

The logo for Melbourne Library Service is a horizontal banner with a background of overlapping teal and green geometric shapes. On the left, the text "Melbourne Library Service" is written in a bold, white, sans-serif font. On the right, the "city of Melbourne" logo is displayed, featuring the text "city of Melbourne" above a stylized white graphic of a person's head and shoulders, with a column-like element integrated into the design.

Melbourne Library Service

Melbourne Library Service

Collection Policy

July 2008

Melbourne Library Service – Collection Policy

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Melbourne Library Service – Collection Policy

1. INTRODUCTION

The Collection Policy is the key strategic document that underpins the management and development of the collections of Melbourne Library Service (MLS). The Collection is a significant community asset and as such needs to be managed effectively. The policy is reviewed on a regular basis so that it maintains its relevance to our community.

Melbourne Library Service aims to provide a comprehensive collection of print, non-print and electronic resources which meet the current and future information, recreation, educational and cultural needs of the community of Melbourne. The Library will respond to public demand for contemporary popular materials while balancing this with the need to collect and retain materials of long term significance.

In a rapidly changing global environment, libraries need to be able to predict trends with accuracy, as user needs change dramatically, formats fast become obsolete and continuous training in information technology and the use of electronic resources becomes essential as their educational role in information literacy becomes more complex. Knowledge and access to an expanding world of resources is essential in this context where a traditional print-based collection needs to be managed alongside “just in time” virtual resources such as databases.

2. THE COMMUNITY

The total resident population of the City of Melbourne is 85,000 and is continuing to grow. City of Melbourne is the one of the fastest growing municipalities in Victoria. Many more people visit or work in the City of Melbourne, particularly the Central Business District. In particular, City of Melbourne is the 5th most favoured destination by international students. Melbourne Library Service also has a Service Agreement to provide library services to the CAE community.

Data from the 2006 Census has been used to create a profile of the community, features of which are:

- A young population with a high proportion of people in the 18-34 age group
- Lower than average people in the 5-17 age group
- High numbers of university and TAFE students
- High numbers of international students
- Highly polarized community with large numbers of very low and very high income households
- High numbers of people born overseas
- High number of speakers of Asian languages
- High level of internet use
- High unemployment rate
- High level of one person households.

Data from *Victoria in Future: Overview* published by the Victorian Government in 2004 indicates the following trends for the inner metropolitan area of Melbourne

- Ageing population and declining birth rates, although Melbourne will retain and continue to be dominated by a high proportion of young adults (18-34 age groups)
- More single parent and single adult households;
- Population growth – growth will be strongest in the inner city and outer suburban fringes
- Changing work patterns, with more part time and casual work.
- Tertiary education has become a major industry attracting many fee-paying overseas students and boosting the demand for housing in the inner city.

The key groups who use Melbourne Library Service are:

- Residents of the City of Melbourne
- CAE students

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- CAE staff
- Students in the CBD
- International students
- Workers in the CBD.
- Visitors to the CBD who live in Melbourne
- Visitors to the CBD who live elsewhere in Victoria or Australia
- International visitors
- Culturally and linguistically diverse (CALD) communities
- Staff of the City of Melbourne
- Communities and individuals in need such as homeless and unemployed

3. THE LIBRARIES

Melbourne Library Service provides services from three public libraries located at East Melbourne, North Melbourne and the City. There is also an access point providing pick-up and drop-off service provided through The Hub at Docklands.

City Library opened on 31 May 2004. It is a public library and also provides library services to the CAE. It is located at 253 Flinders Lane Melbourne, on the ground and first floors of one of the main CAE buildings. In 2007 there were 36,600 students enrolled at CAE. CAE provides accredited courses, including VCE and Certificate and Diploma courses and a short course program.

City Library is one of the busiest public libraries in Australia. The majority of City Library users do not live in City of Melbourne but are students, city workers, shoppers or visitors.

East Melbourne Library and Community Centre is located in George Street. Use of this library has almost doubled since the opening of the new building in August .

North Melbourne Library is located in Errol Street and caters for a diverse local community. It is an excellent example of a successful neighbourhood library.

4. COMMUNITY AND STAKEHOLDER ENGAGEMENT

Melbourne Library Service has a commitment to engaging with the community in the development of collections and uses a range of community consultation mechanisms.

