

Ruth Faulkner Library

# Collection Management Guidelines



City of  
Belmont

## **Acknowledgement of Country**

The City of Belmont acknowledges the Whadjuk Noongar people as the Traditional Owners of this land and we pay our respects to Elders past, present and emerging. We further acknowledge their cultural heritage, beliefs, connection and relationship with this land which continues today. We acknowledge all Aboriginal and Torres Strait Islander peoples living within the City of Belmont.

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# Introduction



## Purpose

The Collection Management Guidelines detail the selection practices and processes for the development of the collections of the Ruth Faulkner Library. The Guidelines serve as an operational reference tool to enable staff to build and maintain collections that support lifelong learning and meet the diverse and changing needs and interests of the community.

The Guidelines are reviewed on a regular basis so that they maintain relevance to our community.

## Scope

The Ruth Faulkner Library aspires to:

- Provide a high-quality library collection that meets the needs and expectations of the Belmont community.
- Select, house, maintain, make accessible and promote a collection of library materials to meet the information, educational, cultural, and recreational needs of the Belmont community.
- Be flexible, reassess and adapt its collections, formats, and technology to reflect new and emerging areas of interest.

## Outcomes

To achieve this, we provide:

- Collections that are comprehensive, while also reflecting the needs of specific communities.
- A balanced range of resources that cater for the Belmont community, based on current demographic data.
- Collections in high demand formats including digital works.
- Popular, best-selling as well as classic and enduring works.
- Resources in a variety of formats to meet the needs of specific groups.
- Publications relating to the local area.
- Collections embracing a wide range of ages and interests.
- Value for money in purchasing decisions.
- Resources which are current and relevant to library members.



# Library Service Principles & Guidelines

## Legislative Framework

The City of Belmont Library Service operates within the framework of the Library Board of Western Australia Act 1951 and related legislation.

## Strategic Alignments

The Collection Management Guidelines draws on a range of broader policy documents including:

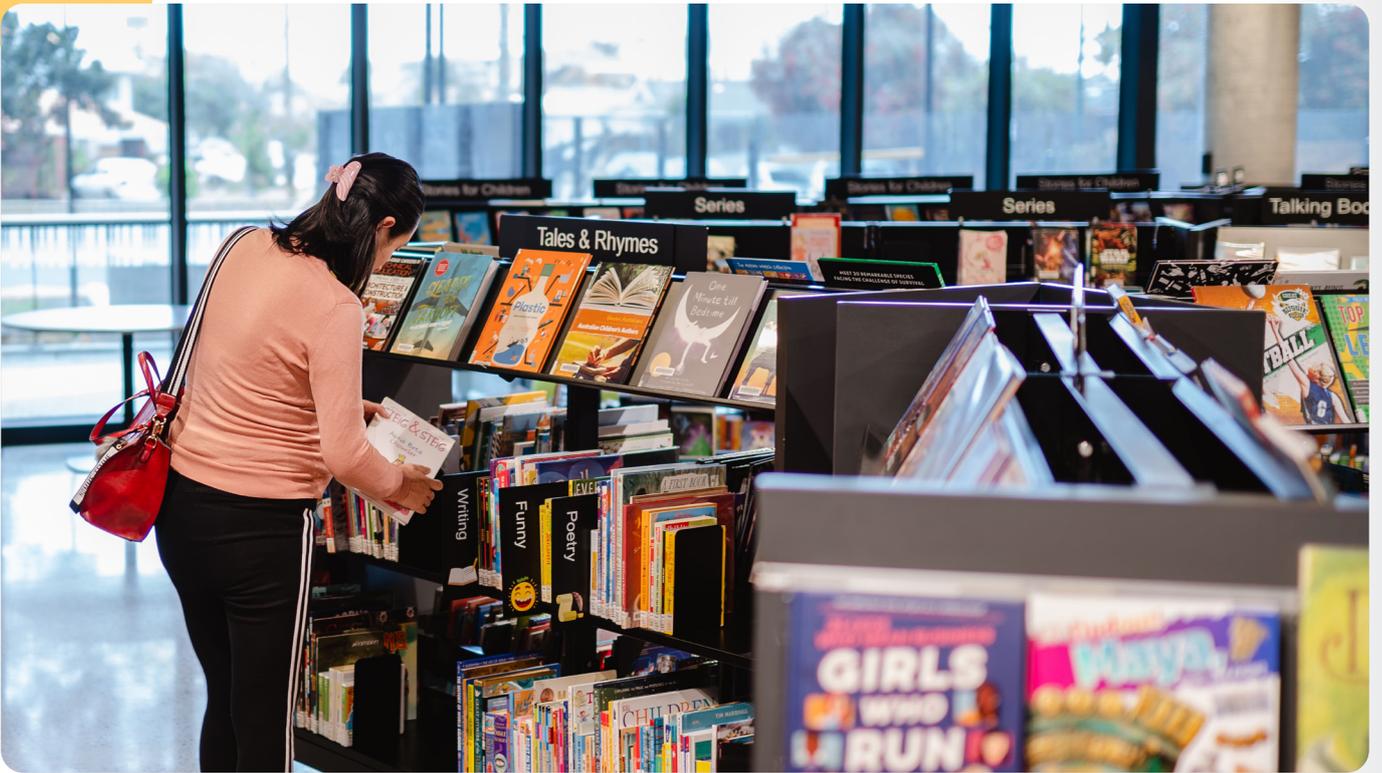
- [ALIA Free Access to Information Statement](#)
- [ALIA Statement on Information Literacy for All Australians](#)
- [APLA-ALIA Standards and Guidelines for Australian Public Libraries](#)
- [IFLA/UNESCO Public Library Manifesto](#)
- [Australian Classification Board](#)
- [City of Belmont Strategic Community Plan 2024-2034](#) linking to the following outcomes
  - A strong sense of pride, belonging and creativity.
  - People of all ages and abilities feel connected and supported.
  - A progressive, vibrant, and thriving economy with active participation in lifelong learning.
  - A happy, well informed and engaged community.
- Library Material Reconsideration Guidelines

