

# Library Collection Management Protocol

V.5



<b>Title</b>	<b>Library Collection Management Protocol</b>
<b>Summary</b>	<p>The Inner West Library's Collection Management Protocol provides a framework for:</p> <p>General eResource and physical collections: the selection, evaluation and maintenance of the library collections;</p> <p>Local History content, management, preservation and development.</p>
<b>Document Type</b>	Protocol
<b>Relevant Strategic Plan Objective</b>	<ul style="list-style-type: none"> <li>• Strategic Direction 4: Healthy, resilient and caring communities</li> </ul>
<b>Legislative Reference</b>	<ul style="list-style-type: none"> <li>• Copyright Act 1968</li> <li>• Freedom of Information Act 1989</li> <li>• General Disposal Schedule for Local Government in NSW (GA39)</li> <li>• Government Information (Public Access) Act 2009</li> <li>• NSW Library Act 1939</li> <li>• <i>Local Government Act 1993</i></li> <li>• NSW Library Regulation 2011</li> <li>• NSW Local Government Act 1993</li> <li>• NSW State Records Act 1998</li> </ul>
<b>Related Council Documents</b>	<ul style="list-style-type: none"> <li>• ALIA: Free access to information statement (2018)</li> <li>• Australian Classification Board</li> <li>• IFLA: Statement on Library's and Intellectual Freedom (1999)</li> <li>• Model Code of Conduct</li> </ul>
<b>Version Control</b>	See last page



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## 1 Purpose

This Protocol documents the processes for developing and managing Inner West Library's general collection and provides a framework for the content, management, preservation, and development of Local History as a community resource. It is a tool for responding to community needs and expectations, including explaining the life-cycle of library resources.

## 2 Scope

Out of scope

Council information (post-1949) such as:

- Building Applications
- Development Applications
- Council Minutes
- Council Correspondence
- Information about the operations of Council

Contact the Right to Information team and see website "[Access to information](#)".

## 3 Definitions

*The below table identifies the definitions that are required in all Council Policies, where appropriate. Please ensure the language used in policies is consistent with the below. You will need to also include definitions specific to your policy.*

In the Library Collection Management Protocol, the following terms have the following meanings:

<b>Act</b>	Local Government Act 1993.
<b>ALIA</b>	Australian Library & Information Association
Digitising/ digitalisation	Digitising the Library's collections makes them available for anyone to use at any time and from anywhere - and to ensure their long-term preservation. The library's digitisation programs will always be selective due to the size of the collection, rights, conditions, and resource constraints.
<b>IFLA</b>	International Federation of Library Associations
<b>ILL</b>	Inter-Library Loans

## 4 Acknowledgement: societal changes

As Inner West Libraries advocates for greater diversity, equity, inclusion, and accessibility, we acknowledge that there will always be controversial authors, creators and content in literature, and instead of censoring, we invite our community to be part of the dialogue.

Some collection items contain language, words or descriptions which may be considered offensive or distressing. These words reflect the attitude of the period in which the item was written, referring to and/or that of its author.

## 5 Protocol

### Selection

#### Selection principles

The Library's aim in applying the selection criteria is to provide an organised, accessible collection of resources in a variety of formats that meet the learning and leisure needs of the Inner West community.

The Local History collection will include physical and digital resources relating to the history, geography, planning, development, social, cultural, and political aspects of the Inner West.

The following categories will be collected:

- Aboriginal and Torres Strait Islander
- Art collection
- Artefacts
- Audio and Visual Recordings
- Community Archives: material collected of current and former community organisations, local businesses, associations, sporting bodies etc.
- Community languages: Arabic, Chinese, Greek, Italian, Portuguese, Spanish and Vietnamese
- Council Archives (pre-1949 partial collection): the Council Archives contain inactive official and non-official records which have been created or used by the Council, and have been appraised as having permanent value acquired via transfer
  - English Learning
  - Ephemera
  - eLibrary: eAudio, eBooks, eComics, eMagazines, eMusic, eNewspapers, eMovies and research databases
  - Fiction: adult, youth and junior
  - Graphic novel: adult, youth and junior
  - Images