- Surveys are conducted regularly and provide some feedback on collections. On occasion the library may consult with the community on a particular collection topic.
- Staff knowledge – staff are familiar with the needs of their library users gained from daily interaction.
- Suggestions for the purchase of library materials are actively encouraged. Recommendations from the community are reviewed in line with budget and policy guidelines. Library users may suggest items for purchase online through the library website or catalogue or by visiting one of the libraries.
- Library users provide feedback via a formal feedback form, including feedback on collections
- Library staff consult with CAE course coordinators on a range of student and staff needs, including collections.
- Members of the community are invited to comment and provide feedback when the Collection Policy is being reviewed. Copies of the draft policy are made available in the libraries and online via the library website.

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5. FRAMEWORK

5.1 Future Melbourne and Melbourne Library Service

Melbourne Library Service will develop strategies that support the development the City under the Future Melbourne model. In terms of collections and resources this includes

- Knowledge: The Learning City
- Knowledge: The Online City
- Eco City: Resource Efficient
- Eco City: Adapted for climate change

5.2 Policy framework

The Collection Policy draws on a wide range of broader policy documents including:

- ALIA Statement on free access to information
- ALIA Statement on Information Literacy for all
- ALIA Statement on Online Content Regulation

Current research and the Collection policies of other libraries were also considered.

5.3 Library vision

The Melbourne Library Service vision is:

Melbourne's gateway to your past, present and future.

5.4 Outcomes

In order to achieve our vision we:

- Develop collections that are comprehensive, while also reflecting the needs of specific communities;
- Provide a balanced range of resources that cater for the communities of Melbourne, based on current demographic data;
- Purchase popular, best-selling as well as classic and enduring works;
- Make available resources in a variety of formats in order to meet the needs of specific groups;
- Ensure resources are current, relevant and meet high standards of quality in presentation and durability;
- Actively collect, preserve and organize material relating to the local area;
- Develop collections embracing a wide range of ages and interests;
- Select material based on merit;
- Consider value for money in purchasing.

5.5 Collection Principles

The following principles underpin the Collection Policy:

- Access - the library will provide free, sufficient and convenient access to all resources;
- Unfettered access to information – the library will not support internet filtering or censorship unless required by law.

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- Equity - the library will make available resources to all people regardless of gender, age, disability, ethnic origin or economic status;
- Participation -the library actively encourages community participation and feedback;
- Human rights - the library recognises that access to information and ideas through books and other formats is a basic human right;
- Cultural relevance - the library will collect resources which support the library-related needs of all sectors of the Melbourne community;
- Quality and range - the library will provide a wide range of materials with a strong focus on quality in terms of content and presentation;
- Information and learning - the library will support lifelong learning with the provision of library resources in a variety of formats; in particular CAE requirements will be considered in the development of collections at City Library and the virtual library service.
- Language and literacy –the library supports literacy acquisition across all age groups.
- Multicultural community - the library recognizes that a multilingual community is a national asset and supports the right of people to have access to materials in the language of their choice. The Library also supports the acquisition of English as a Second Language.
- Sustainability – access to collections and resources will underpin Council's vision to be the world's most sustainable city. This includes less reliance on printed resources and greater access to electronic resources where possible and appropriate.

5.6 Budget

Melbourne Library Service needs sustainable funding for the purchase of library materials and will actively work with Council to develop and adopt a formula which will ensure the development and maintenance of the collection.

The allocation of funds to various collections occurs early in the financial year. During this process consultation with staff members with collection responsibilities occurs, and statistics from the previous year are reviewed to ensure that appropriate amounts are allocated to each collection. There is also an opportunity for reallocation of funds at the mid year budget review.

Additional funding may be provided through specific external funding sources such as the Local Priorities Fund provided by the Department of Planning and Community Development. In certain cases, such as the Premiers Reading Fund these are tied to specific target groups and outcomes

5.7 Access

The Library makes its collection accessible by:

- providing knowledgeable, friendly and helpful staff;
- offering well-designed, well-signposted and accessible buildings;
- providing an online catalogue accessible within libraries and via the library website offering 24/7 service;
- providing reservations and a courier service between service points
- purchasing multiple copies of items in line with demand and within budgetary constraints;
- supporting information literacy by the provision of databases and links to websites;
- offering free access to electronic resources at libraries and via the library website;

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- rotating collections between libraries on occasion;
- providing a Reserve collection for high use items.

5.8 Promotion

The value of collections is inherently linked to strategies developed to actively promote those collections to community. The library will actively promote collections in a variety of ways including delivering regular programs to promote the collections and encourage reading. These include author talks, workshops, homework support programs, culturally specific events, children's story times and holiday activities;

The introduction of the Aurora library management system allows for the inclusion of book covers and customer-created content such as reviews. This functionality will be promoted as a means of highlighting and broadening the appeal of titles and collections.

