



# **Wyndham City Libraries**

## **Collections Policy**

**2016**

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# Table of Contents

<b>Introduction .....</b>	<b>1</b>
<i>Mission .....</i>	1
<i>Goals.....</i>	1
<i>Community analysis .....</i>	1
<i>Access.....</i>	4
<b>The Collections Policy .....</b>	<b>5</b>
<i>Responsibility .....</i>	5
<i>Collection goals.....</i>	5
<i>Statement on acquisition of Aboriginal and Torres Strait Islander materials .....</i>	6
<i>Selection .....</i>	6
<i>Methods and tools used .....</i>	6
<i>General Selection Criteria .....</i>	6
<i>Newspapers .....</i>	8
<i>Online Resources.....</i>	10
<i>eBooks, eAudiobooks and eMagazines .....</i>	12
<i>Adult Nonfiction Collections.....</i>	14
<i>Local History Collection.....</i>	16
<i>Genealogy Collection .....</i>	17
<i>Adult Fiction Collections .....</i>	18
<i>Community Language Collections.....</i>	20
<i>English as a Second Language Collection (ESL).....</i>	22
<i>The Children's &amp; Young Adult Collections.....</i>	25
<i>Picture Books .....</i>	26
<i>Junior Fiction .....</i>	27
<i>Junior Nonfiction .....</i>	27
<i>Young Adult Fiction.....</i>	29
<i>Young Adult Nonfiction .....</i>	30
<i>Graphic Novels .....</i>	31
<i>Learning Resources.....</i>	32
<i>The Audio-Visual Collection .....</i>	34
<i>Film.....</i>	34
<i>Recorded music.....</i>	35
<i>Sheet Music.....</i>	36
<i>Magazines.....</i>	37
<i>Weeding and Appraisal of Items.....</i>	38
<i>Evaluation .....</i>	38
<i>Donations .....</i>	38
<i>Self-published, self-printed, small press, small print run and print-on-demand items.....</i>	39
<i>Controversial Materials and Censorship.....</i>	39
<i>Feedback .....</i>	40
<i>Appendices .....</i>	41
<i>Appendix 1 ALIA Statement on Free Access to Information.....</i>	41
<i>Appendix 2 IFLA Statement on Libraries and Intellectual Freedom.....</i>	42

# WYNDHAM CITY LIBRARIES

## COLLECTIONS POLICY

### Introduction

#### ***Mission***

Wyndham City Libraries' mission is:

*To create a vibrant library service meeting the aspirations of the community.*

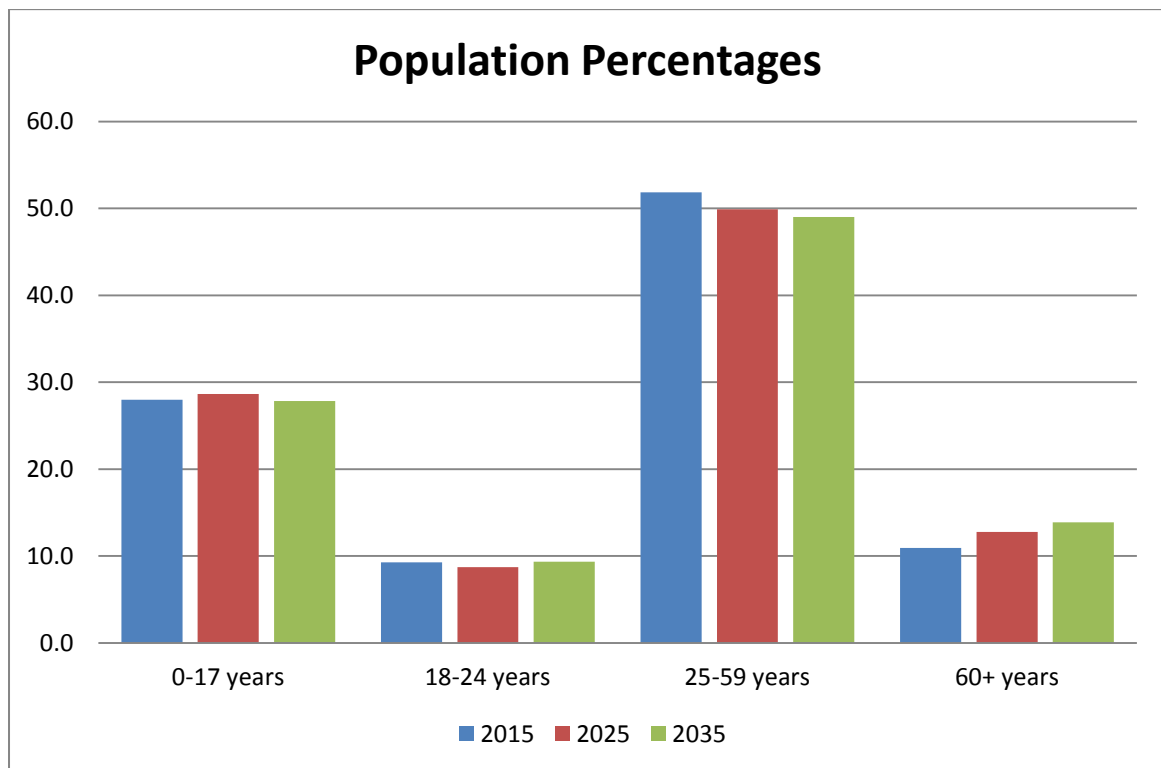
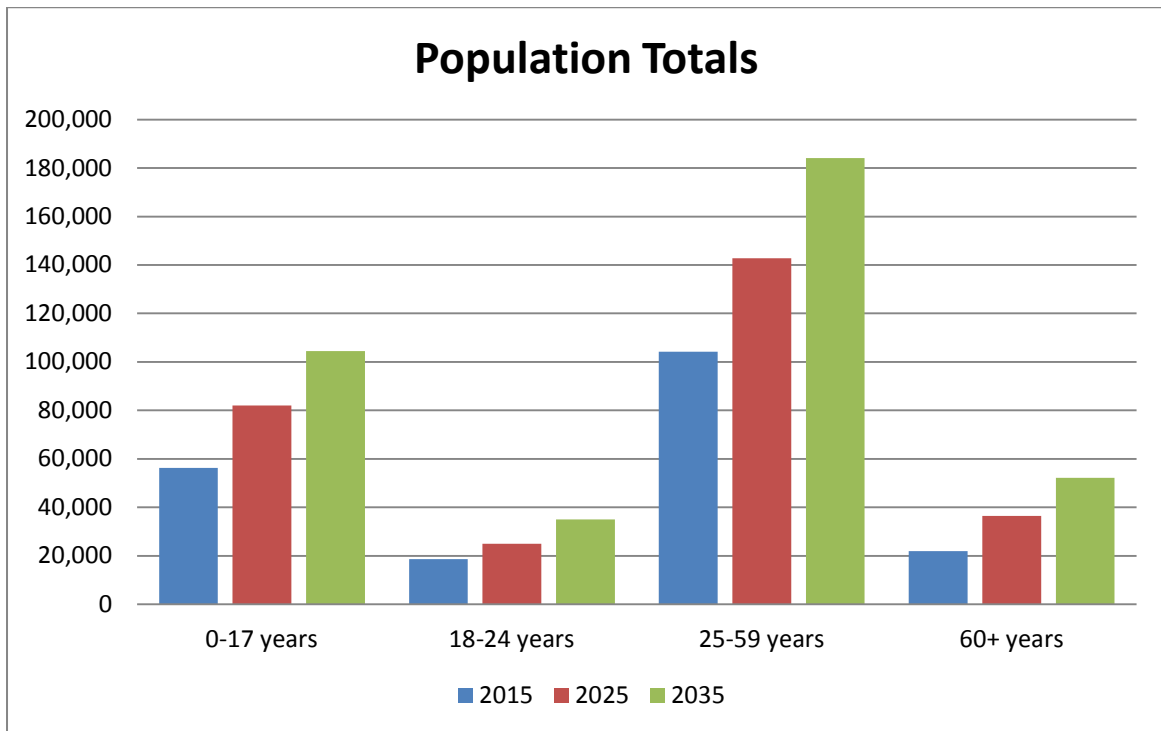
#### ***Goals***

