collected for the Local Studies collection. Digital content is also collected when suitable.

Where formats have been superseded, all reasonable efforts will be made to digitise the original material and make them publicly accessible. A Digitisation plan will need to be completed as a matter of urgency.

Content

Waverley Library currently houses the following:

- Council rate and valuation records, and some miscellaneous local government records are held on microfilm and are for use by researches.
- Council minutes.
- Past, current, and recent Council papers.
- Monographs including books, reports, guidebooks, directories, and souvenir booklets relevant to the area.
- Vertical files: ephemeral material, including newspaper clippings, brochures, etc.
- Newspapers published in the Waverley area, both current and past, are held on microfilm and/or hard copy.
- Serials relevant to the area, and a limited number of newsletters and journals of local groups.
- Photographs in slide, print, and digital form, providing they are copyright free, or copyright is owned by the library.
- Maps including parish, town, tourist, topographical, survey maps and land subdivision plans.
- Posters
- Film, Videos, and DVDs: documentaries, tourist and locally set films.
- Oral history recordings of people who have lived, worked in, or visited the Waverley area. The library does not currently have an active Oral History program of its own.
- Art and other ephemera from the Waverley area including signage, paintings, and murals.

Retention of material

Due to the research focus of this collection, materials will generally not be discarded, but may be transferred to other collections or institutions.

Appropriate archival standards are met to preserve original materials, but emphasis is placed on the preservation of information. This may result in information being transferred from one format to another in an effort to maintain the accessibility of the content.

Donations

Waverley Library welcomes donations of appropriate material for the Local History Collection. However, library management reserve the right to refuse donated material if there is no clear relevance to the history of the area, artefact provenance, or the format of the material is inappropriate for the collection. Upon donation of material, a Deed of Gift must be completed.

Appendix A

Guidelines for the maintenance and promotion of Waverley Library Stack Collections

Overview

Stack is an important and well-regarded element of Waverley's collection and it is essential that these materials are both useful and accessible. The stack collection is an integral part the collection that supplements material held on the open shelves and has a wide reputation for its depth. The Waverley stack is well utilised by the Inter Library Loan Service as many items held in are not readily available elsewhere, as such, Waverley has been a net ILL lender for many years.

Responsibility for maintenance of the stack collections rests with the Team Leader, Library Collections and Team Leaders from Adult Lending, Children and Reference. **It is not for damaged items or items that are read out.**

Collection

The adult non-fiction stack collection contains considerable quantities of material on a wide range of subjects, they may be in low demand but are considered to be of lasting value, and some other items (often out of print) are located there because of fragility but are still of general interest.

The fiction stack is a large collection that includes classics of literature from the 19th and 20th Century, international literary fiction including prize winners and Nib nominations. The fiction stack is notable for efforts made to retain work by Australian authors and lesser works by significant authors rather than only the titles which have gained the writer renown.

Like the Adult Lending stack, the Children's stack comprises printed material not in active circulation but retained by the library for use on demand. Drawn from the children's picture book, children's fiction, children's non-fiction and young adult fiction collection, this resource is valued by our members, as well as specialist users, and often accessed to fulfil Inter Library Loan requests. Material is selected on the basis that it is significant beyond consistent circulation, representing items of literary merit or social and cultural significance. Classics that are desirable to have on hand for immediate public access on demand.

These include Christmas, Hanukkah, Easter, Passover, and Halloween. A novelty book collection of several hundred items are designated not for loan (due to the fragile nature of this format) but may be requested from the Children's Stack for in-library use.

As it currently stands, the print reference stack collection contains many scholarly encyclopedias, handbooks, statistical compilations and other reference books. These items are not usually collected by public libraries and advice from the State Library will be sought to find a suitable alternative location for these items.

The Rare Book Collection and the Makor Collections will also need to be assessed as stack shelving at Waverley Library is not climate regulated and these items are at risk of degradation.

General Stack Maintenance

Includes:

- Shelving books and re-shelving materials
- Straightening the stacks
- Shifting
- Dusting
- Updating – shelf range signage

Items should be placed upright on the shelves to avoid damage to the spine and pulled out to the edges of the shelves to make even, neat rows. Books should not be forced into place on a shelf. If there is room on adjacent shelves, shift books to accommodate the item.

