



Collections Policy

Wyndham City Libraries

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Wyndham City Libraries

COLLECTIONS POLICY

Introduction

Vision

Wyndham City Libraries' vision is:

A place where everyone can learn, connect and grow.

Aim

Wyndham City Libraries will develop and manage library content and collections which meet the information, education, recreation and cultural needs of the community, foster a love of reading, and support the development of lifelong learning.

Access

Wyndham City Libraries commits ensuring universal and efficient access to the collection for all members of the Wyndham community, regardless of age, ability or background. This is achieved through:

- knowledgeable, welcoming and helpful staff
- well-ordered and organised collections
- providing access to resources in a variety of formats, including print, audio and digital collections
- utilising a variety of circulation models to maximise access to digital content (for example pay per use and simultaneous lending)
- utilising innovative service delivery approaches to increase access to the physical collection including pop-up libraries and self-service bookshelves in community centres and other locations)
- reducing, as far as possible, fees and charges that are barriers to use of the library collection
- minimising wait times by purchasing sufficient quantities of high-demand titles
- Ensuring languages other than English that are widely used in Wyndham are represented in physical and digital collections
- Collaboration with other libraries to expand the size of the collection available to Wyndham residents through inter-library loans and other forms of resource sharing
- well designed, signposted and accessible buildings
- a Home Library Service for eligible borrowers unable to physically attend the library

Community analysis

Wyndham is currently one of the largest and fastest growing local government areas in Australia. The estimated resident population of Wyndham in 2022 was 309,125, is now forecast to reach 501,634 by 2041, which will take us to the end of the current *Library Service Strategy* period. Figure 1 shows the forecast population of Wyndham over the period 2021–2041.

Figure 1: Forecast population of Wyndham, 2021-2041

Source: .id; <https://forecast.id.com.au/wyndham>

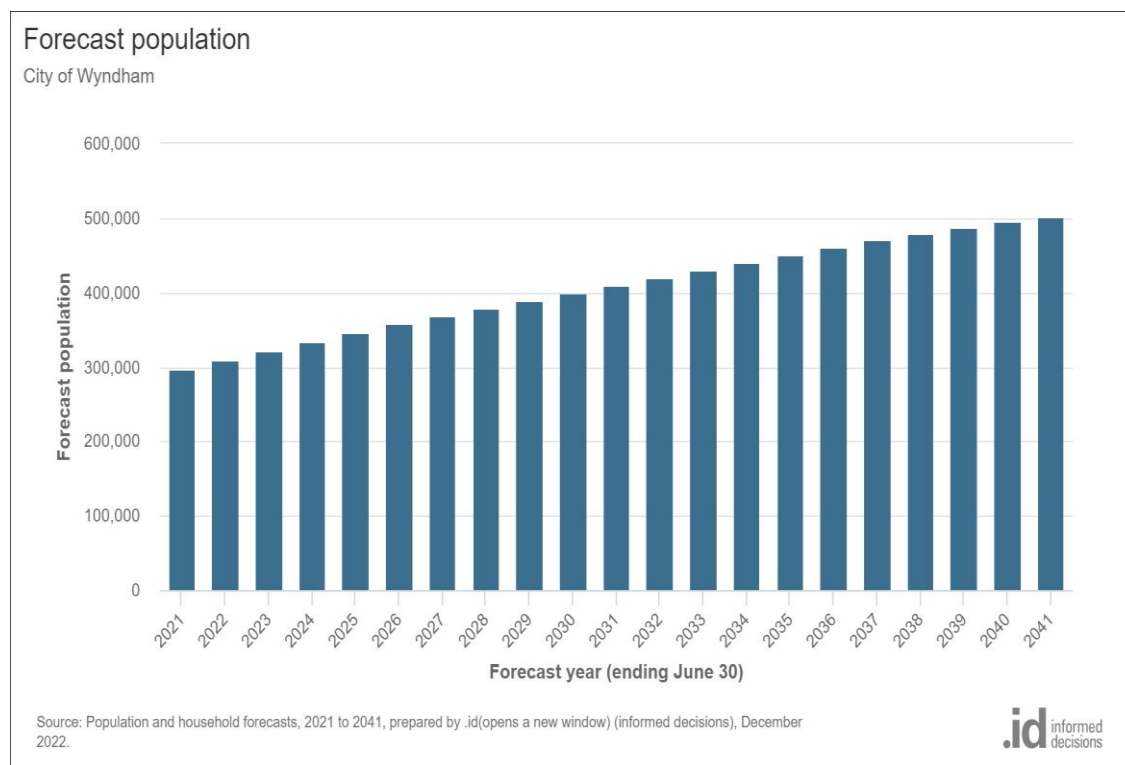


Table 1 shows the five-year age group structure of the 2021 resident population with interesting divergences from the population of Greater Melbourne. These differences are summarised by .id, demographic consultants, as follows:¹