## Fundamental Public Library Principles

These are the underlying principles of the Collection Management Guidelines:

- **Access** - the library will provide free, sufficient, and convenient access to all resources.
- **Unfettered access to information** – the library will not support censorship unless required by law.
- **Equity** - the library will make available resources to all people regardless of gender, age, disability, ethnic origin, or economic status.
- **Participation** - the library actively encourages community participation and feedback.
- **Human rights** - the library recognises that access to information and ideas through books and other formats is a basic human right.
- **Cultural relevance** - the library will collect resources which support the library-related needs of all areas of the Belmont community.
- **Quality and range** - the library will provide a wide range of materials with a strong focus on quality in terms of content and presentation.
- **Information literacy and lifelong learning** - the library will support information literacy and lifelong learning through the provision of library resources.
- **Language and literacy** - the library supports literacy acquisition across all age groups.
- **Multicultural community** - the library recognizes that a diverse community is a national asset and provides a range of resources to support the multilingual community. The library also supports the acquisition of English as a Second Language (ESL) resources.
- **Sustainability** – access to collections and resources will underpin the Council’s vision. This includes adopting new technologies as demand increases.





## Censorship

The Ruth Faulkner Library service aims to provide a representative collection on all subjects of interest to the community, apart from items prohibited by law.

As per the Australian Library and Information Association (ALIA) Free Access to Information Statement, library, and information services have responsibilities in supporting and sustaining the free flow of information and ideas including:

- Asserting the equal and equitable rights of individuals to information regardless of age, citizenship, political belief, physical or mental ability, gender identity, heritage, education, income, immigration and asylum-seeking status, marital status, origin, race, language, religion, or sexual orientation.

Public library collections should cover a wide range of popular topics, express a variety of viewpoints and cultural understandings, and represent a diversity of people, places, events, issues, and ideas.

Procurement of materials are governed by professional consideration and the following guidelines are adhered to:

- The Library will not reject materials for inclusion in its collection on racial, sexual, moral, political, or religious grounds, unless such materials are illegal under Australian Law.
- The Library will not restrict access to items to any member based upon age except for MA 15+/R18+ DVDs or publications classified with a Category 1 or 2 Restriction from the Australian Classification Board.
- Libraries are committed to supporting diversity and creating more inclusive communities. By enabling an inclusive environment where differences are valued, and all individuals are treated fairly and with courtesy, dignity, and respect – Ruth Faulkner Library staff are adhering to ALIA's professional conduct statement.
- It is not the responsibility of Belmont Library staff to supervise or restrict which library resources young people may use or access except where material is classified as restricted under the Western Australian Classification (Publications, Films and Computer Games) Enforcement Act 1996. It is the responsibility of parents or guardians to monitor the suitability of both physical and online library resources used by their children.