Fiction stack is to be shelved alphabetically by author's surname, while all non-fiction stack is to be shelved in proper call number order. Items that have been damaged (mould, mildew, insect, tears on covers, binding coming apart, pages falling out,) should be assessed for preservation or discarding.

The compactus that currently holds the stack collection is over 25 years old. Electrical components will be replaced by a mechanical system in 2020/2021

General criteria for adding items to stack collections

The following guidelines are not rules and informed decision-making for each individual item. Outdated, wrong or poorly presented material should not be added to the stack collection.

Consider adding titles that meet the following criteria:

- Representation of Australian publishing
- Australian content or authorship
- Multiple copies – retained only where there is enduring demand or a marked difference between editions, eg. Revised or commemorative editions
- Author is renowned
- Author represents a literary era or style eg. Catherine Gaskin
- Quality of design or production is outstanding
- Winners, nominees of significant awards, NIB, Man Booker
- Title is classic
- Book has marked literary or artistic merit including important illustrators
- Work has significant impact on social or political thought or is controversial
- Earlier titles by an author are retained in stack
- Title is part of a series where ongoing demand is anticipated

- Subject is of historical interest
- Title is a standard work in field and no longer in print or edition is distinguished in some way

General criteria for deselection of stack material

Reports can be generated items that have not circulated, grubby items or popular subject areas. An item should be considered for deselection if it has not been borrowed in at least 4 year. Each item should be assessed by Collections staff on its merits against the following criteria:

- Damaged items are assessed for repair and mended where appropriate and cost effective. Soiled items may be cleaned where possible.
- Duplicates no longer in demand.
- Books of no use as sources of current information, and of little historical value
- Sets of encyclopaedias where a later edition is held, or the information is available electronically and no historic importance attaches to the set
- Lesser works by well regarded authors where no demonstrable demand exists
- Items used consistently by ILL service, before discarding, check borrowing history to ascertain if other libraries are requesting the title.
- If the item is rare, ask where else can the public access this work before discarding.

Other general guidelines

In addition to using criteria stated above, below is a compilation of additional considerations for each section of *Dewey* and other typical collection categories.

000s - General: Materials on computers are seldom useful after three years and library science books should either be current enough to be used by you or they should be withdrawn.

100s - Philosophy and Psychology: Popular psychology and self-help books can quickly become outdated. More scholarly works on psychology and philosophy should be kept if they are by important authors (Aristotle, Freud, etc.). In general, psychology should be considered for withdrawal after five to eight years.

200s - Religion and Mythology: Maintain works of note on Judaism, Christianity, Islam, Buddhism and Hinduism.

300s - Social Sciences: Law, government and education materials are often used for school reports and debates, so they may have a somewhat historical value although err on the side of withdrawing them if there is little evidence of such use. Law books should not be placed in stack unless of a general nature.

400s - Languages: Foreign language and English-as-a-Second-Language materials may wear out very quickly; these need to be replaced frequently and do not go into stack. In general, a current dictionary for each of the major languages other than English (Spanish, French, German and then other community languages spoken by the Waverley community) is sufficient in the lending collection with more in depth

collection in the Reference Library. Replace dictionaries when they are damaged or shabby do not place in stack. English courses such as IELTS are not placed in stack.

500s - Pure Sciences: Historically important works on science such as Darwin's *On the Origin of Species* should be retained.

600s - Applied Sciences: Medical information in books is outdated before it reaches the shelves. Older materials may be very misleading or even dangerous.

700s - Arts and Recreation: Histories of art and music may be kept until they wear out. However, be aware that general surveys are falling behind each year that they sit on the shelves. Eg. A history or survey of modern music, art, architecture.

800s - Literature: Classics and an emphasis is towards Australian works.

900s - History, Travel and Geography: History books should be evaluated for demand, factual accuracy, and interpretation. A balance of perspectives is ideal. Travel and geographical material are not suitable for stack

B - Biography: Keep works on enduring personalities (especially political and historical figures) and biographies with literary value.

Adult Fiction: Works with enduring appeal should be kept, along with single copies of past best-sellers. Titles not being checked out are subject to withdrawal depending upon available space, place in a series (official or unofficial), and importance of the author. Older works by an author who is still alive and writing popular works may be read by new readers. Australian authors and classic works are placed in stack if not being read. One each shortlisted Nib nominee is held in the stack.