1. To act as a community connector and focal point
2. To be a gateway to information for all
3. To encourage and support lifelong learning and a love of reading
4. To provide excellent customer service at all times
5. To improve the quality and effectiveness of the library service
6. To develop sustainable business practices

#### ***Community analysis***

Wyndham City Council is one of the fastest growing municipalities in Australia. The current population of Wyndham is estimated to be in excess of 199,715 (June 2014); with a current average annual growth rate of 5.6% the population of Wyndham is rapidly increasing. This growth rate is expected to average 3.7% per year over the next 20 years. The population is expected to reach 295,000 in 2026 and will almost double in size to an estimated 384,000 resident in 2036. Wyndham's population by age group is:

<b>Age Groups</b>	<b>Population 2011 (Census)</b>	<b>Percentage 2011 (Census)</b>	<b>Population 2026 (projection)</b>	<b>Percentage 2026 (projection)</b>	<b>Population 2036 (projection)</b>	<b>Percentage 2036 (projection)</b>
<b>0-17 years</b>	45,363	27.2	84,447	28.6	106,620	27.7
<b>18-24 years</b>	16,388	9.8	25,898	8.8	35,920	9.3
<b>25-59 years</b>	87,520	52.5	146,919	49.8	188,059	48.9
<b>60+ years</b>	17,393	10.4	38,019	12.9	53,675	14.0



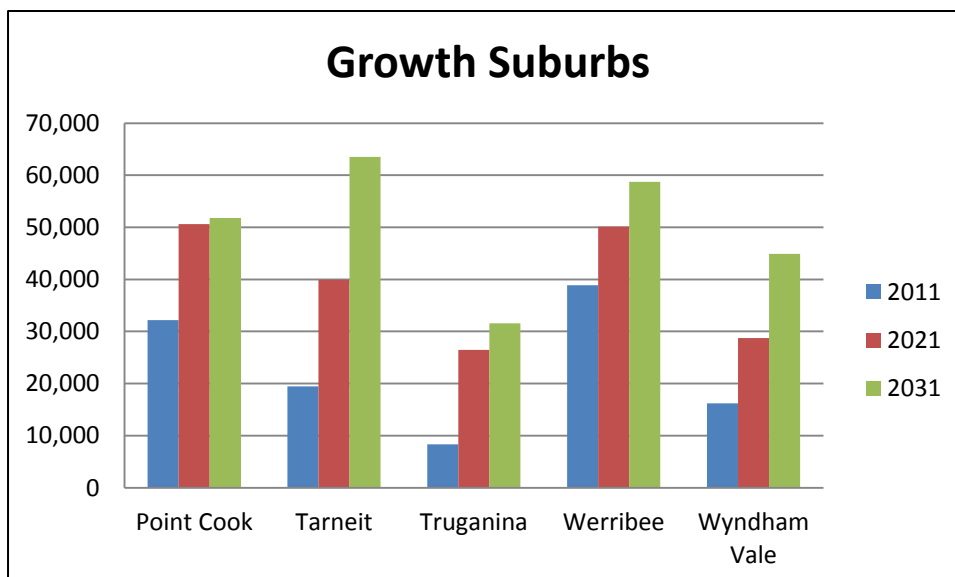
Wyndham’s libraries have greater than average cost vs. benefit ratio for our users, with benefit of \$4.62 for every \$1 invested into our libraries; this is \$1.06 higher than the Victorian state average of \$3.56 (*Dollars, sense and public libraries, 2011, p. 5*).

Demographic trends with implications for Wyndham City Libraries include:

- at the time of the 2011 Census, a large proportion of Wyndham’s population was under the age of 10, making up 16.9% of the population compared with the national average of 12.9%. While the overall proportion of very young residents is stable, the number of very young residents is growing.

- the proportion of residents over 60 years of age is increasing. Over the period 2011 to 2036 this age group will grow from 10.4% to 14% of Wyndham’s population. Wyndham has a lower than average percentage of its population aged over 60 when compared with the national average.
- in 2011, 33.6% of Wyndham residents were born overseas, an increase from 25.2% in 2006 and 22.6% in 2001.
- Wyndham has the third highest population of Aboriginal people in Metropolitan Melbourne (1,153 in 2011). From 2006 to 2011, City of Wyndham's Aboriginal and Torres Strait Islander population increased by 451 people (64.2%). 44.8% of the Aboriginal and Torres Strait Islander people in Wyndham are aged 0-17 years.
- Wyndham has an increasing number of residents from non-English speaking backgrounds (in 2011, 30.3% of residents). In 2006 the proportion was 21% of the population, up from 18% in 2001.
- Wyndham is experiencing ongoing change in the makeup of culturally and linguistically diverse communities. Data from the 2011 Census shows that the top 5 languages spoken in Wyndham were Filipino/Tagalog (2.2% of the population), Italian (2%), Mandarin (2%), Hindi (2%) and Arabic (1.5%). The five fastest growing language communities in Wyndham according to the 2011 Census were Mandarin, Hindi, Punjabi, Filipino and Arabic.
- Compared to the rest of Melbourne, Wyndham has a larger percentage of school leavers at Years 9 (6.3% compared to 5.5%), 10 (15.8% compared to 12.9%) and 11 (13.1% compared to 11.5%). The percentage of students who completed Year 12 is lower than the Melbourne average, with 50.3% of students completing VCE compared to the Melbourne average of 54.6%.
- high-growth areas include the suburbs of Point Cook, Tarneit, Truganina, Werribee and Wyndham Vale.

Suburb	2011	2021	2031	Total growth
Point Cook	32,167	50,623	51,773	19,606
Tarneit	19,435	39,907	63,512	44,077
Truganina	8,353	26,466	31,591	23,238
Werribee	38,898	50,129	58,732	19,834
Wyndham Vale	16,197	28,706	44,911	28,714



**Access**

Access to the collection by the whole community is a key priority. Wyndham City Libraries will work to maximise access by providing:

- knowledgeable, welcoming and helpful staff
- well-ordered and organised collections
- strategic marketing of the collection
- 24/7 virtual access through the library website including access to the library catalogue, reservations, renewals and online resources
- free requests and transit requests between branches
- multiple copies of highly requested items (1 copy per 3 requests)
- well designed, signposted and accessible buildings
- home delivery for customers unable to physically attend the library

## The Collections Policy

The Collections Policy (the Policy) states how Wyndham City Libraries identifies, selects and acquires resources to meet customer needs.