5.9 Policy Review

A major review of the Collection Policy occurs every three years .

Library management may review any section that needs updating when necessary. Any proposed changes in policy are presented to the Council for consideration.

6. COLLECTION MANAGEMENT PROCESS

Collection management encompasses the following key processes:

- Assessment
- Selection
- Acquisition
- Cataloguing, Processing and Maintenance
- Review and evaluation.

6.1 Assessment

Melbourne Library Service aims to provide library services for all community members. We do this by defining who they are, determining their needs and tailoring collections accordingly.

We are aware of changing demographics of the local community and trends in the broader library and global environments. Demographic information, the profile of library users as indicated by the library management system, loans statistics, stock turnover rates, survey results and current trends and priorities assist in collection planning. Feedback on library services and collections is also solicited via specific surveys run by both CAE and the City of Melbourne and the CAE/FASA Working Group which oversees the Funding and Service Agreement with Melbourne Library Service.

Libraries need to be able to anticipate trends as user needs change and new formats and technology emerge. Continuous training in information technology and electronic resources is essential for librarians as their educational role in information literacy becomes more complex.

New collections are identified by emerging needs and confirmed by statistical data if available. Grant funding may be used for the initial development of collections.

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6.2 Selection

6.2.1 Responsibility

The City Library/Resource Management Team Leader has the overall responsibility for collection development, including the development of electronic resources with responsibility for particular sections of the collection delegated as follows:

The Collections Librarian is responsible for English language adult collections as follows::

- Books
- DVDs
- CDs
- Talking Books
- Large Print
- Magazines
- Newspapers.

The Course Support Librarian is responsible for resources which support the learning needs of CAE students, including Language Learning Resources. The Course Support Librarian also provides advice on subjects related to CAE courses.

The Children Services Librarian and Youth Services Librarian are responsible for materials for children and young people including:

- Books
- DVDs
- CDs
- CD-ROMs
- Talking Books
- Magazines
- VCE materials

The Community Programs Librarian is responsible for materials suitable for people from CALD background, including:

- Books
- DVDs
- CDs
- Talking books
- Magazines
- Newspapers

The Literacy/ESL Librarian is responsible for resources for English language learners and adult literacy (ENG)

The Reference and Information Services Librarian is responsible for:

- Reference Books
- Electronic reference resources
- Council reports and publications

The Adult Information Services Librarian is responsible for Local History resources.

6.2.2 Selection criteria

The following criteria are used to determine whether items are purchased. Their importance and application will vary from one collection to another.

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- Popular interest
- Community need and potential use
- Currency
- Authority and reputation of author, publisher, producer or illustrator
- Accuracy
- Physical format
- High quality presentation
- Literary merit
- Long term relevance
- Suitability for different age levels
- Local emphasis
- Cost
- Favourable reviews
- Availability in other libraries
- Relationship to items already in the collection
- Supplier recommendation.
- CAE Course coordinator recommendation

Selection criteria for Web resources, including Library Databases and Web sites:

- Local emphasis
- Statistics on usage
- Vendor support,
- Technical considerations (in particular, authentication)
- Community need and potential use
- Cost
- Quick downloadability
- Ease of use
- Technical features
- Currency and regular maintenance.

Selection criteria for new and emerging formats include:

- Level of community receptiveness and demand
- Impact on library space and storage
- Durability of format for library use
- Technical quality
- Compliance with industry standards
- Suitability for circulation

Selection Criteria for establishing LOTE collections are as follows:

- Demographic figures indicating a resident language population of significant size(i.e. at least 500 as indicated in ABS Census data) exists within the City
- Community demand. A traditional LOTE collection may not be suitable for every community – for example those with an oral rather than written tradition. This will be investigated before a decision is taken to establish a collection in a particular language.
- Specific formats only may be selected in line with community demand.
- Availability of funds and space to establish, maintain and house a collection that meets the library's minimum standards
- Availability of resources for purchase so as to establish a collection that meets the library's minimum standards.
- Availability of collections at other libraries will be taken into account.

6.2.3 Selection tools

There are a variety of tools that assist in selection:

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- Book Trade and other journals
- Library journals
- Literary journals
- Online databases
- Supplier databases
- Bibliographies
- Reviews
- Bestseller listings
- E-lists
- CAE quarterly course guides
- Gulliver forums
- Trial subscriptions.

