

Wollongong City Libraries

Collection Management Plan

2023 - 2025

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Introduction and Purpose

The Wollongong City Libraries Collection Management Plan 2023 - 2025 is informed by the Wollongong City Libraries Strategy, which is in turn informed by Wollongong City Council's "Our Wollongong Our Future" Community Strategic Plan. The Libraries aim to deliver services and resources that meet the vision and goals of our local community. The Libraries consider this Collection Management Plan to be a dynamic document, open to revisions and changes as library services develop.

This Plan supports the envisioned future of Wollongong City Libraries growing as an invaluable resource in the community, and providing information, recreation, technology and space for the community. The Libraries will contribute to the success of the community, providing a place where learning and literacy are encouraged, and where the diversity, history, ideas and abilities of the community are celebrated.

The Collection Management Plan has been developed to provide for a well-balanced collection, free from censorship other than State or Federal prohibition, and in line with the strategic focus areas of the Wollongong City Libraries Strategy. It aims to provide the community, library staff, Council management and Councillors with guidelines concerning the breadth and depth of collecting in each category of library material, and to encourage a consistent approach to the selection and withdrawal of library material.

Relevant Policy Documents

Wollongong City Libraries Strategy 2024-2028

[Wollongong-City-Libraries-Strategy-2024-2028.pdf \(nsw.gov.au\)](#)

Our Wollongong Our Future Community Strategic Plan

[Our-Wollongong-Our-Future-Community-Strategic-Plan-2032.pdf \(nsw.gov.au\)](#)

The following policies have been adopted by the Australian Library and Information Association (ALIA), which is the professional organisation for the Australian library and information services sector.

ALIA Statement on public library services

[Statement on public library services | ALIA Library](#)

ALIA Statement on free access to information

[ALIA free access to information statement | ALIA Library](#)

ALIA Statement on information literacy

[Statement on information literacy for all Australians | ALIA Library](#)

ALIA and public libraries

[Public libraries | ALIA Library](#)

ALIA website

<https://www.alia.org.au/>

Budget

The budget for collections is allocated annually according to available funds and analysis of usage patterns within the library service.

The Wollongong City Libraries Manager in consultation with the Coordinator Collections & Local Studies manages the allocation of funds.

Donation of Material for the Collection

Due to limited shelf space at all libraries, costs incurred processing donations, and the collection priorities outlined in this document, the Libraries reserve the right to not accept donations which are considered to be unsuitable for the Collection.

Decisions to not add material to the Collection are based on:

- Physical condition of items
- Age of publication of titles
- Duplication of titles
- Popularity of titles (including considerations of narrow specialty or interest, and quality of publication)
- Materials offered by cultural groups and community organisations, including churches, will be assessed on the above criteria, and consideration will be given to the donor group's connection with the local community. Inclusion will be contingent on the likely public interest apparent or demonstrated, as is the case with purchased materials.

Items which are considered not suitable for the Collection, depending on the donor's preference, may be:

- Returned to the donor
- Used in library book sales
- Used to stock external library book outlets (e.g. Wollongong Street Libraries, community stalls, etc.)
- Donated to charities and relevant community groups
- Discarded

Evaluation of suitability of items for addition to the Collection will be at the discretion of library professionals at each library, in consultation with Collections.

Ephemeral material, e.g. pamphlets, periodicals, etc. will generally not be added to the library Collection unless they have a relevance to the Local Studies Collection.

Withdrawal of material from the Collection

Withdrawal of material is necessary to preserve Collections' currency and presentation, by maximizing the proportion of up-to-date, recent and relevant material on the shelves, optimising shelving and floor-space, and the appearance of material on shelves.

Withdrawals are the responsibility of library professionals at each library and the Collections team, in consultation with appropriate specialist library teams.

The Libraries' withdrawal program is based on the sustainable collection size for each service area and the following criteria:

- **Poor Physical Condition**

Damaged or worn material is withdrawn. (Popular titles may be replaced where appropriate and available, or considered for repair if no longer available.)

- **Inaccurate / Obsolete / Superseded**

Material that has become inaccurate or irrelevant due to changes in circumstances or developments within a particular field is withdrawn. Some non-fiction subject areas are subject to particularly rapid change (e.g. computing, travel guides, law, finance, medical technology, etc.).