# Collection Development

## Collection Overview and Responsibility

The following considerations assist in the selection process:

- Individual merit of each item; including subject, accuracy, appeal, bias, quality, cost, age, and availability.
- Titles should express a variety of viewpoints and cultural understandings, representing a diversity of people, places, events, issues, and ideas.
- Promote reading, literacy, and life-long learning.

Oversight and management of library collections across all formats fall to the Specialist - Collections. The Collections Team supports the Specialist - Collections in developing and maintaining all collections in the library. The Coordinator Library & Museum has final authority in determining the Collection Management Guidelines.



## Selection Methods

### Selection Profile

An annually reviewed selection profile document is shared with State Library of Western Australia (SLWA) approved suppliers, giving direction to their collection teams on the types of titles, formats, subject areas, and genres that are held within our Library. The selection profile takes into consideration:

- Loan statistics and turnover rates
- Current trends and priorities
- Topic gaps
- Award/Bestseller Lists

### Requests from Library Members

The Library encourages recommendations for items not already in the collection. Recommendations can be made on the library catalogue, by email or in person. All requests are assessed individually and for those that are not purchased, an interlibrary loan may be attempted where possible. Feedback is also encouraged through an annual survey inviting comments and suggestions for improvement.

### Recommendations by Library Staff & Suppliers

Collections staff will consult reputable suppliers and websites to suggest or select titles for purchase including new products and formats.