- Large print
- LGBTQ
- Local History
- Magazines and journals
- Maps and plans including those relating to genealogical research
- Newspapers
- Non-fiction: adult, youth and junior
- Oral History including transcriptions
- Other non-print collections: DVDs, music, musical instruments, robotics, talking books and toys
- Picture books
- Published and unpublished monographs
- Readers: adult and junior
- School resources and HSC collections
- Vox readers

*Principles used in making selection decisions include:*

**Bibliographic considerations**

The authority of the publisher/author/creator, format of the publication, authenticity of the information and published reviews of the resource are important considerations in the selection process.

Works by an author will be judged by the value and substance of the work and not by reputation or character of the publisher/ author/ creator.

**Cost**

The cost of a resource is considered relative to other resources of similar format and content. Consideration is given to anticipated demand, usage, durability and eResource licensing as well as available funds.

The Library has a limited budget and ability to provide access to eResources, physical formats and to provide online storage and conversion of formats.

**Duplication**

Material will be duplicated according to the following criteria:

- demand (short term and projected long term)
- format
- price
- availability from other sources



#### Format

Accessibility, storage and budget are considerations in assessing the suitability of selecting resources.

#### Local History

The suitability of a resource is considered in terms of storage and preservation – initial and ongoing.

#### Potential use

Library staff use their knowledge of trends and community expectations, as well as historical data to anticipate demand and identify potential usage of new resources, including print, audio-visual and electronic.

#### Quality

Resources should be well-presented, whether print, audio-visual or electronic.

#### Relation to the collection

Consideration is given to how the resource will strengthen the Library's collection and considers format, storage, availability from other sources, currency, and accessibility.

#### Replacement

Classic titles, titles missing from a series, lost and damaged items will be considered for replacement or purchase in an alternative format.

#### Subject matter

The suitability of the resource is considered in terms of subject, style, accuracy and reading level. Priority is given to material that is popular, as well as being relevant to the current lifestyle and trends of the community. Australian content is given special consideration.

### Maintenance

#### ▼ Withdrawal and discarding: general collection

The Library withdraws materials from its collections on an ongoing basis to maintain the currency and usefulness of these collections and to make the most effective use of available shelf space.

When withdrawing materials from the collection, one or more of the following criteria are applied:

- a publisher, author, creator requesting their works be removed
- consider if available in an alternative format
- damaged beyond repair

- does not comply with the current collection management protocol
  - duplicate copies of resources no longer in heavy demand
  - items displaying damage
  - items which contain outdated or inaccurate information, or the subject matter may now be considered misleading and or factually inaccurate
  - lack of relevance to the Inner West community
  - poor circulation history
  - superseded editions
  - toys that are damaged or considered unsafe for children to play with and toys that do not meet the mandatory standard Consumer Protection Notice No. 14 of 2003, as amended by Consumer Protection No. 1 of 2005, which is based on certain sections of the voluntary *Australian/New Zealand Standard AS/NZS ISO 8124.1:2002 'Safety of toys Part 1: Safety aspects related to mechanical and physical properties'*.
- ▼ Withdrawal and discarding: local history collection

When withdrawing materials from the Local History collection, one or more of the following criteria are applied:

  - a substantiated request for the return of the item to its original owner/donor is received as approved by delegated authorities
  - approval will be sought from the State Records Authority prior to disposal of Council records that are either State Records or State Archives under the State Records Act 1998
  - damaged beyond repair, or the conservation and storage costs for it are beyond the means of the Local History Collection budget
  - disposal of Council Archival material will be done in consultation with the Community History Coordinator and Data & Information Coordinator
  - has been digitalised or if an online copy is available from another Institution
  - lack of relevance to the Inner West community
  - lacks any supporting information to enable proper identification or to establish its relevance to the Local History Collection

## Disposal

Withdrawn materials are disposed of using environmentally approved recycling methods where possible. The Library Content & Community Manager and the Library Collections Coordinator have the delegated responsibility to dispose of discarded library materials, including unwanted donations, by:

- offered to public Library's and charity organisations
- recycling and re-use
- transfer to another collecting body
- book sale



## Collection Evaluation

The collection is examined throughout the year ensuring the collection including subscriptions and eResources.

