

10.2 ADVERTISING OF AMENDED POLICY LIBRARY AND LOCAL HISTORY COLLECTION POLICY

- Attachments:**
1. **Library and Local History Collection Policy 2024 Review**
 2. **Library and Local History Collection Policy Adopted OMC 27 April 2021**
 3. **July 2024 Library and Local History Centre Collection Management Policy DRAFT**

RECOMMENDATION

That Council APPROVES the proposed amendments to the Library and Local History Collection Policy, at Attachment 1, for the purpose of community consultation.

PURPOSE OF REPORT:

For Council to approve, for the purpose of community consultation, the new/proposed amendments to the Library and Local History Collection Policy as detailed at **Attachment 1**.

DELEGATION:

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to ‘*determine the local government’s policies*’. There is no delegation to Administration to make, review or repeal policies.

BACKGROUND:

The Library and Local History Collection Policy was combined into one document and adopted by Council 27 April 2021. The two policies were combined as they had similar collection management goals, and the number of objectives was reduced to reflect the service delivery model of the library and local history centre at that time.

It is proposed to update the policy overall objective so that is aligned with the guiding strategy house document including strategic objectives, KPIs and maturity model. This document influences the development and implementation of the service delivery model in the library and local history centre.

There have been several industry changes and influences that impact collection development/management policies and it has been recommended by industry bodies to ensure they are more robust and clearly defined, especially in light of rising book challenges, the evolution of library services and the expectation of how a library can cater to their local community’s needs, ensuring it reflects the diverse needs with an inclusive and balanced approach.

To update the policy the library and local history centre reviewed the current policy against other libraries and local history centres as well as guiding documentation from relevant legislation, industry bodies and internal City of Vincent strategic plans.

The requirement of provisions outlined in clause 1.3 of the [Policy Development and Review Policy](#) were presented to Council Members through the monthly Policy Paper in June.

There was no feedback from Council Members.

DETAILS:**Requirement for a documented City position (including community need or legislative requirement):**

- The library and local history centre have been transitioning the service delivery model to better cater for the diverse needs of the community. Including increasing and diversifying the programs, services and resources made available to the community. Ensuring ongoing equitable access and connection to information and technologies.
- Across the library and information industry there has been a significant increase in challenges to content available in public library collections. These challenges pose a risk to the neutrality of library collections, and the balance of diverse voices that reflect each community’s interests and demographics.

- Other public library collection development policies and recommendations from the Australian Library Information Association have been used as benchmark to identify missing elements from the current collection policy and to identify industry expectations that should be reflected in the collection policy. The library and local history centre propose to develop a more robust and clearly defined policy framework to guide collection management over the next four years.

Examples of current / best practice:

Australian Library and Information Association Collection Policy Template

Town of Victoria Park Collection Development Guidelines

Kingston Libraries Collections Management Policy 2023

City of South Perth Library Collection Development Guidelines

City of Stirling Library Collection Development Policy

CONSULTATION/ADVERTISING:



Organisation Implementation

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

Tension: People feel forced leading to an unresponsive process.

Mitigation: Increasing the level of influence, and implementing a transparent, robust process.

The engagement leader/host is responsible for decision-making and implementation

Communicate how community and stakeholder input has influenced the decision-making or implementation

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation of all new and significantly amended policies must be provided for a period exceeding 21 days in the following ways:

- notice published on the City's website;
- notice posted to the City's social media;
- notice published in the local newspapers;
- notice exhibited on the notice board at the City's Administration and Library and Local History Centre; and
- letters distributed to relevant local businesses and community groups

Public notice of this proposed new policy will be provided from Monday, 26 August 2024.

LEGAL/POLICY:

Section 2.7(2)(b) of the *Local Government Act 1995* provides Council with the power to determine policies.

The City's [Policy Development and Review Policy](#) sets out the process for the development and review of the City's policy documents.