Documents informing the Policy include:

- Wyndham Quality Community Plan 2007
- Wyndham City Plan 2013-2017
- Wyndham City Libraries Strategic Plan 2005-2020
- Wyndham City Libraries Business Plan – Libraries and Community Learning 2014-2015
- Wyndham Learning Community Strategy 2014-2017
- Wyndham City Council – Leading Communities – Statement of Commitment 2015
- Aboriginal and Torres Strait Islander Library, Information and Resource Network (ATSILIRN) Protocols 2012

Our understanding of the local community and its needs will be informed by:

- analysis of demographic data from the Australian Bureau of Statistics and Council surveys
- analysis of circulation and holding statistics
- borrower requests and suggestions
- staff knowledge
- ongoing communication with customers
- in-house surveys
- community consultation

### ***Responsibility***

Responsibility for maintaining this Policy rests with the Coordinator Library Operations, the Collections and Information Services Coordinator, and the Team Leader Children's and Youth Programs and Services, in consultation with a specialist team of librarians. The Policy is reviewed on a regular basis.

### ***Collection goals***

The collection will:

- cater to a diverse community, embracing a wide range of ages, educational backgrounds, reading abilities, interests, tastes and learning styles
- provide a wide range of resources which are current, timely, accurate and relevant whilst also reflecting the needs of specific groups
- provide a balanced range of resources
- maintain a balance of traditional print or physical resources with online resources
- provide popular, best-selling as well as classic and enduring works
- actively collect, preserve and organise material relating to the local area
- include material based on merit and not on any biased viewpoint. Where a specific viewpoint is represented, the collection also endeavours to provide a range of other views
- include 85% of materials which will be used at least three times within the first year of purchase

### ***Statement on acquisition of Aboriginal and Torres Strait Islander materials***

Wyndham City Libraries acknowledges the peoples of the Kulin Nation as the Traditional Owners of the land on which Wyndham is currently being built. Wyndham City Libraries also acknowledges the adverse impact of the displacement of Traditional Owners since colonisation, and the ongoing discrimination, grief and loss endured by Aboriginal people as a result of being disconnected from their language, culture and traditions.

Wyndham City Libraries commits to:

- providing a library collection that includes a variety of depictions and perspectives by Aboriginal and Torres Strait Islander peoples, with a particular emphasis on acquiring materials relevant to Aboriginal people from Victoria;
- providing a collection which is accessible, inclusive, and which empowers Aboriginal and Torres Strait Islander people to share their heritage and strengthen their communities; and
- upholding and expanding Aboriginal and Torres Strait Islander peoples' knowledge and cultural practices through the sharing of relevant materials with the Wyndham community.

### ***Selection***

Selection will be undertaken with:

- the exercise of professional judgement
- an awareness of the needs and interests of individuals and organisations in the community
- knowledge of collection strengths and weaknesses
- consideration of budget and space constraints

Consideration will be given to requests and suggestions from users, and every effort to satisfy demand will be made, based upon the Unique Selection Criteria for each part of the collection.

### ***Methods and tools used***

- Liaison with community members and experts in particular areas
- Customer requests and suggestions
- Review of Horizon and CollectionHQ statistics of usage patterns
- Staff recommendations
- E-lists, online databases, trade and other journals
  - Bibliographies and reviews
  - Bestseller listings
  - Pre-publication information
- Interlibrary loan requests
- Supplier profile orders and standing orders
- Visits from booksellers
- Visits to bookstores and warehouses

### ***General Selection Criteria***

The importance and application of Unique Selection Criteria will vary from one part of the collection to another. Our General Selection Criteria are:

- Popular interest and community needs
- Currency
- Demand



- Authority and reputation of author, publisher, producer or illustrator
- Accuracy
- Structure and layout
- Attractiveness and appeal
- Literary merit
- Potential use
- Special features
- Suitability for appropriate age levels
- Materials which do not demean or objectify particular individuals or groups of people
- Local emphasis
- Cost
- Relationship to the collection
- Judgment of item as a whole
- Format and ease of use
- Date of publication

Policies relating to specific areas of the collection:

## **Newspapers**

### **Aim**

To provide the community with access to current news information available in daily and weekly newspapers.

### **Description**

A collection of national, state, and local newspapers. The current issues are kept on display with limited back issues kept on open access.

Wyndham City Libraries can only subscribe to newspapers printed in Australia. The library is unable to procure newspapers printed outside Australia.

Subscriptions to newspapers in languages other than English are reassessed annually based upon relevant and current demographic data, estimated usage, reliability of publication and timeliness of delivery.

Wyndham's local newspapers are considered a valuable source of information for the community. They are kept on closed access for a period of time. The collection is supplemented by access to national, local and international newspapers online (in databases such as ANZ Reference Centre, and Trove).

### **Scope**

The number of back issues kept for particular newspapers differs by branch and the anticipated value of the availability of back issues to the community. A schedule of current newspaper retention is given below.

<b>Paper</b>	<b>Plaza Library</b>	<b>Werribee Library</b>	<b>Point Cook</b>	<b>Wyndham Vale</b>
The Australian	7 days	4 weeks	3 days	7 days
Australian Financial Review	7 days	4 weeks	3 days	7 days
The Age	7 days	4 weeks	3 days	7 days
The Herald Sun	7 days	4 weeks	3 days	7 days
The Werribee Banner Wyndham Weekly Wyndham Star Weekly	1902-1920 microfilm 1964-2010 bound and held in Stack 2011 bound and held in Stack 2012- boxed and held in stack	Current issue only	Current issue only	Current issue only
The Western Times The Werribee Times Wyndham Leader	1989-2000 2001-2007 2007-2009 bound and held in Stack	Current issue only	Current issue only	Current issue only
The Werribee Star	2005-2010	NA	NA	NA
Werribee Telegraph	1986-1987	NA	NA	NA

Geelong Advertiser	NA	4 weeks	NA	NA
Il Globo	Current issue only	1 day (Then sent to Plaza Library)	NA	NA
Chinese Melbourne Daily	NA	NA	Current issue only	NA
The Weekly Times	Current issue only	NA	NA	NA

### Target Audience

All library customers.

### Unique Selection Criteria

- The major national, state and local newspapers in English printed in Australia
- Census and other demographic data regarding culturally and linguistically diverse communities
- Estimated usage
- Reliability of publication and timeliness of delivery

### Maintenance

Titles retained monthly at Plaza library are discarded at the beginning of each new month. Titles retained weekly at all other branches are discarded on Mondays.

### Responsibility

Each Branch Library Coordinator is responsible for organising disposal of older newspapers.

## **Online Resources**

### **Aim**

To provide our customers with continuous virtual access via the Internet to a wide variety of the up-to-date information and resources. The Library is committed to using network technologies that will enhance the quality of learning by providing more effective access to the latest content.

### **Description**

Online resources are purchased for the purpose of both research and recreation as subscription and non-subscription databases. Online resources enhance the print collection and are essential in providing current information to the community and in some cases; information is only available in an electronic format.