By comparison with the Greater Melbourne average, Wyndham in 2021 had:

- A larger percentage of persons aged 0 to 4 (8.9% compared to 5.9%)
- A larger percentage of persons aged 5 to 9 (9.2% compared to 6.3%)
- A larger percentage of persons aged 30 to 34 (9.8% compared to 8.2%)
- A larger percentage of persons aged 35 to 39 (11.3% compared to 8.0%)
- A smaller percentage of persons aged 45 and above

¹ City of Wyndham, *Five year age groups*: <https://profile.id.com.au/wyndham/five-year-age-groups>. Accessed 1 May 2018.

Table 1: Age structure - Five year age groups

City of Wyndham - Total persons (Usual residence)	2021			2016			Change
Five year age groups (years)	Number	%	Greater Melbourne %	Number	%	Greater Melbourne %	2016 to 2021
0 to 4	26,099	8.9	5.9	21,381	9.8	6.4	+4,718
5 to 9	26,833	9.2	6.3	18,395	8.5	6.2	+8,438
10 to 14	21,187	7.3	6.0	14,029	6.5	5.7	+7,158
15 to 19	16,018	5.5	5.6	12,735	5.9	6.0	+3,283
20 to 24	18,034	6.2	6.7	13,376	6.2	7.4	+4,658
25 to 29	22,298	7.6	7.8	17,427	8.0	8.1	+4,871
30 to 34	28,719	9.8	8.2	23,462	10.8	8.2	+5,257
35 to 39	33,115	11.3	8.0	20,486	9.4	7.3	+12,629
40 to 44	23,968	8.2	6.9	16,134	7.4	7.0	+7,834
45 to 49	17,275	5.9	6.5	13,723	6.3	6.9	+3,552
50 to 54	14,111	4.8	6.3	11,700	5.4	6.2	+2,411
55 to 59	11,914	4.1	5.7	9,842	4.5	5.7	+2,072
60 to 64	10,100	3.5	5.1	8,084	3.7	4.9	+2,016
65 to 69	8,124	2.8	4.4	6,444	3.0	4.4	+1,680
70 to 74	6,294	2.2	3.9	4,067	1.9	3.3	+2,227
75 to 79	3,780	1.3	2.8	2,716	1.3	2.5	+1,064
80 to 84	2,282	0.8	2.0	1,671	0.8	1.9	+611
85 and over	1,852	0.6	2.0	1,451	0.7	2.0	+401
Total population	292,003	100.0	100.0	217,123	100.0	100.0	+74,880

Source: Australian Bureau of Statistics, [Census of Population and Housing](#) 2016 and 2021. Compiled



and presented by [.id](#) (informed decisions).

The growth in the proportion of residents under the age of 15, and aged 30-39, tallies with the reputation of Wyndham as a place for first-time home owners, and for young parents with children. The popularity of children's programming across the library service is reflective of the trend for aspirational parents to engage their children with lifelong learning and literacy early in the life of the child. Since 2016 the percentage of 0-4 year olds has decreased slightly, while the percentage of 5-14 year olds has increased, showing an aging of the child population into the primary school age years.

Wyndham continues to have a significant SEIFA score, reflecting pockets of significant social and economic disadvantage in the municipality. Wyndham's overall level of disadvantage slightly increased over the five years from 2016–2021 (2016: 1009; 2021: 1006; a lower score indicates greater disadvantage) and is marginally lower than the Victorian average. One area within Wyndham has a higher level of disadvantage than 90% of Australia. Wyndham also a higher proportion of vulnerable children in Victoria (*Australian Early Development Census* 2021), with 21.7% of all

children in Wyndham being judged developmentally vulnerable in at least one of the five developmental domains (physical, social, emotional, language, and/or communication development).

The makeup of Wyndham's culturally and linguistically diverse community has also changed significantly over the five years 2016–2021. Table 2 shows a list of language groups identified in the 2021 Census with more than 1,000 locally resident speakers.

