

# Libraries Services Collections Policy

<b>Date first adopted:</b>	2 September 2002
<b>Dates amended:</b>	26 November 2013 26 September 2017 June 2022
<b>Next review date:</b>	June 2025
<b>Position title of responsible business unit Manager:</b>	Manager Libraries, Arts and Culture
<b>Approved by:</b>	Council

1.	TITLE .....	3
2.	OBJECTIVE .....	3
4.	DEFINITIONS AND ABBREVIATIONS.....	3
5.	POLICY .....	3
6.	HUMAN RIGHTS CHARTER COMPATIBILITY .....	4
7.	ASSOCIATED DOCUMENTS .....	4
8.	REFERENCES/RESOURCES .....	4

## 1. TITLE

Libraries Service Collections Policy

## 2. OBJECTIVE

To guide the development of Glen Eira Libraries collections.

## 3. BACKGROUND

Council provides a range of physical and digital collections to suit the Glen Eira community's requirements, needs, and interests regarding information, leisure, learning, and literacy.

## 4. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Staff	means Glen Eira Libraries staff who hold a Library Qualification
Library	means Glen Eira Library

## 5. POLICY

- 5.1 Staff must select materials appropriate to a broad range of information needs and interests.
- 5.2 Staff must make choices within budgetary guidelines regarding purchasing materials and their location within the branch network.
- 5.3 Materials or formats may be rejected based on cost.
- 5.4 Materials of a specialised, academic or technical nature are generally not included in the Library collections.
- 5.5 Formats selected must be appropriate to the level of usage expected for each type of collection.
- 5.6 Formats selected must consider the most widely available technologies, current and anticipated usage and special needs of community members with a disability or impairment.
- 5.7 Publishing trends and market availability may influence the choice of material and format selected.

- 5.8 Collections in languages other than English may be maintained in accordance with local demand and usage patterns.
- 5.9 The Library reserves the right to accept or decline offers to donate material.
- 5.10 The Library collections are subject to ongoing evaluation by staff regarding usage, currency, relevance and physical condition.
- 5.11 Materials may be withdrawn from the collections when no longer required.

## **6. HUMAN RIGHTS CHARTER COMPATIBILITY**

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006*.

## **7. ASSOCIATED DOCUMENTS**

N/a

## **8. REFERENCES/RESOURCES**

Australian Library and Information Association [www.alia.org.au](http://www.alia.org.au)