The online resources collection provides a range of digital resources that are available via the library website. These resources include:

- Databases
- Online encyclopaedias
- Community learning databases, platforms and resources

### **Target Audience**

For all customers, but particularly those who use the Internet as their preferred source of information including students at all levels.

### **Unique Selection Criteria**

- Content (including interface and technical considerations)
- Australian content
- Vendor resources, e.g. support, training, value added services, i.e. predefined searches, long term viability of company, product development
- Technical authentication, e.g. modification of databases or interface, outputs, private links
- Technical features, e.g. technical compatibility with existing and future hardware, speed of downloading
- Ease of use and availability of usage statistics
- Service features, e.g. ease of searching, remote access, simultaneous users
- Software compatibility
- Expected usage
- Costs, e.g. setup, maintenance, licensing, vendor comparisons, consortia agreements
- Electronic archiving facility
- Complements print collection
- Licensing arrangements
- Digital Rights Management

**Maintenance**

Online resources are reviewed on an annual basis. Electronic resources are authenticated and maintained by vendors.

**Responsibility**

Coordinator Library Operations  
Collections and Information Services Coordinator  
Coordinator Library Systems Technology

## ***eBooks, eAudiobooks and eMagazines***

### **Aim**

The eBook, eAudiobook and eMagazine collections include both informational and recreational resources. These collections aim to encourage lifelong learning to support and stimulate the cultural, informational and recreational needs of the community, to provide an enriching and enjoyable experience that promotes a love of reading, and to provide information relating to popular culture, events and interests.

### **Description**

The eCollections provide a range of eBooks, eAudiobooks and eMagazines that are available via the library website. These resources include:

- Fiction and nonfiction eBooks
- Fiction and nonfiction eAudiobooks
- eMagazines

### **Target Audience**

For all customers, but particularly those who use digital technologies as their preferred carrier for information and recreation.

### **Unique Selection Criteria**

- Content (including interface and technical considerations)
- Australian content
- Vendor resources, e.g. support, training, value added services, i.e. predefined searches, long term viability of company, product development
- Technical authentication, e.g. modification of databases or interface, outputs, private links
- Technical features, e.g. technical compatibility with existing and future hardware, speed of downloading
- Ease of use and availability of usage statistics
- Service features, e.g. ease of searching, remote access, simultaneous users
- Software compatibility
- Expected usage
- Costs, e.g. setup, maintenance, licensing, vendor comparisons, consortia agreements
- Electronic archiving facility
- Complements print collection
- Licensing arrangements

### **Maintenance**

eBooks, eAudiobooks and eMagazines are reviewed on an annual basis. The service platforms are managed and maintained by vendors.

### **Responsibility**

Coordinator Library Operations  
Collections and Information Services Coordinator  
Coordinator Library Systems Technology

**Future directions**

As an emerging area, these collections are rapidly changing and developing. The library has added eBooks, eAudiobooks and eMagazines to its collection, and these areas will continue to grow, according to demand.

## **Adult Nonfiction Collections**

Develop and promote libraries and community centres as learning centres for all residents from toddlers to older adults. *Quality Community Plan – Vision for Education and Skills Development*

### **Aim**

The Adult Nonfiction Collections aim to encourage lifelong learning and enrichment to support and stimulate the cultural, informational and recreational needs of the community.

### **Description**

The Nonfiction Collections contain resources at a general readership level that provide information about a wide variety of subjects with an emphasis on:

- Recreational pursuits
- General knowledge
- Business and employment
- Personal development
- Physical wellbeing

The Nonfiction Collections contain information that:

- Is timely and accurate
- Is current and in high demand
- Provides a balance of perspectives and points of view
- Where appropriate, emphasises Australian material and content

Textbooks will be included when they are the only sources available on a subject, when they are useful to those undertaking independent study, or when they will serve the information needs of the general public.

### **Target Audience**

The adult populations and young people with advanced reading levels.

### **Unique Selection Criteria**

- Australian content
- Scarcity of information in subject area
- Demand for information in subject area
- Timeliness
- Accuracy
- Local author
- Availability at other branches



**Formats**

All formats in widespread use will be considered including

- eBooks
- Large print books
- Audio books

**Maintenance**

The Nonfiction Collections are weeded on an ongoing basis to ensure that the information is timely and accurate. Some collection areas have specific age requirements and are weeded on an ongoing basis to ensure relevance. The library aims to keep items in this collection under 7 years of age; in some cases where an item is the only book on a subject, it may be kept. Items are no longer retained to allow for cyclic trends, the library aims to meet demands “just in time” as opposed to “just in case”.

- Computers and IT – published in last 3-5 years
- Countries – published in last 5 years
- Health – published in last 5 years
- Travel guides – published in the last 3 years

Usage statistics are also taken into consideration.

Materials that have been lost or damaged will be replaced, if possible, where demand or need is ascertained.

**Responsibility**

Collection and Information Services Coordinator  
Branch Library Coordinators

## ***Local History Collection***

Develop materials on Wyndham's heritage for local schools to include in their curriculum; encourage local students and groups to research lesser known aspects of Wyndham's history.  
*Quality Community Plan - Vision for Heritage, Culture and the Arts*

### **Aim**

Wyndham City Libraries has a commitment to collecting, preserving and making accessible information about the local area. The intention is to develop a collection with a wide range of materials that makes available information relating to all aspects of the Wyndham municipality's past, present and future and will include resources relating to its cultural development, history, society and environment.

### **Description**

The information will be in a number of formats including books, magazines, pamphlets, newspapers and online resources. An emphasis is placed on utilizing new technologies to make this information available.

Acquisition of all material will be in accordance with and in consideration of the collecting guidelines of National Archives of Australia and the Public Records Office of Victoria.

As Wyndham has not developed in isolation, it is important for the Local History collection to acquire a number of pivotal texts relating to the history of Victoria and Australia. In general, however, works of state-wide historical interest will be limited and only included when deemed of relevance to the Local History and/or Genealogy collections. For consistency, these items will be catalogued and shelved with the Genealogy Collection.

The Library has acquired a number of objects relating to the Wyndham City Council's operations. As custodian, the Library is committed to ensuring they will be cared for in an appropriate manner. With the exception of this material and a few items retained for display purposes, the acquisition of object-based material will be limited. When offered to the Library this type of material will be assessed on a case-by-case basis. Acceptance will only be made after taking into consideration its research and display value and its conservation and preservation needs.

When offered original archival material that needs specialised care and preservation the Library will endeavour to assist the donor to find an alternative home for it. Initially the Library will consult with State Library of Victoria and/or the Museum of Victoria to determine whether the material is of "state-wide" significance. If it is so deemed, the Library will help to facilitate the transfer of the material to the appropriate institution. If the material is deemed of local significance only the Library will endeavour to find a home for it within the municipality. Material of significance may be copied for inclusion in the Local History Collection.

The Library has, in the past, worked in partnership with the Werribee and District Historical Society to enable the Library to provide access to images of the local area via the online catalogue and Picture Australia.

All additions to the local history collection are considered in light of the aims and ongoing management of the Wyndham History Project, particularly materials such as photographs and recordings, which may be digitised for inclusion in the digital archive.

**Target Audience**

Students, researchers.