Table 2: Language used at home - Ranked by size


City of Wyndham - Total persons (Usual residence)	2021			2016			Change
Language (excludes English)	Number	%	Greater Melbourne %	Number	%	Greater Melbourne %	2016 to 2021
Punjabi	20,853	7.1	2.0	7,851	3.6	1.2	+13,002
Hindi	14,017	4.8	1.3	7,680	3.5	1.1	+6,337
Mandarin	10,462	3.6	4.3	7,333	3.4	4.1	+3,129
Urdu	8,412	2.9	0.7	3,710	1.7	0.5	+4,702
Telugu	7,339	2.5	0.5	2,803	1.3	0.3	+4,536
Gujarati	6,878	2.4	0.5	3,237	1.5	0.3	+3,641
Filipino/Tagalog	6,655	2.3	0.9	4,914	2.3	0.8	+1,741
Arabic	5,582	1.9	1.8	4,195	1.9	1.7	+1,387
Tamil	4,281	1.5	0.7	1,918	0.9	0.6	+2,363
Bengali	3,922	1.3	0.3	2,290	1.1	0.2	+1,632
Vietnamese	3,153	1.1	2.3	2,180	1.0	2.3	+973
Karen	3,010	1.0	0.1	2,416	1.1	0.1	+594
Cantonese	2,638	0.9	1.6	2,242	1.0	1.7	+396
Italian	2,450	0.8	1.7	2,936	1.4	2.3	-486
Sinhalese	2,402	0.8	1.0	1,575	0.7	0.8	+827
Malayalam	2,345	0.8	0.4	1,072	0.5	0.3	+1,273
Spanish	2,260	0.8	0.8	1,896	0.9	0.8	+364
Indonesian	1,974	0.7	0.3	1,537	0.7	0.4	+437
Samoan	1,927	0.7	0.3	1,340	0.6	0.2	+587
Nepali	1,631	0.6	0.4	485	0.2	0.2	+1,146
Amharic	1,527	0.5	0.1	1,030	0.5	0.1	+497
Greek	1,447	0.5	2.1	1,383	0.6	2.4	+64
Dinka	1,403	0.5	0.1	1,184	0.5	0.1	+219
Macedonian	1,284	0.4	0.6	1,224	0.6	0.6	+60
Somali	1,246	0.4	0.2	805	0.4	0.2	+441
Marathi	1,195	0.4	0.1	365	0.2	0.1	+830

Some language groups have had increases in the locally resident population of more than 2,000 residents. Table 3 shows the five largest-growing language groups over the period 2016–2021. The five fastest-growing community languages were Punjabi, Hindi, Urdu, Telugu and Gujarati.

City of Wyndham - Total persons (Usual residence)	2021			2016			Change
Language (excludes English)	Number	%	Greater Melbourne %	Number	%	Greater Melbourne %	2016 to 2021
Punjabi	20,853	7.1	2.0	7,851	3.6	1.2	+13,002
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Urdu	8,412	2.9	0.7	3,710	1.7	0.5	+4,702
Telugu	7,339	2.5	0.5	2,803	1.3	0.3	+4,536
Gujarati	6,878	2.4	0.5	3,237	1.5	0.3	+3,641

The major demographic trends with impacts for Wyndham City Libraries are:

- **Ongoing population growth pressures** at the fringes of the developed areas of Wyndham, stretching from the existing development edges to the established Urban Growth Boundary (UGB). The *Library Service Strategy 2018-2040* describes a future nine libraries strategically located at key activity centre locations throughout the municipality.
- While the overall proportion of young residents is stable, the **number of young residents continues to grow**. At the time of the 2021 Census, a large proportion of Wyndham's population was **under the age of 15**, making up 25.4% of the population (was 24.8% in 2016) compared with the Greater Melbourne average of 18.2%.
- The **proportion of residents over 60 years of age is stable but numbers are growing in line with the broader population**. Over the period 2016 to 2041 this age group may grow by 33,000 people. Wyndham has a lower than average proportion of its population aged over 60 when compared with the Greater Melbourne average.
- In 2016, 48% of Wyndham residents were **born overseas** (2016: 41.5%; 2011: 33.6%; 2006: 25.2%). The total number of residents born overseas grew by 55.6% from 2016 to 2021.
- 7.61% of Greater Melbourne's population of people identifying as **Aboriginal and/or Torres Strait Islander** resided in Wyndham in 2021 (2,508 individuals in 2021). Between 2016 and 2021, Wyndham's Aboriginal and/or Torres Strait Islander population increased by 770 people. 39.6% of Aboriginal and/or Torres Strait Islander people in Wyndham are aged 17 years or younger.
- Wyndham has a **growing proportion of residents who speak a language other than English at home** – in 2021, 49.8% of residents (2016: 41.0%). In 2011 the proportion was 30% of the population, up from 21% in 2006.
- Wyndham has a **higher proportion of young people not engaged in employment or education** – in 2021 9.3% of 15 to 24 year olds in Wyndham were not engaged in



employment or education, compared to Greater Melbourne's average of 7%. The proportion has reduced 10.8% in 2016.