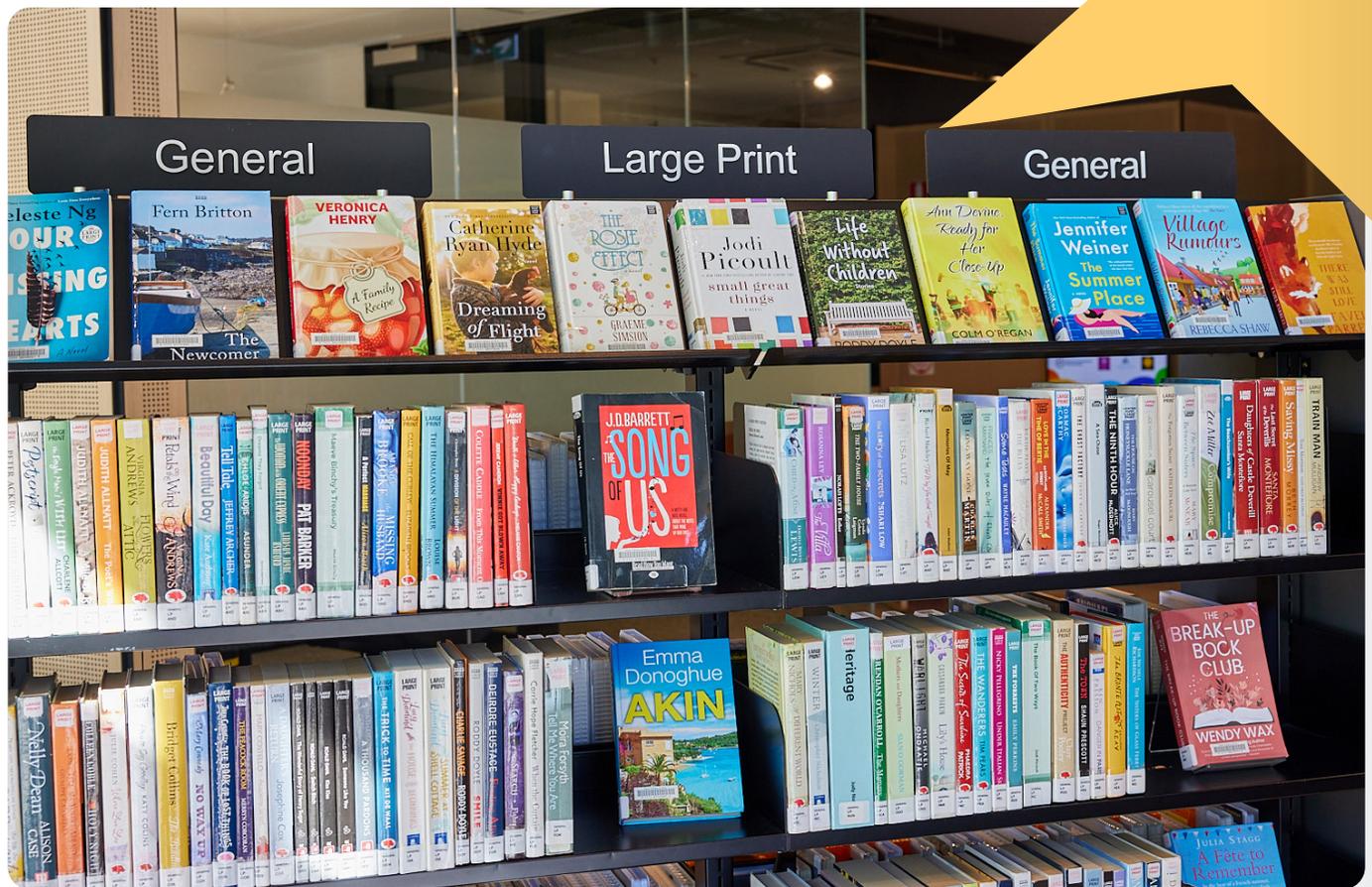
### Donations

Donations will be accepted in accordance with the Ruth Faulkner Library's Donations Guidelines.

### Exclusions

The Library will not include the following in its collection:

- Requested material that is out of date, cost prohibitive, published in an unsuitable format or where there are more recent titles in stock on the subject.
- Books with accessories, activity/colouring books
- Formats not held by the Library including but not limited to Playaway's, CD-ROMs or Jigsaws
- Textbooks for formal courses of study such as School or Tertiary textbooks, guides, and course materials
- Items that are prohibited by law [Homepage](#) | [Australian Classification](#)



## Collection Maintenance

### Evaluation

Ruth Faulkner Library primarily uses performance data to evaluate its collections with consideration of:

- Turnover statistics for all collection genres
- Circulation (loans)
- Online/digital usage
- Age of collection
- Member satisfaction through internal /external surveys and informal feedback

### Reconsideration Requests

If a library member identifies a title they believe should not be part of a collection, a Request for Reconsideration Form can be submitted. These forms are available on request, and each title in question requires its own form to be completed (no bulk submissions will be accepted). The Coordinator Library & Museum, in conjunction with specialist staff will assess requests for reconsideration using the Library Material Reconsideration Guidelines.

### Discarding stock

Regular review takes place to ensure the Library's collections remain current, have relevance and are in suitable condition.

The following criteria are considered before an item is discarded:

- New edition available
- Out of date or inaccurate information
- Physical condition of the item
- Circulation and age of the item
- Number of copies in the collection
- Online availability in some instances
- Physical shelving capacity

Dependant on condition, discarded stock may be:

- Donated to organisations within the community
- Appropriated for book sales
- Recycled or binned

# Collections

## Adult Fiction (AF)

The AF collection provides a balance of popular and recreational titles, contemporary literature, and classics. A variety of literary styles and genres are represented in this collection.

## Adult Non-Fiction (ANF)

The ANF collection provides materials for ages 15 years and above. Representing the informational, educational, cultural, and recreational needs of the community this collection is intended to provide lifelong learning, personal development, practical support, and cultural enrichment.

## Young Adult (YA)

The YA collection provides materials for young people between the ages of approximately 12 to 17 years of age. YA titles are identified with a YA spine label sticker.



## Junior

The Junior Collection provides materials for children from birth to 14 years of age. The collection consists of Junior Kindergarten (JK), Junior Fiction (JF) and Junior Non-fiction (JNF) materials.

### Junior Kindergarten (JK)

The JK collection aims to provide materials for children between the ages of approximately 0 to 5 years of age consisting predominately of picture books and board books for infants and pre-schoolers to promote early literacy and encourage interaction.

### Junior Fiction (JF)

The JF collection aims to provide materials for children between the ages of approximately 5 to 12 years of age consisting of popular reads and classics. Ongoing titles that form a series are often selected based on high demand and popularity. Content covers a wide range of themes and reading interests.

### Junior Non-Fiction (JNF)

The JNF collection contains non-fiction material considered suitable for ages approximately 4 to 14 years of age. Content includes titles on informational, educational, cultural, recreational interests and hobbies for a range of reading levels.

### Beginner Readers

A collection of early readers organised by level to assist in the literacy development of children.



### Junior Kits

Themed kits containing both books and associated toys or interactive elements to keep children engaged and entertained as they learn through interaction. Promoting children's creativity and imagination, these kits provide a hands-on experience to bring stories to life. Each kit comes in a handy backpack for ease of borrowing.

### Vox Books

Vox Books are printed books that talk. The readers have inbuilt speakers and an audio jack transforming an ordinary print book into an all-in-one read along.