The effectiveness of library collections is evaluated through the analysis of the following performance data:

- acquisitions per capita per annum
- cost per circulation
- expected use (% of whole collection compared to % of total loans)
- in-house usage records (items are recorded when used internally/on-site)
- number of unique eResource users
- turnover rate (loans divided by number of items in collection)
- usage (print, audio-visual and electronic)

## Collection Development

Members of the community, council and council staff are all able to suggest items for purchase via the online form. These suggestions are not guaranteed for purchase, but will be evaluated on how it meets the selection criteria as stated in this document.

## **CENSORSHIP**

The Library seeks to provide the community with a balanced library collection while responding to a range of community needs. The Australian Library and Information Association's (ALIA) *Free access to information statement* serves as a guideline for public attitudes to censorship. The critical elements include:

- catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas
- resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments
- material for all collections should not be limited because of the possibility that materials may inadvertently fall into the hands of children
- monitoring the reading, listening, and viewing of persons under the age of 18 years rests with parents and guardians
- a work may be censored or withdrawn from the collection following a recommendation to do so by the author, publisher or creator

## COMPLAINTS

Complaints about Library resources or requests to remove items from the collection are managed by the Library Collections Coordinator or Library Community History Coordinator and referred to the delegated authorities as required. We will inform you as soon as possible, of the following:

- the complaint handling process
- the expected timeframes for the Library's actions
- the progress of the complaint and reasons for any delay
- the outcome of the complaint

The Library aims to finalise the response to a complaint within 10 business days of receiving it. The customer will be advised as soon as possible when the Library is unable to meet the timeframe for responding to their complaint and provide the reason for the delay.

## COOPERATIVES AND RESOURCE SHARING

No individual library has the resources available to meet all customer requests, intra-library loan and inter-library loan (ILL) services are provided within the cooperative and participating Library's. It supplements and expands local collections.

The Inter-Library Loans (ILL) service is a process whereby the Library borrows material for a member from another location for a fee. See [Fees & Charges](#).

## LOCAL HISTORY COLLECTION LOANS

Local History resources are identified as "LH Lending", "LH Reference" or "archives". LH Lending are items about the Inner West available for loan and are general books on the history of the area. LH Reference and Community Archival materials are unable to be removed from the Local History collection including those items on display in other locations. Inner West Library's may from time to time enter inward or outward loan arrangements providing conditions outlined in relevant guidelines and procedures are met, as negotiated, and formally agreed to by the delegated authorities.

### *Inward Loans*

Inward loans shall be accepted for specific exhibitions or research and for fixed periods of time. Permanent and long-term inward loans will not be accepted into the Local History Collection.

### *Outward Loans*

Inner West Library's may lend material to museums, institutions and organisations holding collections. It will not lend to private collectors.

## PHOTOGRAPHIC REPRODUCTION

Photographs in the Local History collection may be reproduced for individuals and organisations. The category and purpose of the reproduction request will be considered, and a Fee/Quotation will be issued in line with annual [Inner West Council Fees and Charges](#). The individual or organisation requesting the reproduction must sign a *Permission to reproduce* form that will outline the conditions under which the reproduction may be displayed or used before any reproduction approval can be given, and requests must comply with relevant procedural guidelines.

## General Collections

Donations can be accepted in special circumstances if approved by the Library Collections Coordinator.

Acceptance of donations is dependent on their suitability to meet the selection criteria as stated in this document. Donated material that does not meet these criteria may be declined or disposed of as outlined in “Disposal.”