**Responsibility**

Family and Local History Librarian  
Collections and Information Services Coordinator

**Unique Selection Criteria**

- Information about and relevant to the Wyndham area
- Victorian materials are chosen selectively

Directories of Victorian locations and place names.

***Genealogy Collection*****Aim**

To make available resources that will enable the public to research their family histories.

**Description**

Wyndham City Libraries has a significant and well-used collection of material relating to Genealogy that includes books, microfiche, microfilm, CDROMS, periodicals and online databases.

**Target Audience**

Family researchers and students

**Maintenance**

The Collection is weeded on a regular basis when material is superseded by a newer edition or when material is out of date. Due to the nature of the Collection, some material older than 7 years will be retained.

**Responsibility**

Family and Local History Librarian  
Collections and Information Services Coordinator

## **Adult Fiction Collections**

### **Aim**

A Collection that provides an enriching and enjoyable experience that promotes a love of reading.

### **Description**

The Adult Fiction Collections contains popular, contemporary and classic works in English, covering a wide range of genres.

### **Scope**

The collection will include:

- Bestsellers
- Contemporary literature
- A representative selection from fiction genres (classics, science fiction, fantasy, romance, crime and mysteries)
- Winners of major international prizes
- Winners and short-listed titles for Australian awards
- Critically acclaimed works from other cultures in English translation

### **Target Audience**

The adult population and young people with advanced reading levels.

### **Unique Selection Criteria**

- Reputation or significance of authors
- Reflective of current trends
- Continuance of series
- Local authors

### **Formats**

All formats in widespread use will be considered

- Hardback books are preferred for general fiction
- Paperback books are preferred for non-bestselling authors in romance, fantasy and science fiction
- Large print books in hardback and paperback
- Audiobooks (CD and MP3-CD)

### **Maintenance**

The Adult Fiction Collections will be weeded on an ongoing basis using the following methods:

- Usage statistics
- Sight assessment of physical condition

Materials that have been lost or damaged will be replaced, if possible, where demand or need is ascertained.

**Responsibility**

Collections and Information Services Coordinator  
Branch Library Coordinators

## ***Community Language Collections***

### **Aim**

To provide a collection of reading resources in selected community languages.

### **Description**

Wyndham City Libraries currently offers a non-English-language collection with popular reading materials in five community languages.

Wyndham is becoming home to more culturally and linguistically diverse (CALD) groups, and the number of residents from non-English speaking backgrounds is growing. Residents identifying as speakers of Filipino/Tagalog (2.2%), Italian (2%), Mandarin (2%), Hindi (2%) Arabic (1.5%), Punjabi (1.3%), Cantonese (1%) and Spanish (1%) are from CALD communities constituting 1% or more of Wyndham's population.

### **Scope**

The Library may purchase some periodicals in major language groups to provide up-to-date reading material (see Periodicals section for Unique Selection Criteria).

Some print fiction (mainly bestsellers) and print nonfiction materials are purchased in the following languages:

- Arabic
- Chinese (Simplified Chinese text preferred)
- Hindi
- Italian
- Spanish

The Library also maintains a separate collection of Chinese-language DVDs (Mandarin and Cantonese), with an emphasis on popular films and television series.

### **Unique Selection Criteria**

Selection of materials is based on demand and local demographics.

The following selection criteria are used for establishing new community language collections:

- A population size of more than 1,000 for a particular CALD community group
- Availability of funding and library space
- Availability of materials through approved library suppliers to build a viable collection
- Literacy needs and demands of a particular CALD community group
- Literacy culture of a particular CALD community group

### **Target Audience**

Residents from non-English speaking backgrounds and culturally and linguistically diverse community groups.

### **Formats**

- Books
- Magazines

- DVDs (Chinese and Hindi only)

**Maintenance**

The Community Language Collections are maintained on an ongoing basis using the following methods:

- Usage statistics
- Sight assessment of physical condition

A language may be removed from the Collection if demand is no longer present.

**Responsibility**

Collections and Information Services Coordinator

## ***English as a Second Language Collection (ESL)***

### **Aim**

The ESL Collection aims to provide resources suitable for adults learning English as a second language, or English speaking adults who wish to improve their English literacy skills, in order for them to function more effectively in an English language environment.

### **Description**

A collection of resources covering instruction in all of the English literacy skills. English literacy skills covered are spelling, reading, writing, grammar, comprehension and pronunciation, from basic to advanced levels.

### **Target Audience**

Adults from culturally and linguistically diverse community groups, English-speaking adults wishing to improve their literacy skills, teachers in adult ESL education, and people involved in promoting adult literacy.

### **Unique Selection Criteria**

- Recommendations by specialist groups such as AMES, and other teachers of English language to adults
- Preference given to materials specifically designed for particular language groups within Wyndham
- Items in kit form which include audio-visual resources to support the comprehension of print materials

### **Responsibility**

Collections and Information Services Coordinator  
Branch Library Coordinators



## ***LGBTIQA+ Collection***

### **Aim**

This collection aims to support Wyndham's Lesbian, Gay, Bisexual, Transgender, Intersex, Questioning/Queer and Asexual community and the broader community by providing a range of materials intended for different age groups and addressing different areas of interest.

### **Description**

Unlike other collections, the LGBTIQA+ collection is not discrete – it include fiction and non-fiction materials across junior, youth and adult holdings, including graphic novels and audio-visual items. An LGBTIQA+ Core Collection is defined by items addressing the following core themes:

- Questioning and coming out
- Parenting and families
- LGBTIQA+ History
- Personal memoir
- Health and Wellbeing
- Intersectional identities
- Items of relevance to specific LGBTIQA+ communities

The LGBTIQA+ collection contains materials which have:

- Strong relevance to and coverage of a given subject area (as above)
- Reputation/authority within LGBTIQA+ communities
- Authors who are members of LGBTIQA+ communities
- Popular/current appeal

There is scope within this collection for acquiring self-published and/or independently published works if they address areas and/or subjects of limited availability through mainstream publishers.

### **Core Collection**

The LGBTIQA+ Core Collection is a distinct set of items within from Wyndham City Libraries' wider LGBTIQA+ holdings. This Core Collection comprises materials addressing core themes as listed above.

### **Target Audience**

LGBTIQA+ community members of all ages, as well as their families, friends, and co-workers, and interested members of the Wyndham community.

### **Unique Selection Criteria**

- Preference for works by LGBTIQA+ authors, including strong preference for transgender and intersex texts to be written by transgender/intersex authors
- Preference for Australian content/local authors
- Acquisition to address proportional imbalances in holdings for specific communities (e.g. bisexual)
- Distribution of items from LGBTIQA+ collection across Wyndham City Libraries' branches
- Items will also be evaluated with respect to any Unique Selection Criteria applicable to item's primary collection

**Formats**

All formats in widespread use will be considered.

- eBook holdings for items addressing Health & Wellbeing and Questioning & Coming out are of particular interest as for some patrons they may offer greater accessibility

**Maintenance**

The LGBTIQA+ collection is reviewed annually to ensure that a wide range of holdings across junior, youth and adult collections is maintained, and to identify any shortfalls or imbalances in the number and type of items held.

As this collection is located in many other collections (e.g. Junior Fiction, Adult Non Fiction etc.) items may be subject to the weeding requirements of their applicable collections.

