

<b>Responsible Directorate</b>	<b>Community Development</b>
<b>Responsible Business Unit/s</b>	<b>Community Services</b>
<b>Responsible Officer</b>	<b>Manager Community Services</b>
<b>Affected Business Unit/s</b>	<b>Community Services</b>

## Objective

To ensure the provision of, and access to, resources to support the informational, educational, recreational and cultural needs of the community.

## Scope

Extends to all library materials held within the City of Stirling Libraries, Stirling History Collection, and electronic resources available via the City of Stirling's website.

## Policy

The City's Library Services Service Unit is committed to enhancing and maintaining a collection of library materials and resources to support the informational, educational, recreational and cultural needs of the community.

Purchase of library materials demonstrates the City's commitment to enhancing the collection to a very high standard to supplement library materials provided by the State Library of Western Australia.

The Service Lead – Libraries and Lifelong Learning is responsible for the selection of library materials based on the following criteria:

- Literary merit (widespread critical acclaim)
- Relevance to the local community
- Potential level of use
- Authority of source (content must be accurate and reputable)
- Currency of content
- Suitability of the subject and style
- Durability of format
- Suitability of format for loan and storage
- Cost
- Ease of use (electronic resources), and
- Language (materials in languages other than English will be acquired where possible to meet the needs of the community)

Items may be excluded for the following reason:

- Content is already provided via other resources
- Material is out of print (generally second hand stock is not sourced)
- Out of date or inaccurate content
- Superseded or unsuitable formats, and
- Censorship

Text books prescribed for study may be included in the collection where they are of general interest or value to the community and they are the most appropriate materials available. Textbooks for formal courses of study will not generally be included in the collection.

The collection is regularly reviewed to ensure that the content is updated to meet the needs of the community. Surplus stock will be removed from the collection based on the following criteria:

- Out of date content
- Content that is no longer relevant or of low interest
- Title is superseded by a newer edition
- Format is superseded by a newer format
- Poor physical condition beyond reasonable repair

Items in fair condition that are deemed no longer serviceable may be sold at the Library's second hand book sales.

Stirling Libraries may accept gifts and donations of books and other materials from the public and various organisations on the understanding that they will become the property of the library service and may not necessarily be added to the collection. Gifts and donations are assessed according to the library stock selection criteria as above. Items not selected for inclusion in the collection will be sold at the Library's second-hand book sales.

The City of Stirling endorses the Statement on Free Access to Information (Adopted 2001, amended 2007) and the Statement on Libraries and Literary (Adopted 1979, amended 1996, 2006) issued by the Australian Library and Information Association.

Library staff do not operate any form of censorship other than to conform to Commonwealth and State Legislation. The reading matter selected by a member is aimed to provide free and open access to ideas and information on all subjects. Parents, legal guardians or caregivers are responsible for selecting library materials of their own choice and chosen by their children.

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## Definitions

**Library Materials** means any items held in the library collection including but not limited to books, CD's, DVD's, MP3's, talking books, magazines, newspapers, maps, plans, photographs and electronic resources.

**Electronic Resources** means resources stored and accessed in an online form, including the Internet, electronic database, digital audio, film, e-books and e-magazines.

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## Relevant management practices/documents

Libraries Collection Management Practice

Statement on Free Access to Information (Australian Library and Information Association, 2015)

Statement on Libraries and Literacies (Australian Library and Information Association, 2006)

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## Legislation/local law requirements

Framework Agreement between state and local government for the provision of public library services in Western Australia, 2010

Local Level Agreement for the delivery of public library services, 2011

Funding Arrangement for the delivery of public library services, 2011

*Library Board (Registered Public Libraries) Regulations 1985*

*Western Australian Classification (Publications, Films and Computer Games) Enforcement Act 1996*

*Censorship Act 1996*

<b>Office use only</b>			
<b>Relevant delegations</b>	Not applicable		
<b>Initial Council adoption</b>	<b>Date</b> 30 October 2012	<b>Resolution #</b>	1012/071
<b>Last reviewed</b>	<b>Date</b> 26 May 2020	<b>Resolution #</b>	0520/027
<b>Next review due</b>	<b>Date</b> 2021		