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 2040
- Wyndham Plan 2023
- Wyndham City Council Plan 2021-2025
- Wyndham City Libraries Library Service Strategy 2018-2040
- Wyndham City Libraries Action Plan 2023-2028
- Wyndham City Annual Plan & Budget 2023-2024
- Wyndham Learning Community Strategy 2018-2023
- Wyndham City Multicultural Policy & Action Plan 2014-2018
- Wyndham City Accessibility and Inclusion Plan 2023-2025
- Wyndham City Reconciliation Action Plan
- Aboriginal and Torres Strait Islander Library, Information & Resource Network (ATSILIRN) Protocols 2012
- Australian Library & Information Association Statement on Free Access to Information
- Australian Library & Information Association Guidelines for Public Libraries 2021
- International Federation of Library Associations Statement on Libraries and Intellectual Freedom

Our understanding of the local community and its diverse needs is informed by:

- analysis of demographic data from the Australian Bureau of Statistics and Council surveys
- analysis of circulation and holding statistics
- user requests and suggestions
- staff knowledge
- ongoing communication with customers
- bi-annual library survey
- community consultation

Responsibility

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

The Policy is reviewed annually, but may be updated more frequently in response to demonstrated need, or significant changes in collections mix or practices.



Collection goals

The collection will:

- cater to our 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, and reflect the needs of specific groups
- provide a balanced range of resources
- include both physical and digital resources
- provide popular, best-selling material, as well as classic works of enduring value
- actively collect, preserve and organise material relating to the history of the local area
- include material based upon merit and demand, and not upon any bias or skew
- where a specific viewpoint is represented in the collection, the collection also endeavours to include popular and reliable material providing alternative views which are not derogatory, objectifying, or vilifying of individuals or groups
- 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 acknowledges the Bunurong and Wadawarrung people 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 has adopted a Reconciliation Action Plan to further our journey to reconciliation.

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 specialist areas
- Customer feedback, requests and suggestions
- Review of Symphony and statistical reports of usage patterns
- Staff recommendations
- Information drawn from online resources, trade and other journals, such as:
 - Bibliographies and reviews
 - Bestseller lists
 - Pre-publication marketing
- Interlibrary loan request information
- Supplier profile orders and standing orders

General Selection Criteria

The importance and application of Unique Selection Criteria varies from one part of the collection to another.

Our General Selection Criteria, in no particular order, are:

- Popular interest, borrower demand, and community need
- Currency of content, including date of publication
- Accuracy of content
- Authority and reputation of author, publisher, creator, and/or illustrator
- Structure and layout
- Attractiveness and appeal
- Literary merit
- Potential use
- Special features
- Suitability for appropriate age levels
- Accessibility
- Materials which do not demean, objectify or vilify individuals or groups of people
- Materials which do not require specialised knowledge to use
- Inclusion of content relevant to the Wyndham area and surrounds
- Dollar cost
- Physical format and ease of use
- Relationship to the collection as a whole
- Judgment of item as a whole



Newspapers

Aim

To provide the community with access to current news information available in print newspapers.

Description

A collection of national, state, and local print newspapers. Current issues are on display for in-library use. A limited number of back issues may also be kept in the library.

Wyndham City Libraries only subscribes 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 in closed access.

Scope

The number of back issues kept of individual newspaper titles is an operational decision at the branch library level, and newspaper retention schedules differ by both branch and newspaper.

Newspapers with local significance

The Hoppers Crossing Library maintains a repository of back issues of local-area print newspapers indefinitely (currently, the *Wyndham Star Weekly*).

Current Hoppers Crossing Library holdings are outlined below. A detailed schedule of local newspaper holdings can be found in the Library Knowledge Base (Confluence).

Paper	Hoppers Crossing Library
The Werribee Banner	1902-1920, on microfilm
Wyndham Weekly	1964-2011, bound and held in Stack
Wyndham Star Weekly	2012-present, boxed and held in stack
The Western Times	1989-2000
The Werribee Times	2001-2007
Wyndham Leader	2007-2009
The Werribee Star	2005-2010
Werribee Telegraph	1986-1987

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

Only newspapers with local significance are retained indefinitely.

All other newspapers are disposed of regularly by branch libraries, in keeping with their own retention schedules.

Responsibility

At branches, each Library Coordinator is responsible for organising the disposal of newspapers.

At Hoppers Crossing Library, the Cataloguing Librarian and the Collections and Information Services Coordinator organise the retention of newspapers with local significance.



Online Resources

Aim

To provide our customers with online access to a wide variety of up-to-date information resources. The Library commits to using network technologies that enhance learning quality through providing effective access to current content.