- **Low Circulation**

Material that is no longer of general interest or appeal, as indicated by circulation statistics, is withdrawn.

Withdrawn material that is considered suitable is offered for sale.

The Collections and subdivisions used in this document

Wollongong City Libraries have divided stock into the following Collections, catering for different categories of use:

Adult Fiction

Adult Non-fiction

Community Languages

Fastback (Fiction and Non-fiction)

Language Learning & Literacy

Large Print

Magazine (Adult, Junior, Young Adult and Community Languages)

Audiobook (Adult, Junior and Young Adult)

DVD (Adult, Junior and Young Adult)

eBook, eAudio and eMagazine (Adult, Junior and Young Adult)

Graphic Novel (Adult, Junior and Young Adult)

Music CD

Junior Picture Book (Easies)

Junior Fiction

Junior Non-Fiction

Leapfrog (Junior Literacy)

Young Adult Fiction & Non-fiction

Reference

Local Studies

The above Collections are covered in detail in this document in the following format:

1. Description

Statements summarising the type of items held in the Collection appear under the individual Collections.

2. Responsibility

Statements concerning responsibility for the selection and withdrawal of items appear under the individual Collections as appropriate.

Collective statements common to most Collections:

- Selected suppliers collaborate with the Libraries' Collections team in undertaking selection, based on Selection Profiles and Standing Order lists that are developed, monitored and amended as appropriate by the Collections Coordinator and team (in consultation with the Community Connections & Learning team for Community Languages, Junior and Young Adult Collections).
- The Collections team facilitates library customer and staff input into selection.
- Withdrawals are the responsibility of library professionals at each library and the Collections team (in consultation with the Community Connections & Learning team for Community Languages, Junior and Young Adult Collections).

3. Target Groups

Statements indicating the Collection's intended users.

4. Scope

Statements clarifying the breadth and depth of the Collection.

Collective statements common to most Collections:

- Australian and international works.
- Multiple copies of bestsellers and popular works are purchased, in accordance with customer demand.

5. Format

Statements concerning preferences for format of items, where appropriate.

Collective statements common to most Collections:

- Hardcover and paperback.
- eBooks, eAudio, eMagazines, streaming media, etc. are available from the Libraries' website.
- Items with a DVD/CD/CD-ROM must have suitable copyright to allow loans. DVDs must be Region 4 or multi-zone format.

6. Selection Sources

Statements indicating the means by which items are selected for the Collection.

Collective statements common to most Collections:

- Pre-publication orders from suppliers based on library Selection Profiles and Standing Order lists.
- Pre-publication notifications from publishers, monitored by suppliers and the Collections team.
- Published reviews, lists and media promotions, monitored by suppliers and the Collections team.
- Suggestions for purchase and collection development recommendations from Library customers and staff are considered in the context of the Collection Management Plan guidelines and budgetary constraints.
- Additional copies of titles are acquired in accordance with customer demand.
- Donations from the community are accepted, in accordance with the guidelines on page 3 of this Plan.
- Local and online retail options may be utilised for purchasing, according to availability, pricing and efficiency.

7. Disposal

Statements concerning the methods for disposing of withdrawn items from the Collection.

Collective statements common to most Collections:

- Sale.
- External library book outlets (e.g. Wollongong Street Libraries, community stalls, etc.).
- Donation to charities.
- Discard.

8. Access

Statements concerning the availability of the Collection to library customers, and any restrictions on the borrowing of items.

Collective statement common to most Collections:

- Most Collections are open access “floating” Collections, i.e. items have no designated location and can move between libraries depending on the library to which they are returned or circulated. Exceptions to this (Community Languages Fastbacks, Magazines, Reference) are noted below in individual sections.

Adult Fiction

1. Description

- The Adult Fiction Collection provides a broad range of currently popular fiction, including bestsellers, contemporary and classic novels, short stories, and a variety of genres. It covers all areas, catering to the full range of adult customer demand.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Adult readers.