In accordance with section 2.3 of the Policy Development and Review Policy:

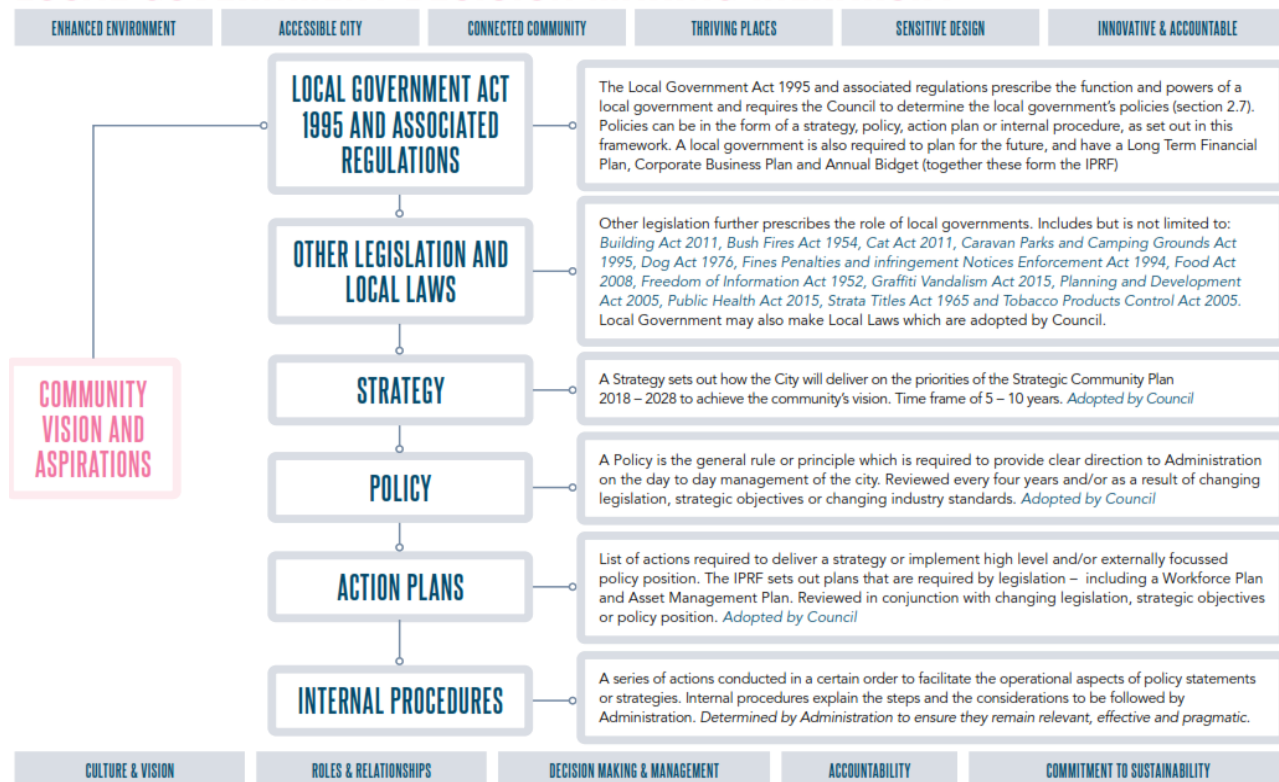
The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;

The purpose of the proposed policy is to provide a framework for the selection, acquisition, evaluation and deaccession of materials for the library and local history centre collections.

The amended policy has clearly outlined the collection management aims, principles, industry standards and legislative requirements that have a direct influence on collection management practices:

- Clearly defines the objectives and principles of selection, acquisition, evaluation, and deselection of the collection.
- Outlines supporting legislation, industry statements on public library services, literacy, and free access to information
- Acts as a supporting document for the development of the collection to reflect the diversity and multi-faceted needs of the community with a balanced and unbiased approach.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY



RISK MANAGEMENT IMPLICATIONS

Low: Adopting the proposed policy is low risk because the policy clearly articulates the library and local history centre’s decision making and sets clear parameters on how the collection should be developed and managed in accordance with legislative requirements and/or industry standards.

STRATEGIC IMPLICATIONS:

This is in keeping with the City’s *Strategic Community Plan 2022-2032*:

Connected and Healthy Community

Our community facilities and spaces are well known and well used.