Description

Access to online resources is provided for the purpose of research or recreation. Online resources may be selected to complement and enhance the print collection. They are essential for providing current information to the community, and in some cases, information is only available in a digital format.

Target Audience

For all customers, including adult learners and students at all levels.

Unique Selection Criteria

- Content, including interface and technical considerations
- Australian content
- Vendor resources, e.g. support, training, value-added services, long-term viability of the vendor, new 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 access
- Software compatibility
- Expected usage
- Costs, including setup, maintenance, licensing, vendor comparisons, consortia agreements
- Electronic archiving facility
- Compliance with Council's privacy policy and data management requirements
- Licensing arrangements & Digital Rights Management issues



Maintenance

All electronic databases and 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

Loanable eResources

Aim

To provide usable, loanable and/or downloadable eResources to borrowers, including eBooks, eAudiobooks, digital magazines and newspapers, and streaming content on demand.

These eCollections include both informational and recreational eResources, and 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, eMagazines, music and video that are available via the library website. These resources include:

- Fiction and nonfiction eBooks
- Fiction and nonfiction eAudiobooks
- eMagazines
- eComics
- Music and Video streaming

Target Audience

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

Unique Selection Criteria

- Content, including interface and technical consideration
- Australian content
- Vendor resources, e.g. support, training, value-added services, long-term viability of the vendor, new 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 access
- Software compatibility
- Expected usage, including anticipated and actual cost per use
- Costs, e.g. setup, maintenance, licensing, vendor comparisons, consortia agreements
- Electronic archiving facility
- Complements print collection
- Licensing arrangements



Maintenance

Arrangements for eResources 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

Adult Nonfiction Collections

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

Titles should be accessible and appealing to a general readership. Textbooks, academic journals, study guides and materials specific to a particular profession or field of study, or requiring specialist knowledge are not considered for the collection.

Target Audience

Adult library users, 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

Trade paperback and hardback are the preferred formats for this collection. Generally stapled or spiral bound items, or items with other irregular binding are not suitable for the public library environment

Maintenance

The Nonfiction Collections are weeded on an ongoing basis to ensure that the information included 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 seven years of age. In some cases where an item is the only item available on a particular subject, or an item has enduring value which is not impacted by time, it may be kept beyond seven years.

Items will not be retained to allow for cyclic trends. The library aims to meet demand “just in time”, as opposed to “just in case”. Items which have been held in the collection for over five years which have not borrowed in 12 months or more, may be deselected in accordance with the Collection Maintenance provisions.

Deleted items in good condition may be sold at library book sales or donated to other libraries, educational or community institutions. Deleted items in poor conditions are recycled to the extent supported by current recycling services.

Specific topic provisions are made for:

- Computers and IT topics – items should have been published in the last 3 years
- General country/nation information – items should have been published in the last 5 years
- Travel guides – items should have been published in the last 2 years
- Health, wellbeing and nutrition – items should have been published in the last 5 years

Usage statistics are also taken into consideration when deselecting materials.

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

Responsibility

Collection and Information Services Coordinator

Local History Collection

Aim

Wyndham City Libraries has a commitment to collecting, preserving and making accessible information about the local area.

The aim 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. Digital assets are either digitised or born digital and can include images, photographs, ephemera, documents, recordings, manuscripts and maps. An emphasis is placed on utilising 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 Local History 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 other appropriate institutions to determine whether the material is of "state-wide" significance. If it is so deemed, the Library will endeavour to help 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 Local History Collection. The selection of digital assets will be curated to ensure the content is relevant to the Wyndham geographical area and provides insights into the lives and history of the municipality and its residents.

Target Audience

Residents interested in the history of the area. Students and researchers both from the local area and beyond interested in learning about Wyndham's heritage.

Responsibility

Family and Local History Librarian

Collections and Information Services Coordinator

Unique Selection Criteria

- Information about and relevant to the Wyndham geographical area, both its current and historical areas
- Victorian materials are chosen selectively

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, periodicals and online databases.

Target Audience

Library users interested in genealogy and family history research.

Maintenance

The Collection is weeded on a regular basis, typically 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, noting that some material may not be suitable for younger readers.

Unique Selection Criteria

- Reputation or significance of authors
- Reflective of current trends
- Continuance of series
- Local authors
- Representative of diversity in the community

Formats

All formats in widespread use which are suitable for a public library environment will be considered for inclusion in the collection.