4. Scope

- *See collective statement above.*
- Genre sub-collections include: Classic Fiction, Fantasy, Mystery, Romance, Science Fiction, and Western. Books that fit comprehensively within a specific genre have spine stickers and a catalogue sub-collection denoting the genre. Books of different genre sub-collections may be interfiled into one alphabetical sequence by author, or there may be separation of genre sub-collections into their own alphabetical author sequences.
- Aboriginal and LGBTQI titles are identified in the catalogue record, and with a spine sticker on the item.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*

Adult Non-fiction

1. Description

- The Adult Non-fiction Collection provides a broad range of titles containing factual information, suitable for an adult, generally non-professional readership. It covers all subjects, catering to the full range of customer demand.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Adult readers.

4. Scope

- *See collective statement above.*
- Provides for informational and recreational reading.
- Works suitable to support educational needs of senior high school students. (The Junior Non-fiction collection covers up to and including Year 8 high school level.)
- Material relevant to Wollongong and the Illawarra is a high priority.
- Textbooks are not purchased unless they are considered suitable for general reading purposes or have broader interest.
- Academic works at a tertiary level are generally excluded from the collection.
- Subject sub-collections include: Biographies, Health & Wellness, Home & Garden, and Parenting. Books within one of these sub-collections have spine stickers and a catalogue sub-collection. Books of different sub-collections may be interfiled into sequence by call number, or there may be separation of some sub-collections into their own sequences.
- Aboriginal and LGBTQI+ titles are identified in the catalogue record, and with a spine sticker on the item.
- Law Books For Libraries and Drug Info @ Your Library titles are identified in the catalogue record, and with a sticker on the item.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*

Community Languages

1. Description

- The Community Language Collection provides popular, recreational reading in selected community languages for adults and children.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- The Collection aims to reflect the cultural and linguistic diversity of the Wollongong community and to address the needs of people with languages other than English, based on demographic information and community need.

4. Scope

- Adult fiction forms the bulk of each language Collection, with a smaller proportion of general interest non-fiction.
- Includes original works by authors in the respective languages as well as translations of popular English language titles.

- Needs of community groups are also met by lending services from the State Library of New South Wales.
- Newspaper and magazine subscriptions.
- Music CDs are available in the World Music Collection, and popular international language DVDs are included in the DVD collections.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*
- Specialist language suppliers monitor pre-publication notifications from publishers, published reviews, lists and media promotions.
- Multicultural Services of the State Library of NSW supplement the purchasing of language material.

7. Disposal

- *See collective statement above.*

8. Access

- Open access Collection, with each item having a designated library location

Fastback (Fiction and Non-fiction)

1. Description

- The Fastback Collection consists of high-demand Fiction and Non-fiction titles. Items are available for a two-week loan period and cannot be renewed or reserved. The Collection aims to increase the immediate availability of popular titles.

2. Responsibility

- *See collective statement above.*
- The Collections team facilitates the acquisition of extra Fastback copies of individual titles in high demand, according to the level of demand.

3. Target Groups

- Adult readers.

4. Scope

- *See collective statement above.*
- High-demand titles, both Fiction and Non-fiction.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- Open access Collection, with each item having a designated library location.

Language Learning & Literacy

1. Description

- The Language Learning & Literacy Collections aim to assist adult members of the community to achieve their desired competency in English and other languages.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Members of the community who wish to improve their proficiency in the English language.
- Members of the community interested in self-education in a range of languages.
- Members of the community with a low level of English literacy.

4. Scope

- Works appropriate to all levels of English and literacy proficiency.
- Includes grammar texts, novels, and some non-fiction containing practical information.
- Preference is given to works in plain English published or produced in Australia.
- The Learning Language Collection includes basic language for travelers, and language courses, ranging from elementary to advanced levels.
- Includes resources for teaching English as a second language.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*
- The Literacy Collection is generally available at Wollongong Library only, and Language Learning Collections are available at Wollongong, Corrimal, Dapto, Thirroul and Warrawong libraries.

Large Print

1. Description

- The Large Print Collection consists of Fiction and Non-fiction works in a

magnified print format, with Fiction accounting for approximately 90% of the collection.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Adult readers.
- Visually impaired readers.
- Approximately 90% of Home Library Service customers use this collection.