Advice is also sought from experts in particular subject areas, including CAE course coordinators.

6.2.4 Requests from library users

The library encourages recommendations for items not already in the collection. Recommendation forms are available in hard copy and on the library website. Items will be purchased where appropriate, in line with selection guidelines and budget considerations.

6.2.5 Donations

The library welcomes donations which will be included in the collection, where they fall within the scope of the Collections Policy. In special circumstances, such as local history, donations may have conditions attached.

6.2.6 Controversial resources

The library service aims to provide a representative collection on all subjects of interest to the community, with the exception of items prohibited by law. Melbourne Library Service upholds the "Statement on free access to information" produced by the Australian Library and Information Association. **See Attachment 1**

"R" rated material cannot be borrowed by anyone under 18 years of age in accordance with legal requirements. Parents or guardians are responsible for the suitability of any library materials used by their children.

6.3 Acquisition

Acquisition is the term used to describe the process of obtaining items for the collection. The process involves selection of suppliers, placing of orders, receiving items and handling invoices.

6.3.1 Tendering

Melbourne Library Service has a number of supplier contracts in place to December 2008.

A tender process commenced in 2008 to comply with legal requirements under the Local Government Act. The aim is to have a panel of suppliers under contract to commence in January 2009.

6.3.2 Consortium purchasing

Melbourne Library Service pursues consortium purchasing of materials when appropriate. Currently Melbourne Library Service is part of the Gulliver Project which purchases access to electronic resources on behalf of Victorian public libraries.

6.3.3 Standing orders

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The standing order process is an effective mechanism for automatically acquiring items of predictable popularity. Some areas of the collection are particularly suitable for this method of acquisition. These include popular adult fiction, children's and young adult popular series, non-fiction such as travel guides and other items that are regularly updated.

Each standing order item or author is ranked according to anticipated demand, thus determining the number of copies to be acquired in the first instance. This ranking and the standing order list are reviewed on a regular basis.

6.3.4 Pre-publication ordering

In general, Melbourne Library Service aims to order material prior to publication to ensure new material is available for loan in our libraries in line with availability in bookshops.

6.3.5 Electronic ordering

Melbourne Library Service uses electronic ordering with selected suppliers. Library staff select and order material online and order records are placed on the library catalogue. The process of electronic ordering enables a faster and more efficient service.

6.3.6 Interlibrary loans

Melbourne Library Service obtains items for library users on inter library loan from other libraries in Australia. These items may be unavailable or inappropriate for purchase.

6.4 Cataloguing, Processing and Maintenance

Melbourne Library Service purchases items "shelf ready" which means materials are received fully catalogued and end processed. Most material is catalogued and processed by the supplier in accordance with specifications set down by the library.

6.4.1 Cataloguing

All new items are catalogued to ensure they are as accessible as possible to library users via the library catalogue, which is available in the libraries and via the library website.

6.4.2 Processing

All new items are processed to ensure they are:

- identified as belonging to Melbourne Library Service ;
- preserved in as good physical condition for as long as possible;
- as accessible as possible to library users e.g. clear spine labels indicating collection and location within the library;
- tagged for security purposes.

6.4.3 Maintenance

Damaged items are mended where appropriate. Soiled items are cleaned where possible. Replacement copies are purchased where appropriate.

6.5 Review and evaluation

6.5.1 Weeding

Weeding is the term used to describe the process by which an item is withdrawn from the collection. Weeding contributes to the collection's currency, relevance, attractiveness and accessibility.

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Considerations include:

- Currency of information
- Physical condition of the item
- Potential use
- Unnecessary duplication
- Online availability
- Capacity of library buildings.

These criteria may not be equally relevant for all collections. For example the Local History collection is exempt from standard weeding processes.

The Library recognizes that there are works of enduring merit which should be retained or replaced if available. Core titles will be identified in the library catalogue to support a replacement strategy. This is particularly relevant to CAE course support materials.

Discarded items may be:

- given to another organisation
- sold
- recycled or otherwise discarded.

6.5.2 Stocktake

Stock takes are undertaken to ensure that the database and collections are as closely matched as possible. They are a means of identifying collections where loss is a problem. A stock take was completed in 2005-06 and will be repeated every three years.

6.5.3 Evaluation

Melbourne Library Service evaluates its collections by a variety of means including statistical analysis, feedback from library users and staff assessment.

Statistics are regularly reviewed. Useful statistics include loans and turnover rates.