- Trade paperback books are preferred for general fiction

- Mass market paperbacks are preferred for non-bestselling authors in romance, fantasy and science fiction
- Hardback or trade paperback are acceptable for adult graphic novels
- Large print books are included in hardcover or paperback editions
- Talking Books (audiobooks) are acceptable in CD Audio only (not pre-encoded MP3-CD Audio)
- 'Playaway' devices and similar pre-encoded self-enclosed devices are not in scope for the collection

Maintenance

The Adult Fiction Collections will be weeded on an ongoing basis, taking into account the following considerations as appropriate:

- Usage statistics, including individual item performance against average turnover of a branch collection
- Sight assessment of physical condition
- Completeness of series
- Publication status

The library aims to keep items in this collection under ten years of age.

Items will not be retained to allow for cyclic trends. The library aims to meet demand "just in time", as opposed to "just in case". Items which have been held in the collection for over five years which have not borrowed in 12 months or more, may be deselected in accordance with the Collection Maintenance provisions.

Deleted items in good condition may be sold at library book sales or donated to other libraries, educational or community institutions. Deleted items in poor conditions are recycled to the extent supported by current recycling services.

The library aims to maintain complete series wherever possible. Incomplete series and series with underperforming volumes may be completely withdrawn.


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

Responsibility

Collections and Information Services Coordinator

Graphic Novels

Description



A Graphic Novel can be defined as any self-contained story in a single binding that uses a sequential art panel layout. The collection comprises titles that are not suitable for younger readers

Target Audience

Ages 18+ catering to a range of reading levels and cognitive abilities.

Unique Selection Criteria

- Reputation or significance of authors and artists
- Reflective of current trends
- Series continuity
- Diverse representations

Format

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

Maintenance

Materials belonging to a series will be replaced if possible, to ensure continuance of the series.

Responsibility

Collections and Information Services Coordinator

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 nine 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.

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).

A range of print fiction and nonfiction materials for adult readers are purchased in the following languages:

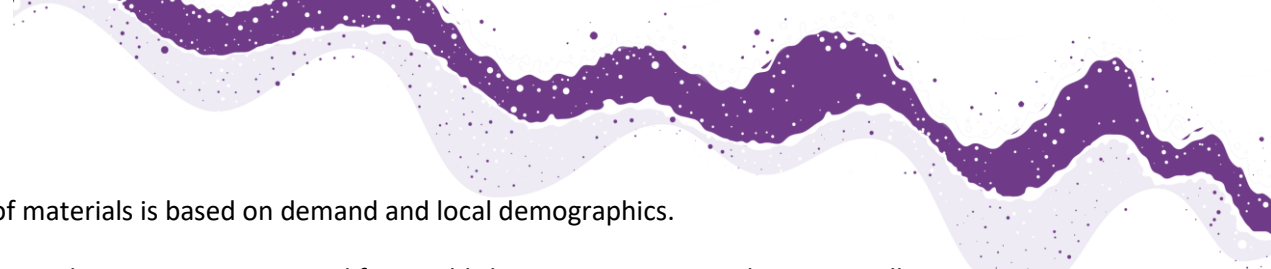
- Arabic
- Bengali
- Chinese (Simplified Chinese text preferred)
- Gujarati
- Hindi
- Italian
- Punjabi
- Tamil
- Urdu

Items for young readers are generally purchased in bilingual format as part of the Picture Book collection, rather than as part of the Community Languages collection.

The Library also maintains a separate collection of some community language DVDs, with an emphasis on popular films.

Unique Selection Criteria

The Collections and Information Services Coordinator should have regard for the Libraries Community Languages Framework in making decisions around Community Language collections.



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 2,000 for a particular CALD community group in a specified local area of Wyndham as recorded in an Australian Census
- Availability of funding to invest in the new collection and library space to house it
- Availability of materials through approved library suppliers to build and maintain a viable collection
- Literacy and cultural needs and demands of a particular CALD community group

Target Audience

Adult residents from non-English speaking backgrounds, and culturally and linguistically diverse community groups.

Formats

- Books in specified languages only
- Magazines in specified languages only
- DVDs in specified languages 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 entirely if demand is no longer evident.

The Collections and Information Services Coordinator should have regard for the Libraries Community Languages Framework in making decisions around Community Language collections.

Responsibility

Collections and Information Services Coordinator

Learning English (ESL) Collection

Aim

The Learning English (ESL) Collection aims to provide resources suitable for adults learning English as a supplementary language, or English-speaking adults who wish to improve their English literacy skills.

Description

A collection of resources covering instruction in 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
- Simplified editions of popular or classic English texts (adult readers)
- Items in kit form which include audio-visual resources to support the comprehension of print materials

Responsibility

Collections and Information Services Coordinator



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, and includes 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+ histories
- 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.