4. Scope

- *See collective statement above.*
- Fiction forms the bulk of the Large Print Collection, with a smaller proportion of popular, general interest non-fiction.
- All fiction genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.
- Genre sub-collections include: Mystery, Romance, Science Fiction, and Western. Books that fit comprehensively within a specific genre have spine stickers and a catalogue sub-collection denoting the genre. Books of different genre sub-collections may be interfiled into one alphabetical sequence by author, or there may be separation of genre sub-collections into their own alphabetical author sequences.

5. Format

- *See collective statement above.*
- Hardcover and paperback in large print format.

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*
- Deleted Large Print items may be utilised by the Home Library Service for Nursing Homes.

8. Access

- *See collective statement above.*
- Large Print material is provided to several locations within the Wollongong LGA e.g. senior citizen clubs, bowling clubs, nursing homes.

Magazine (Adult, Junior, Young Adult and Community Language)

1. Description

- The Magazine Collection provides a range of popular and informational titles, including various titles in community languages. The collection aims to provide information, instruction and entertainment.

2. Responsibility

- Selection of magazine subscription titles is the responsibility of library professionals at each library, in consultation with and facilitated by the Collections team.
- Withdrawals are the responsibility of library professionals at each library and the Collections team.

3. Target Groups

- **Junior Magazines** - suitable for children aged 0-12.
- **Comics** – suitable for children, youth and adults.
- **Youth Magazines** - suitable for youth aged 13-18.
- **Adult Magazines** - suitable for adults.
- **Community Languages** - suitable for adults.

4. Scope

- Emphasis is placed on Australian content.
- The collection consists of:
 - Popular informational journals e.g. National Geographic.
 - Popular hobby and recreational journals e.g. Better Homes & Gardens.
 - Lifestyle journals e.g. Australian Gourmet Traveller.
 - Current affairs journals e.g. Time.
 - Children's and young adult magazines e.g. K-Zone.
 - Magazines in languages other than English. These include a selection of popular magazines in Chinese, Dutch, French, German, Italian, Polish, and Spanish.

5. Format

- Printed magazines.
- eMagazines are available from the Libraries' website.

6. Selection Sources

- Published reviews, lists, and media promotions.
- Printed listings of titles from magazine subscription agencies.
- Donations from the community are accepted at some libraries, providing the items are very recently published and in excellent physical condition.
- Customer and staff suggestions for purchase and collection development recommendations are considered provided they fall within the Collection Management Plan guidelines and budgetary constraints.

7. Disposal

- *See collective statement above.*

8. Accs

- Magazine is an open access Collection, with each item having a designated library location.

Audiobook (Adult, Junior and Young Adult)

1. Description

- The Audiobook Collections provide popular, recreational audio reading for adults, children and young adults.

2. Responsibility

- *See collective statement above.*
- Audiobooks are acquired from retailers where appropriate and cost-effective.

3. Target Groups

- Adult, young adult and junior Audiobook readers.

4. Scope

- *See collective statement above.*
- Fiction forms the bulk of the Audiobook collections, with a smaller proportion of popular, general interest non-fiction.
- All fiction genres including adventure, mystery, fantasy, science fiction, short stories, spy thrillers, war and historical epics, family sagas, romances and westerns.

5. Format

- MP3 CDs
- eAudiobooks are available from the Libraries' website.

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*

DVD (Adult, Junior and Young Adult)

1. Description

- The DVD Collections are aimed at providing information, instruction and entertainment. Included in this collection are documentaries, movies and television productions for adults, young adults and children.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- **Junior DVDs** - suitable for children aged 0-12, G and PG ratings only
- **Youth DVDs** - suitable for youth aged 13-18, G, PG, M ratings only
- **Adult DVDs** - suitable for adults.

4. Scope

- *See collective statement above.*
- The DVD Collections aim to provide a wide range of material including: general release movies and documentaries, television series, cult TV and movies, anime and music.
- All DVDs must be suitable for public library lending purposes with

consideration to appropriate licensing agreements.

- Purchase of all film ratings as set by the Australian Classification Board <http://www.classification.gov.au> for distribution in New South Wales is acceptable.

5. Format

- Region 4 Digital Video/Versatile Discs (DVDs).