The turnover rate for a collection is calculated by dividing the total collection number by the total number of loans for that collection in a given period. In general, very high and very low turnover rates indicate potential problems which need to be addressed.

Feedback from library users gives an indication of satisfaction or dissatisfaction with the collection and informs decision making.

Staff assist in identifying collection gaps and a stock gap form is used to pass on information to selection coordinators.

7. THE COLLECTION

Unless otherwise indicated, all collections are available for loan to library members. Library membership is free and open to everyone.

Board Books

This section of the collection caters for babies and toddlers. The format is small and tough. The materials are designed for hard wear and tear, contain simple language, familiar topics and appropriate visuals for the age of their audience.

Picture Books

An extensive collection of picture books emphasizes recently published Australian material to meet the developmental needs of children from infancy to early primary school years. The range of picture books will enable the sharing of stories, rhyme and information at levels appropriate to

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these age groups. A variety of experiences, settings, themes, feelings, situations, characters, artwork and language are introduced. Classic and award winning picture books as well as popular authors and illustrators feature in the collection.

Bilingual Picture Books

This collection consists of picture books with the text both in English and a community language and is intended to support bilingual families especially in passing on language skills to children. Languages chosen reflect the community and include languages not otherwise represented in the LOTE collections.

Junior Audio Visual Collection

This audio-visual collection is a popular recreational collection supporting children's print collections. It also provides resources for children who are sight impaired or dyslexic. Some of the material is accompanied by print material to cater to children's reading levels. Coverage includes fiction, rhymes and music. Formats include CD and DVD.

Junior Fiction

This collection is designed to provide children with a wide range of recreational reading supporting varying levels of reading ability and interest. The collection will encourage children to enjoy reading, refine their level of skill and stimulate creativity and interest.

All types of fiction are included with a focus on recent and popular material. Classic authors and award winning titles are included. Classics and contemporary fiction in paperback and hardcover format are offered. A high turnover paperback collection, housed on paperback stands, includes key popular series fiction editions.

Junior Easy Readers

Short chapter books for beginning or reluctant readers are labeled and shelved separately to support ready access to this format.

Junior Non Fiction

The purpose of this collection is to provide informational, educational and recreational titles that will satisfy a child's curiosity and stimulate their drive to learn.

The collection aims to provide current and relevant materials suited to the varied developmental levels, reading abilities and subject interests of children. The collection will support information requests at a recreational level as well as provide support to educational learning. A wide range of subjects is selected with an emphasis on material published in Australia and/or with Australian content. Titles should be accurate, attractive in layout, highly readable and current

Young Adult Fiction

The purpose of this collection is to provide a wide range of recreational reading aimed at the varying levels of reading, maturity and interests of young adults. All themes and genres as appropriate to the age group are included. The collection includes a strong emphasis on Australian authors as well as international authors and award winning titles. The paperback format is emphasized as the preferred format for young adults. Hardcover editions of some material are collected to provide the collection with durability. Series fiction, popular, recent and classic titles are included. Young adult fiction also includes a collection of audio books that support the print collection providing resources for young people who are sight impaired or dyslexic.

Young Adult Graphic Novels

The Young Adult Graphic novel collection provides reading material in a popular alternative format suitable for young adults. Graphic novels are book length collections of sequential graphic art containing a single story, or a set of interrelated stories. A variety of formats are acquired with factors such as quality, popularity and interest taken into account. A selection of series titles is included according to interest with an emphasis on Anime and Manga due to popularity.

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Young Adult Non Fiction

The purpose of this collection is to provide informational, educational and recreational titles that reflect the needs of young adults. Specific emphasis is placed on subjects of particular relevance to this age group such as, life skills, health and sexuality and recreational interests.

Adult Fiction

The Fiction collection provides recreational reading material and major works of literature. It includes classics, contemporary literature, bestsellers, award winners and popular genre titles. There is an emphasis on recently published material and fiction by Australian authors.

Multiple copies of popular authors are purchased. There is a standing order for fiction, which specifies number of copies, depending on predicted demand. The list is reviewed regularly.

Paperback Collections

In general, this collection contains popular fiction and has an emphasis on genre material.

Graphic Novels

Graphic novels are novels that contain sequential graphic art. Unlike most comics they are of book length, and usually contain a single story or set of related stories. The format is relatively new, and particularly popular with young people.