Target Audience

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

Unique Selection Criteria

- Preference for works by LGBTIQA+ authors
- Preference for Australian content/local authors
- Distribution of items from LGBTIQA+ collection across branches

- Items will also be evaluated with respect to any Unique Selection Criteria applicable to an item's assigned collection

Formats

All formats in widespread use will be considered.

- Digital holdings of items addressing health and wellbeing topics, and questioning and coming out, may offer greater accessibility for some borrowers

Maintenance

The LGBTIQ+ 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 sufficient demand or need is ascertained.

Responsibility

Collection and Information Services Coordinator



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

Over 20% of Wyndham's population is under the age of 19, and 50% of the Junior Collection is typically on loan at any time. 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 Non Fiction
5. Young Adult Non Fiction
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 sufficient demand or need is ascertained.

Responsibility

Children's Librarians

Education and Youth Services Librarians

Team Leader Children's Programs and Services

Team Leader Library Education and Youth Programs and Services

Collections and Information Services Coordinator

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 relevant eBooks will grow to include more Australian and popular international authors.

The Bilingual Picture Books collection undergoes continuous review to ensure it includes appropriate and representative community languages.

Responsibility

Children's Librarians

Team Leader Children's Programs and Services

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, while still present in the collection, are no longer being acquired.

Exclusions are

- Irregular shapes
- Novelty items

Responsibility

Children's Librarians

Team Leader Children's Programs and Services

Junior Nonfiction

Description

Junior Nonfiction includes both study related resources and items for recreational reading.

Study related resources provide 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.

Junior Nonfiction 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.

School text books are not purchased however partnerships with schools in the municipality will be continued, in order to ensure currency and relevance of the collections and alignment with current curriculums.

Junior Nonfiction also provides 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 sufficient demand or need is ascertained.

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

- Age of item
- Popularity
- Demand
- Currency of information

Responsibility

Children's Librarians

Team Leader Children's Programs and Services

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 are no longer acquired

Responsibility

Education and Youth Services Librarians

Team Leader Library Education and Youth Programs and Services

Description

Young Adult Nonfiction includes both study related resources, wellbeing and items for recreational reading.

Study-related resources provide information on a wide variety of subjects including:

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

School text books are not purchased however partnerships with schools in the municipality will be continued, in order to ensure currency and relevance of the collections and alignment with current curriculums. General guides to current secondary subjects (e.g. Cambridge Checkpoints) are included in the collection.

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 trends, particularly in terms of curriculum cycles

Young Adult Nonfiction also includes recreational and browsing titles that includes material relating to:

- personal development
- physical and emotional wellbeing
- recreational interests
- pop 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 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 sufficient demand or need is ascertained.

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

Responsibility

Education and Youth Services Librarians

Team Leader Library Education and Youth Programs and Services

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 Seelight Books (www.seelightbooks.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 replaced if possible, to ensure continuance of the series.

Responsibility

Children's Librarians

Education and Youth Services Librarians

Team Leader Children's Programs and Services

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 phonic/decodable readers

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

1. Literacy Resources –

Contains workbooks for English grammar, spelling and writing exercises, and practice NAPLAN style literacy tests

2. Numeracy Resources –

Contains workbooks for teaching mathematics at primary levels and books that explain mathematical concepts in a simple way. Also includes practice NAPLAN style numeracy tests

3. Phonic/Decodable Readers –

Structured reader series for letter and sound recognition and early shared and independent reading.

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
- Readers that emphasise phonics (letter/sound recognition) are prioritised, and supplemented by other popular reader series
- Relevance to Australian students/curriculum
- Suitability for intended use

Format

Typically workbooks and small format readers. Big books and spiral bound books are not a preferred format.

Maintenance

Materials belonging to a series will be replaced if possible, to ensure continuance of the series. Back ordering is used to keep set intact when available. Discontinued/out of print series may be withdrawn entirely.

Responsibility



Children's Librarians

Team Leader Children's Programs and Services

The Audio-Visual Collection

Visual formats

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, 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
- Animated and live action films for children

Target audience

All library borrowers.

Unique Selection Criteria

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

Formats

DVDs only.

Responsibility

Collections and Information Services Coordinator



Recorded music

Wyndham City Libraries does not hold a physical collection of recorded music.

Recorded music is freely available to stream via the Library's eLibrary platforms.

Sheet Music

The sheet music collection is no longer being actively developed.

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 is not intended to support music curriculum.

Unique Selection Criteria

- No additional titles are selected for this collection

Responsibility

Collections and Information Services Coordinator



Magazines

Aim

A collection relating to popular culture, events and interests.