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*
- Access to the DVD Collections is dependent on the classifications provided by the Australian Classifications Board. These restrictions are enforced by utilisation of the library customer database within the library management system. The G, PG and M classifications are advisory only and there are no legal age restrictions regarding the loan of these titles. It should be remembered however, that films classified M are not recommended for people under 15 years.
- MA15+ and R18+ are legally restricted classifications. Titles classified MA15+ can only be loaned to people aged 15 years or older, unless they are accompanied by their parent or guardian. Titles classified R18+ can only be loaned to adults aged 18 years and over.
- It is the responsibility of parents or caregivers, rather than library staff, to decide suitability of material for their children and youth.

eBook, eAudiobook, eMagazine (Adult, Junior and Young Adult)

1. Description

- The eCollections provide a range of fiction, non-fiction and magazine titles with popular appeal.

2. Responsibility

- Withdrawal of expired eBooks and eAudiobooks from the catalogue is the responsibility of the Collections team.

3. Target Groups

- Adult, youth and junior.

4. Scope

- *See collective statement above.*
- Factors affecting the availability of eBooks, eAudiobooks and eMagazines include lending limitations applied by publishers and changing technology and commercial options.

5. Format

- Downloadable files.

6. Selection Sources

- *See collective statement above.*

7. Disposal

- eCollections titles are generally available for a period defined by the publishers.

8. Access

- eCollections are accessed and borrowed online.

Graphic Novel (Adult, Junior and Young Adult)

1. Description

- The Graphic Novel Collections provide reading material in a graphic art format, suitable for adults, youth and children. A selection of series titles is included according to demand, as is a selection of Manga titles.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- **Junior Graphic Novels** - suitable for children aged 0-12,
- **Young Adult Graphic Novels**- suitable for youth aged 13-18,
- **Adult Graphic Novels** - suitable for adults.

4. Scope

- *See collective statement above.*

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*
- Access to the Collections is dependent on the classifications provided by the Australian Classifications Board. These restrictions are enforced by utilisation of the library customer database within the library management system. The G, PG and M classifications are advisory only and there are no legal age restrictions regarding the loan of these titles. It should be remembered however, that films classified M are not recommended for people under 15 years.
- MA15+ and R18+ are legally restricted classifications. Titles classified MA15+ can only be loaned to people aged 15 years or older, unless they are accompanied by their parent or guardian. Titles classified R18+ can only be loaned to adults aged 18 years and over.
- It is the responsibility of parents or caregivers, rather than library staff, to

decide suitability of material for their children and youth.

- The Adult, Junior and Young Adult Graphic Novels Collections are shelved in separate areas.

Music CD

1. Description

- The Music CD Collection provides broad popular appeal across all musical styles.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Adults.
- Young Adults.
- Children.

4. Scope

- *See collective statement above.*
- The Music CD Collection aims to provide a wide range of material covering all popular musical styles, including pop, rock, urban, alternative, dance, children's, country, soundtracks, world music, jazz, blues, classical, and new age.

5. Format

- Compact discs (CDs).

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*

Junior Picture Book (Easies)

2. Description

- The Junior Picture Book Collection provides a range of picture book fiction for children up to approximately 7 years of age.

3. Responsibility

- *See collective statement above.*

4. Target Groups

- Children up to approximately 7 years of age.

5. Scope

- *See collective statement above.*
- The Collection aims to encourage children’s curiosity about themselves and the world around them.
- Selection includes a range of board book titles, “lift the flap”, and tactile books.
- High priority is given to literary merit and award winning titles and authors.

6. Format

- *See collective statement above.*

7. Selection Sources

- *See collective statement above.*

8. Disposal

- *See collective statement above.*

9. Access

- *See collective statement above.*
- Some items may be held specifically for children’s programs in a Storytime stack or closed access area.

Junior Fiction

1. Description

- The Junior Fiction Collection provides currently popular fiction works for children of 5 to 12 years. The Collection includes award winning fiction, and titles by new and local authors, with emphasis on Australian fiction.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Children 5 to 12 years.

4. Scope

- *See collective statement above.*
- The Collection aims to foster and encourage a lifelong love of reading and literature.
- All genres and areas of reading material for children are included, with emphasis on material which has literary merit, effective plot and characterisation, is of interest to children in primary or early secondary school, includes latest trends, and is award-winning (titles and authors).