Non-fiction

The purpose of the non-fiction collection is to provide information on a wide range of topics of interest to library users of all ages and at a level appropriate for our communities. The collection is also widely used for recreational reading. There is a strong emphasis on recently published material and Australian content. Biographies are housed together to enhance access. .

Non-fiction is the largest collection in the library, in line with the library's commitment to life long learning. There is a commitment to having a non-fiction collection which meets the needs of CAE students and staff.

Highly academic or specialised books and text books are not generally purchased. Exceptions are made for items required by CAE accredited course students and staff. There is also a commitment to acquiring items likely to be used by CAE short course students. In general there is close correlation between these courses and community interests.

Core Titles

The library is committed to having a collection that consists of seminal or influential works in adult English fiction and non-fiction, music (CDs), and film (DVDs). The Library will actively source core titles which will be identified as such in the library catalogue and replaced if lost or weeded. In some cases, the library may source second hand core titles in mint condition.

Audio Books

The Audio Books collection primarily consists of recorded books on cassette, CD or MP3. The collection mirrors the adult English fiction and non-fiction collections as far as possible, with more emphasis on fiction, due to a smaller publishing output of non-fiction.

Large Print

The Large Print fiction and non-fiction collections provide books for library users who have difficulty reading standard print. The collection tends to be used by older library members. The collection mirrors the adult English fiction and non fiction collections with an emphasis on fiction, due to smaller publishing output of non-fiction.

Magazines and Newspapers

Magazines and newspapers provide information on a wide range of topics. They are produced frequently and regularly, so are an excellent source of information on topics where currency is particularly important such as current affairs, business, sport and popular culture.

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The magazine collection contains titles for adults, young adults and children. There are also magazines and newspapers in languages other than English.

Magazines are available for loan, except the most recent copy, which is available for use in a library only. Newspapers are for use only in the library.

Zines

Zines are small publications. They are self-published and their format is non-standard. They are often hand-made, and usually with a limited print run. Their distribution network is non-mainstream. They can be intensely personal, political and edgy. The zine collection is located at City Library and is its most recently established collection.

Reference Collections

The purpose of these collections is to provide current and accurate information on a wide range of subjects to all age groups. Traditionally, reference collections have been in print format and owned by the library. Information available in electronic format is increasing and providing access to these alternative formats is a key part of the library's role.

The print collection consists of books and magazines. It includes a variety of encyclopedias, dictionaries, directories, atlases, handbooks, yearbooks and selected authoritative books on particular subjects.

Reference material is also purchased to meet the professional requirements of City of Melbourne staff.

Local History

The aim of the Local History collection is to provide a range of materials reflecting the richly diverse heritage of the City. The library aims to acquire, describe and preserve resources relating primarily to the City of Melbourne. The collection consists of books, theses, photographs, newspapers, maps, journal articles, ephemera, manuscripts, rate-books, audio and videotapes, microform, microfiche and CD-ROMs. Artifacts (realia) are not normally included.

Council Reports and Publications

The library service maintains a collection of Melbourne City Council reports and publications. Some are available for loan, while others are reference items.

The library service also keeps Council material that is available for public comment and Council and Committee agenda papers for a limited period.

Languages Other Than English (LOTE)

LOTE collections aim to meet the needs of non-English speaking communities within the City of Melbourne, based on current demographic data. The collections also aim to serve the needs of newly-arrived migrants in learning English and acquiring literacy skills to function effectively in an English-speaking environment.

Melbourne Library Service will develop collections which provide a high level of access to materials in key community languages in a range of formats. There are substantial numbers of recent migrants in the North Melbourne area and many international students living and/or studying in the CBD.

New LOTE collections are established in line with demand, informed by latest available statistical data from the Department of Immigration, Multicultural and Indigenous Affairs.

LOTE collections consist of books, magazines, newspapers, videos and compact discs. Some audio books are also held. A small amount of bilingual material is available, for example picture books.

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Staff who speak other community languages facilitate the development and promotion of the collections. Access to books in languages not held by the Melbourne Library Service is provided through interlibrary loans.

Collections currently held are Chinese, Vietnamese, Indonesian, Hindi, Korean and Spanish,

Electronic Resources

Electronic formats enhance the print collection and are an essential tool in providing current information. Increasingly, some information is available only in electronic format. Electronic formats include CD-ROMs, database subscriptions, internet links and electronic serials, books and computer games.

Access to these resources is available within libraries on PCs located at each library and at The Hub at Docklands.