Description

Magazines of general and popular interest are purchased for both loan and reading within the library. Magazines are provided for children, young adults and adults in English and other languages. Some current issues may not be made available for immediate loan. Not all magazine titles are carried at all branches.

Unique Selection Criteria

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

Magazines in languages other than English ('Community Language Periodicals')

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:

- Chinese
- Gujarati
- Hindi
- Malayalam/Malayalee
- Punjabi
- Tamil

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.



Book Club Kits

Aim

To provide a vibrant collection of book club kits available for loan by registered book clubs.

Description

Book club kits offer a variety of contemporary, popular and/or topical fiction and non-fiction books for use by book clubs registered as members with Wyndham City Libraries.

Target Audience

Adult members of book clubs in Wyndham

Unique Selection Criteria

- Titles that are of general interest to a broad range of clubs, and are not fringe or niche
- Titles that have had reasonable commercial success in the Australian market
- Titles that have received favourable reviews from Australian reviewers
- Titles that are promoted by publishers as of value to book clubs (some titles are also provided with Book Club discussion prompts by the publisher)
- Titles that have had a number of book clubs express interest in them at Book Club selection events
- Titles that satisfy accessibility considerations – i.e. the books are available in standard print and at least one other format (Large Print, and/or Talking Book, and/or eBook, and/or eAudiobook)
- Relevance and suitability of the title for discussion and debate in a book club setting.

Formats

Each kits contains 8 copies of the selected title. Trade paperback books are preferred. Where possible we will endeavour to purchase alternative formats for the collection, such as large print, audio book, eBook, eAudiobook to improve accessibility.

Maintenance

Purchasing decisions are made by the Collections and Information Services Coordinator in concert with the Team Leader Adult Programs and Services following consultation with librarians in both the Collections and Information Services team, the Adult Programs and Services team, and book club members via Book Club selection events.

New Book Club Kits are added generally once each year, in November – February. The Collection is weeded on an annual basis prior to the purchase of new kits.

Individual new kits may occasionally be added at other times during the year and may be sourced from other library services' retired book club kits, or from the general collection where there are surplus copies of recently popular titles.

Weeding is based on the age and use of the kit. Bearing in mind that low circulation indicates that the kit has not been read by the majority of clubs and is a candidate for retention. Due to the nature of the Collection, some material older than 7 years will be retained.

Responsibility

Collections and Information Services Coordinator

Team Leader Adult Programs and Services

Wyndham Seed Library

Aim

To build food resilience and promote sustainable gardens by supporting local community to share seeds and grow their own produce and habitat gardens.

Description

The Wyndham Seed Library collection offers a variety of packaged seeds suitable for planning in suburban gardens, sourced from suppliers and donations from participating community members.

Unique Selection Criteria

- Small, fast growing plants that reach maturity or yield edible produce within 12 months
- Edible fruits, vegetables and herbs
- 'Companion' plants that help control pests or otherwise help edible plants to thrive
- Native plants, particularly 'locally native' plants indigenous to the Wyndham region
- Large trees (including fruit trees) species considered to be weeds, and species that are harmful if consumed are excluded from selection and donations.

Donations

Donations to seeds to the Wyndham Seed Library are encouraged as the ongoing viability of the collection depends on regular community contributions. Donated seeds must meet the unique selection criteria outlines above for inclusion in the collection.



Collection Maintenance: Weeding and Appraisal of Items

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

Donations of general print and audiovisual items are not accepted.

Donations of items for special collections such as local history and community language collections will be assessed on a case-by-case basis by the Collections and Information Services Coordinator.

Donated items are only accepted when offered without conditions. All donated items are evaluated in accordance with the criteria applied to purchased materials and must be in new or near new condition. Unsuitable and unwanted items are dealt with by sale, donation or disposal.

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 the works of local authors or items of 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 and its collection.

Any challenges received regarding items in the collection are considered and responded to by a staff member with responsibility for the relevant collection area.

Where possible, verbal challenges are responded to over the telephone, and written challenges are responded to in writing.

Challenged items will be evaluated and decisions made regarding the challenged items will be based on the General Selection Criteria, the relevant Unique Selection Criteria, and considerations drawn from the supporting documentation to this Policy (Appendix 1 and 2).

Compliance

All new orders of library stock are reviewed by suitably trained and experienced library staff to ensure compliance with this policy.

Collection statistics are reviewed on a monthly basis by the Collections and Information Services Coordinator to ensure the collection meets the minimum usage and age standards outlined in this policy.

Should a library staff member or member of the public believe an existing library collection item does not meet the standards of this policy a review of the item may be requested – see *Feedback* above.

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.

Wyndham City Libraries Collections Policy

Last revision: May 2024

A286261