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*
- It is the responsibility of parents or caregivers, rather than library staff, to decide suitability of material for their children.
- The Junior Fiction Collection is shelved in a separate area to the Youth Fiction collection.

Junior Non-fiction

1. Description

- The Junior Non-fiction Collection provides informational, educational and recreational reading for children. Junior Non-fiction materials are selected for their currency, accuracy and utility as well as for their capacity to enrich, entertain and inform.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Children between the ages of 5 and 14 years.
- Parents.
- Teachers.
- General public.

4. Scope

- Popular topics for children, supporting their learning environment, with an emphasis on Australian content.
- Material selected to suit various reading levels (illustrations, vocabulary) and different developmental stages (language, themes).
- School textbooks are generally not selected.
- Non-fiction material for children under five will generally be selected as part of the Junior Picture Book Collection.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*

Leapfrog (Junior Literacy)

1. Description

- The Leapfrog Collection consists of a range of fiction and non-fiction easy

readers for junior recreational reading and early literacy development.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Children with a reading age of up to 7 years.

4. Scope

- *See collective statement above.*
- This Collection provides a range of easy readers for children learning to read, and aims to encourage children's curiosity about themselves and the world around them.
- The Collection aims to provide both recreational reading and literacy development, with titles of age appropriate content.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*

Young Adult Fiction & Young Adult Non-fiction

1. Description

- The Young Adult Collections provide currently popular works for youth. The Collections include award winning titles, and titles by new and local authors, with emphasis on Australian content.

2. Responsibility

- *See collective statement above.*

3. Target Groups

- Youth.

4. Scope

- *See collective statement above.*
- The Collection aims to foster and encourage a lifelong love of reading and literature.
- All genres and areas of reading material for youth are included, with emphasis on material which has literary merit, effective plot and characterisation, is of interest to children in primary or early secondary school, includes latest trends, and is award-winning (titles and authors).

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*

8. Access

- *See collective statement above.*
- It is the responsibility of parents or caregivers, rather than library staff, to decide suitability of material for their children and youth.
- The Young Adult Collections are shelved in separate areas to the Junior Collections.

Reference

1. Description

- Wollongong City Libraries provide a small range of reference print resources covering major subject areas, for use within the library only (not for loan).

2. Responsibility

- *See collective statement above.*

3. Target Groups

- All members of the general public.
- Primary, secondary and tertiary students.
- Community groups and institutions.
- Wollongong City Council staff and officials.
- Small business groups and organisations.
- Historians including Family Historians.

4. Scope

- *See collective statement above.*
- The Reference Collection aims to meet the general information needs of the target groups.
- Selection of titles is focused on keeping the collection up-to-date. Out of date items are removed when new items are shelved.
- Textbooks/workbooks are generally not purchased.
- Resources to support HSC students are considered for purchase.

Subject areas/Collections:

• **Law Books For Libraries**

The Find Legal Answers tool kit is a collection of plain language books to answer everyday questions about the law. Lists of recommended titles are distributed by the State Library of New South Wales, titles being selected by specialist law librarians as being the most useful and relevant practical guides to the law in NSW. Subjects include: renting, wills and estates, family law, drink driving, facing a criminal charge in court, neighbours and the law, bankruptcy, debt and credit

problems and consumer law. Titles are identified in the catalogue record, and with a sticker on the item.

- **Drug Info @ Your Library**

The Drug Info book collection is a collection of plain language books about alcohol and other drugs. Titles are distributed by the State Library of New South Wales. Titles are identified in the catalogue record, and with a sticker on the item.

- **Reference Periodicals**

Subscriptions to reference periodicals are regularly reviewed according to customer needs. Retention periods vary according to current needs and availability in other formats, electronic formats having replaced some hardcopy titles. Retention statement is noted in the bibliographic record of each title.

- **Newspapers**

Newspapers held in all libraries are regularly reviewed according to customer needs. Retention periods vary according to current needs and availability in other formats, and are noted in the bibliographic record of each title.

For those newspaper titles which Wollongong Library holds, the hard copy is kept until the microform copy is received. The hard copy is then discarded (recycled).

- **Genealogy**

The Genealogy collection is in a variety of formats, and relates to the research of family history. This collection includes both Australian and international research material.