The Melbourne Library Service website provides links to well-established and authoritative sites such as online dictionaries, encyclopedias and atlases as well as a wide range of other internet resources. The website not only highlights the library and its services, but also presents a subject-based approach to selected www sites that cater to a range of ages and interests. These sites are selected to broaden, enrich and complement the library service's print and audio-visual collections. Printing is available.

All URLs (Universal Resources Locators) are checked bi-monthly by the relevant library teams for currency. Checking of links not only ensures that they still work, but provides an opportunity to re-evaluate sites. The web is a dynamic medium and constant review is essential. Statistics are kept to assist in policy-making.

Melbourne Library Service is part of the Gulliver Project consortium, which enables the library to provide a range of online databases at a significantly lower cost than if the library had to provide them as a stand-alone service.

Film

Film is a mainstream communication medium in contemporary society with a developmental history spanning over 100 years. It is recognized that film is now a major source of news, information and recreation for many members of the community.

Commercial video/DVD libraries provide access to a wide range of popular and blockbuster titles. The film collection does not compete with, or duplicate, the material in commercial video stores but aims to provide alternative resources to this material.

The focus of the collection is to provide a broad but comprehensive range of creative film from its origin to the present. The collection consists of Anglo-American, Australian and foreign language films, films for children and films in Languages other than English (LOTE).

The collection includes art films, feature films, classics, silent film, television adaptations, television series of enduring interest, musicals and animations. The collection also includes non-fiction titles on subjects of popular and cultural interest.

In the area of fiction film, priority is given to classics, award-winning films and those with a link to a book. In general, films will be added to the collection when they meet one or more of the following criteria:

- display intrinsic artistic merit
- represent major technological developments in filmmaking
- responding to changing social or cultural values.

Cult movies will be collected where they meet the one or more of the above criteria.

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The collection includes animated and feature films for children.

The collection of LOTE film has the same broad aims as the English language collection. However there is a higher proportion of feature films in the LOTE film collections because there is a narrower range of content available in general.

The film collection is more limited by budget and availability constraints than print collections.

The film collection consists of items in video and DVD format. We no longer acquire film for adults in video format

DVDs offer a wider range of options not available on video-cassette format. These include track selection and additional documentary information allowing more in-depth study of the media. The wide range of language options available through subtitles and dubbing allows access to the hearing-impaired and LOTE users who may not be catered for by other collections. The DVD format is also a valuable study resource for language students and ESL users.

DVDs are acquired in zone 4 encoding only, in order to be compatible with Australian players.

Music

The purpose of the collection on compact disc is to provide access to recorded music in a wide variety of musical styles including classical, popular, jazz, and world music. While the focus is primarily on popular music, the aim of the collection is to provide access to a range of musical forms.

Music on compact disc is also purchased as part of the LOTE collections. The focus is on popular music but we also aim to include culturally significant music forms. This material may overlap with world music but packaging and inserts will be aimed at a CALD community and promotion of the material will be language specific.

Language Learning Collection

The main Language Learning Collection is at the City Library although there are smaller collections at North and East Melbourne. It contains material for language learning (other than English). It is primarily designed for CAE students but is well used by other library users. It is arranged by language, the largest collections being French, German, Italian, Japanese and Spanish.

Materials are purchased to support all stages of language learning from beginners to advanced, with particular emphasis on beginners to intermediate. A feature of the collection is an emphasis on kits – that is, a book that comes with an audio cassette or compact disc. This acknowledges that language learning is enhanced with the combination of listening, reading and writing. The preference is to acquire kits with compact discs. Some CD-ROM material is also available.

Items include dictionaries, books on grammar and vocabulary enhancement. Prescribed texts, accompanying work books and compact discs for all CAE language courses are acquired. Multiple copies are purchased when necessary.

Graded readers are acquired where available, often with an accompanying compact disc. A small range of fiction is also purchased for advanced students.

Selected magazines in appropriate languages are acquired to provide current and accessible reading material for students. The emphasis is on popular culture and current affairs.

City Library provides a computer in a soundproof room to enable language practice.

Melbourne Library Service – Collection Policy

Reserve Collection

This is a collection of materials including books, articles and audiovisual items where usage is expected to be high and that are required either for use by CAE staff, CAE students or the general public within the library. Either CAE staff or City Library staff may recommend materials for the Reserve Collection.

The Reserve Collection consists of the following types of items:

- Library items expected to be on high demand by CAE students. A CAE staff member can request these items to be on Reserve for a specified period.
- VCE textbooks. A CAE staff member can request these items to be on Reserve for the current year. These are reviewed annually.
- Other high demand items identified by library staff.