Thriving Places

Efficiently managed and maintained City assets in the public realm.

Innovative and Accountable

We deliver our services, projects and programs in the most inclusive, efficient, effective and sustainable way possible

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

This does not contribute to any public health outcomes in the *City’s Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil

COMMENTS:

Nil

LIBRARY AND LOCAL HISTORY COLLECTION

Legislation / local law requirements	<p><u>Library Board (Registered Public Libraries) Regulations 1985</u> <u>State And Local Government Agreement for The Provision of Public Library Services in Western Australia September 2020</u> <u>Western Australian Classification Publications, Film and Computer Games Enforcement Act 1996</u> Local Level Agreement for the Delivery of Public Library Services, 2011 Funding Arrangement for the Delivery of Public Library Services, 2011 <u>Censorship Act 1996</u> <u>Copyright Act 1968</u></p>
Relevant delegations	<p>Nil</p>
Related policies, procedures and supporting documentation	<p>D23/180812 – SoaP 2024 -25 – Library Services D23/180815 – SoaP 2024 – 25 – Local History Centre Collection Development Guidelines</p> <p>Strategic Community Plan 2018 – 2028 Reconciliation Action Plan Youth Action Plan 2020 – 2026 Public Health Plan 2020 – 2025 City of Vincent Access and Inclusion Plan 2022 – 2027</p> <p><u>ALIA (Australian Library and Information Association) Standards and Guidelines Australian Public Libraries May 2021</u> <u>WA Public Libraries Strategy 2022 – 2026</u> <u>Intellectual Freedom Policy – Library Board WA</u></p>

PRELIMINARY

INTRODUCTION

The City of Vincent Library and Local History Centre provides equitable opportunities for literacy, learning, social connection and cultural experiences.

This is supported through comprehensive, diverse and inclusive collections of print, non-print and digital materials that are acquired to meet the current and future community’s needs and expectations.

PURPOSE

This policy will act as a framework for the selection, acquisition, evaluation and deaccession of materials for the library and local history centre collections.

OBJECTIVE

1. To provide equitable access and opportunities for literacy, learning, social connections, technology and cultural experiences in a safe, inclusive space;

LIBRARY AND LOCAL HISTORY COLLECTION

2. Acquire and manage a collection that supports and informs knowledge-seeking and recreational pursuits with relevant resources for borrowing or use in the library;
3. Develop a balanced, diverse and inclusive collection that is responsive to current community needs and anticipates future needs;
4. Ensure library materials are available to all library users without restriction except where legally required or based on loan conditions;
5. To collect, manage and preserve materials that reflect the history and heritage of the City of Vincent, including its past and present-day boundaries.

SCOPE

This policy covers all materials, technology and resources held within the City of Vincent Library and Local History Centre, including digital materials made available through online services.

POLICY PROVISIONS

DEFINITIONS

ALIA refers to the Australian Library and Information Association.

Collection refers to all materials, technology and resources held within the City of Vincent Library and Local History Centre including digital materials made available through online services.

Collection Management Guide is a supporting document for the Collection Management Policy and outlines guiding principles and management practices for developing the collection.

IFLA refers to the International Federation of Library Associations and Institutions.

POLICY

1. The collection development is managed by the Collection Development Librarian. Certain areas of the collection may be delegated to other key team members who have subject, genre or resource expertise for that area. The library shall remain autonomous in its power to decide what items will be included in the collection and shall not be influenced by any outside bodies or persons except for government and legal constraints.
2. The collection aims to provide a balanced collection of materials on all subjects of interest/relevance to the community and represents diverse voices, maintains the accuracy of information, and upholds freedom of expression, intellectual freedom and integrity.
3. The purchasing of library materials will continue to improve and maintain the quality and standard of available collections. Materials are supplied by the State Library of Western Australia and supplemented by internal funding allocations to fill collection gaps and meet high borrower demand.