Records held in this section include:

- Births, deaths and marriage records from 1788
- Cemetery records
- Convict records
- Immigration and shipping records
- Land and property records
- Orphan school records
- Military records
- Census records and musters
- Electoral rolls
- Directories
- Naturalisation records
- Colonial Secretary papers
- Miscellaneous indexes

Subscriptions for electronic access to Australian and international records are determined on current needs and trends.

- **Electronic resources** - databases

Subscriptions for online access to a wide range of subject areas, such as:

- Health
- Science
- Law
- History
- Literature

Subscriptions to electronic resources are regularly reviewed according to customer needs, trends and availability.

5. Format

- *See collective statement above.*

6. Selection Sources

- *See collective statement above.*

7. Disposal

- *See collective statement above.*
- Some withdrawn items can be transferred to lending collections.

8. Access

- Material within the Reference Collection is to be used within the library, and is not available for loan.
- Some older and less used items are stored and are available upon request.
- Wollongong City Council staff may borrow on overnight loan (they must be library members and items are checked out on their card).

Local Studies

1. Description

- The Local Studies Collection consists of material, in a variety of formats, which contributes to documenting life in Wollongong and the Illawarra. The objective of the collection is to preserve and make accessible material about the local area, including information relating to the people, the environment, the geography, the industry and the history of the area. Originals or copies of material may be included.

2. Responsibility

- The Local Studies Service Team Leader is responsible for the Local Studies Collection, with input from the Collections & Local Studies team.

3. Target Groups

- Members of the general public.
- Primary, secondary and tertiary students.
- Community groups and institutions.
- Wollongong City Council staff and officials.
- Small business groups and organisations.
- Historians including Family Historians.
- Consultants.

4. Scope

- The geographic scope of this collection is defined by the Wollongong Local Government Area (LGA). The wider Illawarra Region (Shoalhaven, Shellharbour, Kiama, etc.) is also represented. Donated material outside of this established geographic region is included on a highly selective basis.

5. Format

- All formats are collected.

6. Selection Sources

- The Local Studies team is responsible for the selection of material for this collection. Library customer and staff suggestions will be considered if within the identified scope. The first copy obtained of any item for the Local Studies

Collection will be housed in the Local Studies area. Additional copies may be obtained for other libraries as required. Some titles may be duplicated in the lending collection.

- Material for this collection is predominantly obtained through donation (a register for donations of unpublished material is maintained). Donors will be asked to sign written acknowledgement of the donation/gift to the library, and giving WCL the right to dispose of the gift as they see as appropriate. Gifts of collections may not be retained as a whole, but may be divided, with some items put into Local Studies collections, and other items returned or discarded.
- Material is also acquired by purchase, specialist agencies, catalogues, reviews, etc.
- Conservation materials (mylar, archival boxes and folders, etc.) are purchased according to need. Binding and digitisation is carried out according to need.

7. Disposal

- Donated items which are deemed unsuitable for this Collection are returned to the donor, or disposed of in accordance with donor's instruction (on donation form), or according to the guidelines on page 4 of this Plan.
- Material housed in Local Studies Collections have permanent historic and cultural value. Items may be withdrawn if the format becomes obsolete, or if that item may be hazardous to the rest of the Collection.
- Withdrawn items from the Adult Non-fiction - Illawarra Collection are to be returned to the Local Studies Library for assessment before sale or discard.

8. Access

- The Local Studies Collection is housed at Wollongong Library. Digitised items (e.g. Illawarra Images) are accessible on the library's website.
- Items shelved in the public area are identified with an LR prefix. Duplicate and/or fragile items are shelved in the Stack and prefixed with SLR.
- Items are used in the Local Studies area and are not available for loan.
- Other libraries have small collections of local material relating to their specific areas plus general histories and other material relating to the Wollongong LGA (Illawarra Collection). Items in the Illawarra Reference Collection (Prefix: IR) are not for loan but may be transferred to the Illawarra Collection (Prefix: I) after analysis of usage patterns within the library.
- Items in the Adult Non-fiction - Illawarra Collection (I) are available for loan.
- Requests for Inter-library Loan of Local Studies material are referred to the Local Studies team for approval, with the following approach applied: multiple copies of the title must be held, items loaned will be restricted to "In Library use only", and no maps, cuttings or manuscripts will be loaned.
- Restrictions placed on the use of an item by the donor are adhered to, including cultural restrictions placed on the use of Indigenous Heritage items.
- Other restrictions may be applied in relation to the protection of the physical condition of an item, Copyright law, etc.