The library aims to keep items in this collection under 5 years of age; in some cases where an item is the only book on a subject, it may be kept.

Materials that have been lost or damaged will be replaced, if possible, where demand or need is ascertained.

**Responsibility**

Collection and Information Services Coordinator  
Branch Library Coordinators

## ***The Children's & Young Adult Collections***

### **Aim**

These collections are designed to promote a love of reading and learning, and meet the educational, recreational and cultural needs of the young people of Wyndham.

### **Description**

30% of Wyndham's population is under the age of 19 and 40% of the Junior Collection is typically on loan. The Children's and Young Adult collections are therefore both important and substantial. Materials are evaluated for reading level, interest level and ability to engage the reader. In response to this, the Children's collection is divided into ten major areas:

1. Picture Books
2. Junior Fiction
3. Young Adult Fiction
4. Junior Nonfiction (incorporating Junior Fun Facts and Junior Nonfiction)
5. Young Adult Nonfiction (incorporating YA Life Matters and YA Study Assist)
6. Junior Audiobooks
7. Young Adult Audiobooks
8. Junior Graphic Novels
9. Young Adult Graphic Novels
10. Learning Resources

Emphasis is placed on:

- recreational materials
- materials that encourage a love of reading and books
- materials to support school assignments
- materials that assist the development of early childhood literacy and numeracy
- materials addressing Aboriginal and Torres Strait Islander peoples' history, culture and knowledge

### **Target audience**

Customers served range in age from 0-19 years. Childcare providers, parents and other adults working with young children are an audience also served by this collection.

### **Maintenance**

All Children's and Young Adult collections will be weeded on an ongoing basis using the following methods:

- Computer generated lists showing usage figures
- Computer generated lists showing age of resources
- Sight assessment of physical condition
- Analysis of branch demand

Materials that have been lost or damaged will be replaced, where possible, if demand or need is ascertained.

**Responsibility**

Children's Librarians  
Education and Youth Services Librarians  
Children's and Youth Programs and Services Team Leader

**Picture Books****Description**

A book is placed in the Picture Book collection where the interplay of text and illustrations is fundamental to the book as a whole. This collection also includes some bilingual (LOTE) and nonfiction picture books (Special Themes including parenting issues). Pictorial books aimed at older children will not be included in this collection.

**Target audience**

The primary audience for this collection are infants and young children.

**Unique Selection Criteria**

Consideration is given to balancing factors such as:

- Aesthetic appeal
- Readability
- Ability to engage pre-schoolers
- Content for birth to age 5
- Focus on Australian authors

Short-listed and award winning Australian titles are purchased.

Multiple copies of popular works are purchased.

**Formats**

A mix of hardback/paperback is selected due to the advantages of each format. Big books, pop-ups and spiral bound books are not a preferred format. Exclusions include editions with novelty items, vulnerable bindings and stories for older children in board book format.

**Future directions**

The current collection of ePicturebooks will be increased to include Australian and international authors. The bilingual collections will continue to be reviewed and expanded to include more community languages.

## ***Junior Fiction***

### **Description**

A book is considered appropriate for the Junior Fiction category when the content, vocabulary and structure is deemed more relevant to independent readers aged between five and twelve years.

### **Target audience**

Junior Fiction is aimed at independent readers, usually aged between five to twelve years.

### **Unique Selection Criteria**

- Clarity and appeal
- Well-structured plot lines
- Victorian Premiers' Reading Challenge titles
- Age appropriate comics and graphic novels
- Junior editions of popular adult titles
- Continuance of series where deemed popular
- Bestsellers, award winners
- Junior novelisations of films

### **Formats**

- Paperback format is preferred
- Audio books on CD only

### **Exclusions are**

- Irregular shapes
- Novelty items

### **Future directions**

The Junior eBook and eAudiobook collections will be expanded to cater for patron demand.

## ***Junior Nonfiction***

### **Description**

Junior Nonfiction is divided into two separate collections – Junior Nonfiction and Junior Fun Facts.

**Junior Nonfiction** contains study related resources providing information on a wide variety of subjects including:

- general knowledge
- school study topics
- study guides

- project material
- personal development
- physical wellbeing

This collection is a comprehensive range of resources that weather cyclic changes in demand spanning 4-5 years. We aim for 90% of the collection to be under 5 years old.

The Junior Nonfiction collection contains information that:

- is timely, accurate and useful
- has emphasis on materials that are current and cover a comprehensive range of topics
- provides a balance of perspectives and points of view.

#### **Unique Selection Criteria**

- Contemporary significance and permanent value
- Accuracy and reliability
- Currency of information
- Readability, clarity and appeal
- Provision of effective contents, glossaries and indices
- Price and availability
- Format, durability and ease of use
- Scarcity of information in subject areas
- Demand for information in subject area
- Australian content where possible
- Relation to existing collection
- Availability at other branches
- Observation of branch based trends, particularly in terms of curriculum cycles.

Text books are not purchased in support of specific subjects, however will be considered when they are the only or best sources available on a subject. Partnerships with schools in the municipality will be continued, in order to ensure currency and relevance of the collections.

**Junior Fun Facts** is a browsing collection focused on recreational reading. This collection includes hobbies, media related items and trivia.

#### **Unique Selection Criteria**

- Attractive covers
- Image dominated
- Currency of appeal
- Readability, clarity and appeal
- Price and availability
- Format, durability and ease of use
- Demand for information in interest area

#### **Target Audience**

Age 5-12, catering to a range of reading levels.

**Format**

A greater variety of formats is acceptable in these collections.

**Maintenance**

Materials which have been lost or damaged will be replaced, if possible, where demand or need is ascertained.

Items are weeded regularly to ensure relevance. Criteria for weeding include:

- Age of item
- Popularity
- Demand

**Future Directions**

Like the Adult Nonfiction collections, the Junior Nonfiction collections will continue to be revitalised with a major withdrawal and replacement programme. Future efforts will work towards updating the age profile, whilst maintaining the breadth and depth of the collection. eBooks are currently being evaluated for suitability.

***Young Adult Fiction*****Description**

A book is considered appropriate for the Young Adult category when the content and language is deemed more relevant to and popular with young people.

**Target audience**

Young Adult fiction is aimed at young people, usually aged between twelve to nineteen years.

**Unique Selection Criteria**

- Popularity of authors and genres
- Contemporary significance
- Continuance of series
- Aesthetic appeal of covers
- Focus on the experience, maturity and interests of young people
- School English texts

**Format**

- Paperback format is preferred
- Audio books on CD only

**Future directions**

The Young Adult eBook and eAudiobook collections will be expanded to include the most popular items available.

## ***Young Adult Nonfiction***

### **Description**

Young Adult Nonfiction is divided into two separate collections – Life Matters and Study Assist.

**Study Assist** comprises study-related resources providing information on a wide variety of subjects including:

- school study topics years 7-12
- study guides and study skills
- TAFE and university course guides

Textbooks are not purchased in support of specific subjects, however will be considered when they are the only or best sources available on a subject.