LIBRARY AND LOCAL HISTORY COLLECTION

4. The Collection Management Guide outlines criteria that inform the selection or exclusion of materials. Requests for purchase will be assessed against the collection management selection criteria and if not purchased those materials may be satisfied via the inter-library loan system or other formats.
5. Items will be removed from the collection based on the discard criteria outlined in the Collection Management Guidelines. Items will be disposed of through the library's second-hand book sales or other disposal methods as deemed appropriate.
6. The library upholds the ALIA statement of Free Access to Information (2018) and will not promote nor engage in censorship in the selection or rejection of material based on race, gender, political, racial or religious grounds. Items prohibited from publication or circulation by State or Commonwealth Government will be excluded from the collection.
7. The library will not restrict the access to information of any patron based on age except for MA15+ or R18+ material. Parents and caregivers are encouraged to set their own boundaries on what is considered appropriate materials for their children and to monitor their selection and utilisation of library materials.
8. Gifts and donations are accepted on the understanding that the material becomes the property of the City and if they align with the collection management criteria. Vincent Library and Local History Centre reserves the right to include or not include donated materials in its collections or to dispose of the materials as deemed appropriate by the City.
9. The library endorses the IFLA-UNESCO Public Library Manifesto (2022) and the ALIA statements; Free Access to Information (2018), Libraries and Literacies (2006) and Public Library Services (2018).
10. The Local History Centre houses a permanent collection of current and retrospective material in a variety of formats, including physical and digital, relating to the history of the City of Vincent.
11. The Local History Centre provides appropriate conditions for the storage, conservation and preservation of the physical and digital collections. Where possible, digital copies may be created to enable wider access to the material and to safeguard the original items.
12. The Local History Centre's collection is searchable and accessible through the online catalogue and image library. Access to the physical material is available at the Local History Centre during opening hours and is dependent on staff availability.
13. Digital copies of photographs in the Local History Centre's collection may be requested and supplied, dependent on copyrights and in accordance with the City's adopted Fees and Charges Schedule.
14. The Collection Management Guide outlines the criteria for how the Local History Centre collection is curated, managed, stored, and accessed. The local history collection development is managed by the Senior Librarian Local History.

LIBRARY AND LOCAL HISTORY COLLECTION

OFFICE USE ONLY	
Responsible Officer	Manager Customer and Library Services, Branch Librarian and Senior Local History Librarian
Initial Council Adoption	27/04/2021
Previous Title	Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2)
Reviewed / Amended	27/04/2021
Next Review Date	04/2025



LIBRARY AND LOCAL HISTORY COLLECTION

Legislation / local law requirements	Nil
Relevant delegations	Nil
Related policies, procedures and supporting documentation	Public Libraries WA Framework Agreement 2010 (D20/172082). ALIA free access to information statement 2018 (D20/172196)

PURPOSE

To guide the development and management of the Library and Local History Collections in order to meet the needs of the community.

OBJECTIVE

The objectives of the Library and Local History Collections are to ensure they:

1. Cover a wide range of interests;
2. Are unbiased and uncensored; and
3. Support and enrich community understanding of the history, culture and heritage of the City of Vincent.

SCOPE

This policy applies to the Library and Local History Collections.

POLICY

The City of Vincent aims to provide the community free and equitable access to high quality and comprehensive Library and Local History Collections, supported by contemporary technology and services. The Collections and associated services aim to promote literacy, lifelong learning and an appreciation of the history and heritage of Vincent.

To ensure equitable access to the Collections, a balance between digital and physical content will be maintained. Our commitment to learning and technology considers the needs and preferences of different demographic groups, such as youth, aged and multi-cultural.

Librarians will adhere to the Australian Library and Information Association (ALIA) Statement on free access to information. This statement addresses the free flow of information and ideas to ensure a thriving culture and democracy in the interests of all Australians, and focuses on equity of access and inclusivity, balanced with the powers of censorship legally vested in state and federal governments.

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COLLECTION MANAGEMENT



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<p>Relevant delegations</p>	<p>Please reference the clause and title of any delegations that are relevant to the policy.</p>
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COLLECTION MANAGEMENT



CITY OF VINCENT

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COLLECTION MANAGEMENT



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Previous Title	Applicable if the policy has been renamed
Reviewed / Amended	DD/MM/YYYY
Next Review Date	MM/YYYY