The items may be borrowed for a maximum of two hours and used in the library. There is an annual review of items in the Reserve Collection at the start of the academic year.

Library Professional Development Collection (LPD)

The primary purpose of the LPD Collection, located at the City Library, is to support the professional development and interest of staff of Melbourne Library Service. The collection consists of books, reports and journals, on the subjects of libraries, publishing and management. Most of the collection is integrated within adult nonfiction and is available for loan to the public.

8. REFERENCES

Reserve Collection Policy

Donation Policy

Weeding Procedures

Loans Policy

ATTACHMENT 1

ALIA Statement on Free Access to Information

Statement on free access to information.

Object

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. 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;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Related documents

Article 19 of the United Nations Universal Declaration of Human Rights
<http://www.un.org/Overview/rights.html>

Melbourne Library Service – Collection Policy

Article 19 of the International Covenant on Civil and Political Rights
http://www.unhcr.ch/refworld/refworld/legal/instrume/detent/civpot_e.htm

International Federation of Library Associations and Institutions Statement on
Libraries an Intellectual Freedom
<http://www.faife.dk>.

Date of adoption: October 2001

Date of amendment: Replaces Statement on free library services to all and the
Statement on Freedom to Read.

ATTACHMENT 2

Statement on information literacy for all Australians

Statement on information literacy

ALIA objects addressed

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.

Principle

A thriving national and global culture, economy and democracy will best be advanced by people who are empowered in all walks of life to seek, evaluate, use and create information effectively to achieve their personal, social, occupational and educational goals. It is a basic human right in a digital world and promotes social inclusion within a range of cultural contexts. (Alexandria Proclamation 2005)

Statement

Information literacy can contribute to:

- learning for life;
- the creation of new knowledge;
- acquisition of skills;
- personal, vocational, corporate and organisational empowerment;
- social inclusion;
- participative citizenship; and
- innovation and enterprise.

Therefore, as a matter of priority, and at all levels, library and information services professionals embrace a responsibility to promote and facilitate the development of the information literacy of their clients. They will support government, and the corporate community, professional, educational and trade union sectors, and all Australians.

Related documents

Alexandria Proclamation on Information Literacy and Life Long Learning, Egypt, 2005

<http://www.ifla.org/III/wsis/High-Level-Colloquium.pdf> [679kb PDF]

Melbourne Library Service – Collection Policy

ASLA Statement on Information Literacy, adopted 1994

http://www.asla.org.au/policy/p_infol.htm

Australian and New Zealand Information Literacy Framework, Adelaide, 2004

[http://www.anziil.org/resources/Info lit 2nd edition. PDF](http://www.anziil.org/resources/Info%20lit%202nd%20edition.PDF) [408kb PDF]

ATTACHMENT 3

ALIA Statement on online content regulation

Short title

Statement on online content regulation.

ALIA objects addressed

To promote the free flow of information and ideas in the interest of all Australians and a thriving culture, economy and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

Libraries and information services facilitate and promote public access to the widest variety of information, reflecting the plurality and diversity of society. The selection and availability of library materials and services, including online content and services, is governed by professional considerations and not by political, moral and religious views.

Libraries and information services support the right of all users to unhindered access to information of their choice regardless of format. Access to electronic information resources should not be restricted except as required by law and this basic right should not be eroded in the development of regulatory measures for online information.

Users are assisted with the necessary skills and a suitable environment in which to use their chosen information sources and services freely and confidently. Each user's right to privacy and confidentiality is protected with respect to information sought or received and resources consulted.

In addition to the many valuable resources available on the internet, some are incorrect, misleading and may be offensive. Libraries and information services proactively promote and facilitate responsible access to quality networked information for all their users, including children and young people. They enable library users to learn to use the internet and electronic information efficiently and effectively.

Melbourne Library Service – Collection Policy

Related documents

ALIA Statement on Free Access to Information

<http://alia.org.au/policies/free.access.html>

International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom

<http://www.ifla.org/V/press/pr990326.htm>

International Federation of Library Associations and Institutions (IFLA)

Internet Manifesto: <http://www.ifla.org/III/misc/im-e.htm>

Article 19 of the United Nations Universal Declaration of Human Rights

<http://www.un.org/Overview/rights.html>

Guidelines relating to ALIA's Statement on online content regulation (members-only)

<http://www.alia.org.au/members-only/advocacy/internet.access/guidelines.html>