## Local History Collection

Community History shall acquire materials for the permanent collection by donation, bequest, purchase, or transfer. Local History will not accept conditional donations. Donations for the Community History Collection are evaluated under the same “*Selection Principles*” as purchased materials. The Community History Coordinator may decline to accept a donation if it matches any criteria as listed under “*Maintenance*”.

All primary material sources donated should be accompanied by identifying documentation together with any other relevant descriptive documentation including provenance and the donor’s right to donate the material. A donation form will be completed at the time of donation which transfers legal ownership to Inner West Library’s, including the right to dispose or transfer to another collecting organisation – so any requests to return donations may not be able to be satisfied.

Refused donations are returned to the owner with an explanatory letter. If the item is not claimed within 60 days, it will become the property of Inner West Library’s and may be disposed of.

## 6 Governance use only:

Document	Library Collection Management Protocol	Uncontrolled Copy When Printed	
Custodian	Library Content & Community Manager	Version #	Version 5
Adopted By	Council	ECM Document #	xxxxxxx
Next Review Date	01/03/2025		

*The below history of the document must be updated and must be accurate, all owners of Policies are to ensure that all previously adopted versions of the policy are included in the below table and that all previous versions have been appropriately removed from circulation to ensure staff are utilising the right document.*

Amended by	Changes made	Date Adopted
Libraries	Challenge information and form added.	17/02/2025



## **Donation of historical material**

I am/ We are the owners of the item/s described below and I/We hereby donate such objects to Inner West Council.

The item/s donated is/are not encumbered in any way whatsoever. I/We acknowledge that the donation as such will result in Inner West Council taking sole ownership of the item/s and the rights that accompany that ownership including disposal.

This may include disposal, which includes in the first instance, efforts to return the item/s to the donor or the donor's heirs. I/We consent to Inner West Council retaining the personal information disclosed below.

I/We give permission to Inner West Council to use the information provided about the history of the object/s for any non-commercial purpose associated with Council's general functions.

I/We give/do not give permission to Inner West Libraries to use the personal information below to acknowledge the provenance of the donation in public records.

### **Restrictions on public access to information provided:**

*No Copyright restrictions items will become part of the Inner West Council collection.*

The donation made herein by me/us will take affect at the time Inner West Council takes actual control of the object/s and until that time I/ We remain responsible for the said objects.

*Please complete the section below as you as the Donator prefer to be acknowledged in Council records.*

**Name of donor/s:**

**Address:**

**Date of donation**

**Schedule of item/s donated**

**Provenance notes**



**Insert date:**

**Insert Donators name**  
**Insert Donators address**

Dear **insert name**

**Donation of historical material - negation**

Inner West Council thanks you for your donation of **insert donation name/description**.

The donated item/s have been assessed by the Community History Coordinator and their team, and this decision has been endorsed by the Senior Manager Libraries.

We are unable to accept/retain your donation due to: (please delete any reason which is not applicable)

- the donation does not comply with the current collection management protocol
- the donation does not have clear provenance/ ownership by the Donator and Inner West Libraries cannot accept conditional donations
- a valid request for the return of the item to its original owner/donor has been received and approved by delegated authorities
- lacks any supporting information to enable proper identification or to establish its relevance to the Local History Collection
- the donation has no proven or lacks relevance to the inner west community
- duplicate copies of donated material already exist in the Inner West Libraries' collection
- the donation has been digitalised and/or is available online from another Institution
- conservation of the donation is beyond the means of the Inner West Libraries e.g., conservation costs and requirements
- the donation is damaged beyond the means of Inner West Libraries
- storage costs for the donation are beyond the means of Inner West Libraries

We will hold your donation for 60 days after which it will become the property of Inner West Council.