### **Unique Selection Criteria**

- Accuracy and reliability
- Currency of information
- Readability and clarity
- Provision of effective contents, glossaries and indices
- Price and availability
- Format, durability and ease of use
- Demand for information in subject area
- Australian content where possible
- Observation of branch based trends, particularly in terms of curriculum cycles

**Life Matters** is a browsing collection that includes material relating to:

- personal development
- physical and emotional wellbeing
- recreational interests
- popular culture

### **Unique Selection Criteria**

- Contemporary significance, permanent value or popular interest
- Accuracy and reliability
- Currency of information
- Readability, clarity and appeal
- Price and availability
- Format, durability and ease of use
- Demand for information in subject area
- Australian content where possible
- Observation of branch based trends, particularly in terms of popularity

### **Target Audience**

Age 12-19, catering to a range of reading levels.



**Format**

Paperback format is preferred.

**Maintenance**

Materials which have been lost or damaged will be replaced, if possible, where demand or need is ascertained.

Some collection areas have specific age requirements and are weeded annually to ensure relevance.

**Future Directions**

Like the Adult Nonfiction collections, the Young Adult Nonfiction collections will continue to be revitalised with a major withdrawal and replacement programme. Future efforts will work towards updating the age profile, whilst maintaining the breadth and depth of the collection.

Partnerships with schools in the municipality will be continued, in order to ensure currency and relevance of the collections.

**Graphic Novels****Description**

A Graphic Novel can be defined as any self-contained story in a single binding that uses a comic book-like page layout. The collection comprises a Junior Graphic Novel collection and a Young Adult Graphic Novel collection.

**Target Audience**

Ages 5-19 catering to a range of reading levels and cognitive abilities.

**Unique Selection Criteria**

- Personal vetting of each item is required due to explicit graphic artwork
- Junior Graphic Novels
  - Content is still to be assessed for junior graphic novels - a book which is usually contained in the junior fiction collection may have inappropriate visual imagery not suitable for junior readers (for example Star Wars).
  - If in doubt, place in YA section
- Young Adult Graphic Novels
  - Where possible, trusted supplier recommendations are to be used in the purchase of YA graphic novels. These include Sealight Books ([www.sealightbooks.com.au](http://www.sealightbooks.com.au)) and No Flying No Tights (<http://www.noflyingnotights.com/>) which can help distinguish between YA and adult content.

**Format**

Paperback is preferred; however, hardbacks are still purchased if there is no alternative.

## Maintenance

Materials belonging to a series will be mended at least once and then replaced if possible, to ensure continuance of the series. As the binding is very poor with the majority of graphic novels, the spine is stapled prior to covering wherever possible.

## Future Directions

Both collections will continue to be developed and expanded to provide a balanced collection covering manga, anime as well as those with a continuing story line.

## Learning Resources

Develop programs to improve pre-literacy and pre-numeracy skills so that children from all homes in Wyndham are ready to do well from the day that they enter school. *Quality Community Plan – Vision for Education and Skills Development*

## Description

The Learning Resources collection is designed to help improve basic literacy and numeracy skills. The collection provides materials in workbook formats, as well as graded readers and workbooks to guide adults.

The Learning Resources collection is organised into three sub-collections:

### 1. Literacy Resources –

Contains workbooks for English grammar, spelling and writing exercises, as well as picture books that teach first words, the alphabet, or are easy reader type books, and structured readers such as Fitzroy Readers.

### 2. Numeracy Resources –

Contains workbooks for teaching mathematics at primary levels and books that explain mathematical concepts in a simple way. Picture books that involve counting and basic number recognition are also included. Books that involve concepts such as telling the time, shapes and pattern recognition are also included.

### 3. Parent/Teacher Resources – Green Spot

Resources for adults looking for strategies to help teach basic numeracy and literacy skills.

All sub-collections also support local school curricula.

## Target Audience

All ages, from birth through to adult.

## Unique Selection Criteria

Consideration is given to factors such as:

- Aesthetic appeal
- Readability
- Ability to engage
- Layout and design of workbooks
- Structure, grading and readability of readers
- Relevance to Australian students/curriculum
- Suitability for intended use

**Format**

All formats are purchased, however big books and spiral bound books are not a preferred format. PC games, DVDs and CDs are purchased when they fall into the above sub-collections and meet the Unique Selection Criteria. Videos are no longer a preferred format.

**Maintenance**

Materials belonging to a series will be mended at least once and then replaced if possible, to ensure continuance of the series. Back ordering is used to keep set intact when available.

**Future directions**

The Learning Resources Collection will continue to be expanded to meet growing needs of the community. Partnerships with schools in the municipality will be continued, in order to ensure currency and relevance of the collections. Teaching Resource kits will be developed to further support the community, community groups and teaching institutions. These will be able to be used as an aid to classroom teaching, or for fun and practical in-depth research for children on a personal basis.

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## ***The Audio-Visual Collection***

### ***Film***

#### **Aim**

The collection will cater for popular demand, and aims to serve the general informational, educational and recreational needs of the community.

#### **Description**

A wide range of film and television DVDs for all ages, in a variety of genres, the collection includes documentaries, music, instructional titles, TV series and movies.

#### **Scope**

- Popular films or award winning films
- Quality subtitled foreign films
- Popular television series
- Filmed books and plays
- Classic films
- Music DVDs
- Animated and live action films for children

#### **Target audience**

All

#### **Unique Selection Criteria**

- Content
- Educational contribution
- Appeal
- Wherever possible region free or region 4

#### **Formats**

DVDs

#### **Responsibility**

IT Library Technician  
Collections and Information Services Coordinator  
Branch Coordinators

#### **Future directions**

Care is taken to maintain an awareness of changes in technology. Popular formats may change.

**Recorded music****Aim**

To provide a broad spectrum of music for people of all ages.

**Description**

A variety of CDs that represent a full range of musical styles. Recordings by well-known artists of standard works that are likely to have enduring appeal are preferred.

**Scope**

The focus of the collection is on popular contemporary music but wide varieties of musical genres are catered for including:

- Classical
- Traditional
- Jazz
- Alternative
- Children's music

**Formats**

CDs

**Responsibility**

IT Library Technician  
Collections and Information Services Coordinator  
Branch Coordinators

**Future directions**

Wyndham will continue to explore options to enable members to access content and obtain music recordings through legal downloads.

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## ***Sheet Music***

### **Aim**

To provide a range of sheet music for recreational pursuits.

### **Description**

A collection of popular sheet music that appeals to a wide variety of ages and talents.

### **Scope**

The collection focuses on:

- Piano music
- Guitar music
- Vocal scores

Other instruments supported include:

- Keyboard
- Drums
- Wind instruments

This collection does not support music curriculum.

### **Unique Selection Criteria**

- Suitable for solo performance

### **Responsibility**

Collections and Information Services Coordinator

## **Magazines**

### **Aim**

A ready information collection relating to popular culture, events and interests.

### **Description**

Magazines of general and popular interest are purchased for circulation, and reading within the library. Magazines are provided for children, young adults and adults in English and other languages. With the exception of weekly publications, current issues are not for loan. Periodical collections between branches are complimentary, only the core collection is duplicated.

### **Unique Selection Criteria**

- Popular demand
- Projected use assessed against price of subscription
- Australian content or relevance to Australian readers
- Continuity of supply

### **Foreign language**

Some periodicals are purchased in languages other than English. An annual review is conducted in conjunction with the foreign language collection. Attention is paid to any changes in local demographics and changes in customer preferences.