The Local Studies Collection includes the following resources:

Published material including books, documents, reports and directories regarding any

aspect of the Wollongong City Council area and the Illawarra.

Digital material: This collection includes all digital content selected for permanent retention in Wollongong City Libraries' collections including:

- born digital content acquired through donation or purchase
- born digital content created by the library for its collections
- turned digital content, digitised from the Libraries' physical collections for preservation or access
- content from other private or public collections, loaned to the Library for digitisation and access
- digital publications about the Wollongong region
- digital materials selected for the collection (e.g. including original materials, photographs, maps, ephemera, sound recordings, audiovisual,)
- social media, email, datasets, websites and online publications and other material as appropriate.

This material is stored in the Local Studies digital archive in formats that support the lifecycle of digital collection materials, complying with digital preservation standards and best practices and developing mechanisms to provide access to the Libraries' digital collection now and in the future.

Wollongong City Council documents, such as:

Annual Reports
Strategic Plans and Reports
Budget Reports
Environmental Impact Statements
Heritage Studies
Floodplain Management Studies
Social Plans

Local Cuttings File: This vertical file contains newspaper and journal articles, brochures, guides, pamphlets and other material about the local area.

Illawarra Index: This index is a list of articles that relate to local issues and events, historical and contemporary. Local journals and newsletters such as *The Advertiser* and the *Illawarra Historical Society Bulletin* are indexed.

Manuscripts (Prefix: MSS): Unpublished or pre-publication material created by individuals or organisations that record life in the Wollongong area is selected for this collection. This may include:

Letters
Minute books
Diaries
Family papers
Visitors' books
Scrapbooks
Photograph albums
Shipping logbooks

Artefacts are generally not collected; donors are referred to other collecting institutions, e.g. Illawarra Historical Society Museum.

Once donated to the Library, items are not loaned to individuals or organisations. Ownership and control is transferred to Wollongong City Libraries in accordance

with the donation form.

Maps: This Collection consists of cartographic material, in a variety of formats, with a geographic scope of the Wollongong Local Government area, at times extended to the wider Illawarra Region. This is a permanent collection. Originals and copies of material, both current and retrospective, may be included. Maps held in the collection include:

Parish

Historical/subdivision

Topographic Geological

Hydrographic

Metallogenic

Orthophoto

Aerial mosaic

Planning

Electoral Boundaries – local, state, federal Tourist

Maps are obtained through donation, and are also purchased according to need and availability.

Most new maps are digitised prior to cataloguing. Retrospective digitisation of catalogued maps is integrated into this process with requests for the digitisation of specific maps given priority

Oral histories: Oral histories document the social and cultural history of the region through the voices of local residents and visitors. Oral histories are included in the collection in a number of formats including printed transcripts, cassette tapes, video tapes, CDs and digital recordings. Where possible, oral histories are digitised for preservation and access.

Illawarra Stories is an oral history project of Wollongong City Libraries capturing people's recollections of life in the Illawarra. Interviews are conducted by library staff and volunteers. Consent forms are used to give permission for interviews to be made accessible online through the Libraries' website *Illawarra Stories*. Original and edited digital files of interviews are stored in the digital asset module of the catalogue. In partnership with the State Library of NSW, digital interviews are transcribed through the website *Amplify* where machine generated transcriptions may be edited by members of the public.

Illawarra Images is a collection of images, in a variety of formats, which contributes to documenting life in Wollongong and the Illawarra. It is a permanent collection aiming to preserve and make accessible images of the local area, including its people, the environment, the geography, the industry and the history of the area. Originals and copies of material, both current and retrospective, may be included.

Formats include: photographic prints, negatives (including glass), and digital.

Images must be of a reasonable quality, adequate for scanning (exposure and focus) without too many scratches/blemishes nor excessive colour fading.

Images encumbered with copyright restrictions on publication, reproduction, usage etc. may be included on a highly selective basis.

Compilations and photographs which have been manipulated in any way are generally not included.