Should you not collect your donation during this period Inner West Council may dispose of the donation by:

- offering to other public libraries and charity organisations
- recycling e.g., soft and hard plastics, discs
- recycling and re-use of paper materials
- transferring to another Local History Collection/collecting body

If you would like to discuss this matter in further detail, please contact the Community History Coordinator, Amie Zar - 9392 5817 or [amie.zar@innerwest.nsw.gov.au](mailto:amie.zar@innerwest.nsw.gov.au)

Yours sincerely

Caroline McLeod  
Senior Manager Libraries



### **Donation of general library materials** (excluding Local History donations)

I am / We are the owners of the item/s described below and I/We hereby donate such items to Inner West Council.

I/We acknowledge that the donation as such will result in Inner West Council taking sole ownership of the item/s and the rights that accompany that ownership including disposal.

Donations for inclusion in the general collection are generally not accepted or encouraged. Donations can be accepted in special circumstances if approved by the Library Collections Coordinator.

Donated items suitable for inclusion in the library collections must:

- Be in an appropriate format for public library usage
- Be in robust, as-new condition and published in the last twelve months
- Be published material in demand
- Items assessed as fitting the criteria for inclusion in special library collections e.g., art books, musical instruments, local authors donating their works

Donated material that does not meet these criteria may be declined or disposed of, as per Council's approved disposal guidelines.

#### **Withdrawal and discarding**

The Library withdraws and disposes of materials from its collections on an ongoing basis to maintain the currency and usefulness of these collections and to make the most effective use of available shelf space.

Donated materials will be assessed against criteria for withdrawal.

**Name of donor/s:**

**Type of material donated:**

**Contact details:**

**Date of donation:**



### Permission to reproduce

Request permission to publish items from the Inner West Council's collection and in which Inner West Council is the copyright holder. Permission may be granted for the following purposes:

- study and research
- educational

Materials may be out of copyright in a number of instances including but not limited to:

- 70 years following the death of the creator for literary, dramatic, artistic or musical works,
- If the works are made public after the creator's death, 70 years from the date of being made public.

Council is unable to provide copies of material if copyright is owned by a third party.

To ensure items being reproduced can be identified, cite the title and BRN number – available through the library catalogue.

All material must be credited to the Inner West Council.

Please lodge a copy of any publication in which the image appears with Inner West Council.

The reproduction of images may have a cost attached as outlined in the [Inner West Council: Fees and Charges](#).

**Name:**

**Contact details:**

**Details of intended use**

- Details of the place/s where the item will be published.
- Publication name, article title, exhibition, display, DVD, video, film, web page, geographic location details, or other.

**Provide item/s details**

- Title
- BRN
- Preferred resolution quality – staff will inform you if this is not available for the requested item/s

I (insert name) accept the conditions outlined.

(insert signature)

Organisation (if applicable):





## Request for reconsideration of library material

*One form per item for reconsideration*

### Privacy Statement

The information requested by Council on this form may constitute personal information under the Privacy and personal Information Protection Act 1998. Council is allowed to collect the information from you to consider the matter. Supplying this information is voluntary. However, if you cannot or wish not to provide the information, we may not be able to consider the matter.

<b>Library membership number:</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Telephone:</b>				
<b>Email:</b>				
<b>Representing:</b>	<b>Self</b>	<b>Yes / No</b>	<b>Group/ Organisation:</b>	<b>Yes / No</b>
<b>Name of Group/ Organisation:</b>				

**Please answer the following questions as completely as possible to enable proper consideration of your request.**

<b>Title:</b>	
<b>Author/ Director/ Artist:</b>	
<b>Resource type:</b>	
<b>What brought this item to your attention?</b>	

# INNER WEST

**What concerns you about the library material?**

**To help us better understand, what do you believe is the theme or purpose of this work?**

**Please recommend another work that could fill the same role in our collection?**

**Are you aware of the guidelines set out in the Inner West Collection Development Protocol?**

**Yes / No**

**Have you read or viewed the entire work you wish to be reconsidered?**

**Yes / No**

**If not, which parts have you read or viewed?**

**What action are you requesting to be considered?**

**Why do you wish for this item to be withdrawn?**

Completed form to be registered in Council electronic record system and for assessment by Library Management