Current languages held, other than English, are:

- Italian
- Chinese
- Hindi

### **Unique Selection Criteria**

1. Availability
2. Pricing
3. Knowledge of the Wyndham demographics

### **Maintenance**

The period for which copies of a title will be kept is dependent on physical condition, frequency of publication, subject content and space considerations. Generally, weekly periodicals are retained for 6 months, monthly and less frequent publications are retained for the current and previous year.

All periodical subscriptions are reviewed annually. Titles are cancelled if circulation does not exceed an average of four issues per copy per year.

## ***Weeding and Appraisal of Items***

All staff are responsible for changing damaged, dirty, faulty or unappealing items to mending status. Staff may use the Weeding/Appraisal form to report to the relevant staff member responsible for appraisal why an item has been placed in the Weeding/Appraisal box, replacement copies are purchased where appropriate.

The following staff are responsible for overseeing the appraisal of these resources:

**Adult Resources** Collections and Information Services Coordinator, and Branch Coordinators

**Junior & Youth Resources** Team Leader Children's and Youth Programs and Services, and Children's and Youth Librarians

Collection weeding is a routine process that supports the collection goals and maintains the attractiveness, currency and relevance of the collection. Items must be periodically removed from the collection to create space for new resources and to ensure that shelves are not overstocked.

Materials may be discarded based on the following criteria:

- Currency or accuracy of information
- New edition available
- Age of the item
- Physical condition of the item
- Number of copies in the collection
- Online availability
- Capacity of library buildings
- Circulation of the item (not borrowed in a certain period or not meeting turnover rates)

These criteria may not be equally relevant for all collections and are suitably adjusted to meet the needs of the area being appraised; works of enduring literary merit may be retained outside of these criteria.

Items discarded from the collection may be sold, recycled or donated to organisations within the community.

## ***Evaluation***

The collection is evaluated by statistical analysis; evidence based stock management, feedback from library customers and staff. Statistics including circulation and turnover rates, overall age of the collection and total number of items are used to measure the success of the collection.

## ***Donations***

From time to time, materials may be donated to the library for potential inclusion in the collection. Donated items are accepted only when offered without conditions. All donated items are evaluated in accordance with the criteria applied to purchased materials. Unsuitable and unwanted items are dealt with by sale, donation or disposal.



Donated materials may include self-published, self-printed, small press, small print run and print-on-demand titles. These items typically have not been reviewed in standard published sources and often do not meet selection criteria.

### ***Self-published, self-printed, small press, small print run and print-on-demand items***

Informational and recreational items added to the collection have ordinarily undergone significant editorial review and intervention as part of the publication and production process, and have typically been reviewed in standard published sources.

Self-published, self-printed, small press, small print run and some print-on-demand titles often do not undergo editorial review, editorial intervention, accuracy checking or peer review. These items typically have not been reviewed in standard published sources. Items of this nature are not generally considered for addition to the collection.

A limited exception may be made for material judged to have some special significance for the collection, including local historical value or value for genealogical research.

### ***Controversial Materials and Censorship***

The ALIA Statement on Freedom to Access Information (Appendix 1) and the IFLA Statement on Libraries and Intellectual Freedom (Appendix 2) underpins the selection and distribution of materials in the Library. Wyndham City Libraries does not support any particular view and has a duty to the community to offer a balanced collection by including information on all sides of an issue. Selections will not be made on the basis of any anticipated approval or disapproval by individuals or groups. Materials which demean or objectify particular individuals or groups of people are excluded from selection.

Wyndham City Libraries acknowledges that the collection may contain materials that are offensive to Aboriginal and Torres Strait Islander peoples.

Wyndham City Libraries commits to:

- developing an awareness of the extent to which the collection may contain materials which will be offensive to Aboriginal and Torres Strait Islander peoples;
- taking advice from and develop effective consultation strategies with Aboriginal and Torres Strait Islander peoples in relation to sensitive materials;
- developing strategies to deal appropriately with offensive materials in consultation with Aboriginal and Torres Strait Islander peoples (ATSILIRN Protocols, no. 7).

It is the responsibility of parents to guide children under the age of 18 in the selection of materials and take responsibility for items borrowed.

The power to censor materials lies with the Federal and State Governments, items prohibited by law will not be considered for inclusion into the collection. Any restrictions imposed on the access of items in the collection will be observed by the library.

***Feedback***

We welcome feedback about the library. Any complaints received regarding items in the collection are responded to by the staff member with responsibility for the relevant collection area. In the case where the staff member is not available at the time of complaint it will be passed on to them for follow up. Where possible verbal complaints are responded to in person or over the telephone and written complaints are responded to in writing. Challenged items will be evaluated and decisions regarding the outcome of the challenged items will be based on the selection criteria and the information in the supporting documentation (Appendix 1 and 2).

## **Appendices**

### **Appendix 1 ALIA Statement on Free Access to Information**

#### **ALIA objects addressed**

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.

**Appendix 2 IFLA Statement on Libraries and Intellectual Freedom**

IFLA (The International Federation of Library Associations and Institutions) supports, defends and promotes intellectual freedom as defined in the United Nations Universal Declaration of Human Rights.

IFLA declares that human beings have a fundamental right to access to expressions of knowledge, creative thought and intellectual activity, and to express their views publicly.

IFLA believes that the right to know and freedom of expression are two aspects of the same principle. The right to know is a requirement for freedom of thought and conscience; freedom of thought and freedom of expression are necessary conditions for freedom of access to information.

IFLA asserts that a commitment to intellectual freedom is a core responsibility for the library and information profession.

IFLA therefore calls upon libraries and library staff to adhere to the principles of intellectual freedom, uninhibited access to information and freedom of expression and to recognize the privacy of library user.

IFLA urges its members actively to promote the acceptance and realization of these principles. In doing so, IFLA affirms that:

- Libraries provide access to information, ideas and works of imagination. They serve as gateways to knowledge, thought and culture.
- Libraries provide essential support for lifelong learning, independent decision-making and cultural development for both individuals and groups.
- Libraries contribute to the development and maintenance of intellectual freedom and help to safeguard basic democratic values and universal civil rights.
- Libraries have a responsibility both to guarantee and to facilitate access to expressions of knowledge and intellectual activity. To this end, libraries shall acquire, preserve and make available the widest variety of materials, reflecting the plurality and diversity of society.
- Libraries shall ensure that the selection and availability of library materials and services is governed by professional considerations and not by political, moral and religious views.
- Libraries shall acquire, organize and disseminate information freely and oppose any form of censorship.
- Libraries shall make materials, facilities and services equally accessible to all users. There shall be no discrimination due to race, creed, gender, age or for any other reason.
- Library users shall have the right to personal privacy and anonymity. Librarians and other library staff shall not disclose the identity of users or the materials they use to a third party.
- Libraries funded from public sources and to which the public have access shall uphold the principles of intellectual freedom.
- Librarians and other employees in such libraries have a duty to uphold those principles.
- Librarians and other professional libraries staff shall fulfil their responsibilities both to their employer and to their users. In cases of conflict between those responsibilities, the duty towards the user shall take precedence.