## Large Print

The Large Print collection provides the sight-impaired with access to informational and recreational material. Popular works (best sellers) which become available in Large Print are acquired where possible.

## DVD & Audio Collections

When selecting audio and audio-visual material, an awareness of technological changes is maintained, with a view to introducing new formats when they are deemed durable and reliable and are available in a standardised and cost-effective format. Availability and usage are also key considerations as more media turns to streaming services.

### Movies & TV Series & Documentaries

Selected to provide a range of titles and subjects that meet the interests of a diverse community including popular and classic movies, television shows and documentaries on a wide range of subjects for adults, young adults, and children.

### Audiobooks

This collection is comprised of both CDs & MP3s. High demand titles by popular authors will form most of this collection due to its high-cost nature and relatively small size.

## Newspapers and Magazines

Access to digital versions of The West Australian and a wide range of digital magazines titles are available to all members via the Library's website and e-platforms including Borrowbox and Overdrive.

### Newspapers

Print subscriptions are held to three newspapers - the West Australian, the Australian and one weekly newspaper, The Sunday Times. Each copy is kept for one week.

Copies of local community newspapers are also held in the Library.

### Magazines

With the shift to digital content many titles have ceased print publication options limiting availability. Based on this and usage, the print magazine collection has reduced in size and favours titles based on popularity or titles not currently available online through our provided platforms. These subscriptions are reviewed on an annual basis with new/heavily requested titles considered for inclusion and low turnover magazines replaced.

Specialist journals devoted to specific academic and professional fields will not be purchased.

## Language and Literacy Collections

### Languages Other Than English (LOTE)

A collection of titles in Arabic, Chinese, Hindi, Indonesian, Italian, Japanese, Mongolian, Polish, Punjabi, and Vietnamese are selected from State Library's stock.

The languages that comprise this collection are stocked according to the multi-cultural composition of the community and usage. Subject to availability.

### Bilingual Picture Books

A collection of bilingual picture and board books are collected in Arabic, Chinese, Hindi, Indonesian, Italian, Mongolian, Punjabi, Spanish, Tagalog, Urdu, Vietnamese.

The languages that comprise this collection are stocked according to the multi-cultural composition of the community and high request. Subject to availability. Due to the high cost of this collection, it is further supplemented by the eResource LOTE4Kids.





## Learning English Collection

A collection of books including International English Language Testing study guides (IELTS) to help improve English skills.

## Adult Graded Readers

These simple texts are designed to build on early literacy levels for adult or young adult readers, starting with a beginner level and gradually increasing in difficulty up to Level 4 readers.

## Learning Languages

A collection of titles to assist those wanting to learn a new language or sharpen their multilingual know how.

## Special Collections

### Graphic Novels

Two separate collections are available – Titles with age ratings of 13+ are separated from Junior titles, identified by differing labels and located in different areas of the library. Both collections contain Manga and Comic titles.

### Aboriginal Collection

A non-fiction collection of titles which gather and promote aspects of Australian Aboriginal culture, history, authors, and stories. Titles that belong to other collections (e.g. Fiction or Junior) are not integrated but made identifiable with a sticker and tag on the system.

### Parenting Collection

Adult non-fiction titles which reflect aspects of parenthood.

### Auslan Collection

A mixed collection of books, DVDs and kits about sign language. They will not be stored as a separate collection but are integrated with standard JK picture books, ANF parenting books and Junior kits. All are made identifiable with a sticker and tag on the system.

### Dyslexic Reader Collection

Titles printed specifically to assist those with dyslexia. They are not stored as a separate collection but are integrated with standard collections. These are identifiable on the system through a specific tag.

## eResources

Many of the collections are supplemented through the supply of eResources. Where a print copy of a title is unable to be purchased due to selection criteria or availability, it may be offered/available via an e-platform. While many eResources are offered through SLWA, local subscriptions are explored and reviewed annually. Such subscriptions include:

### **Borrowbox/Libby/Hoopla**

Offering a range of eBooks, eAudiobooks, eMagazines and eNewspapers

Hoopla also offers streaming music and film.

### **Kanopy**

Offers streaming access to film, tv series and documentaries.

### **LOTE4Kids**

Offers a range of junior picture books both to be read or listened to in English or other languages. Bilingual options are also available.



## Peg Parkin Local History Room Collections

In-house use only:

- Titles containing information on the history, people, activities, geography, and other data dealing wholly or partly with all the suburbs which now or at any time in the past, have fallen within the boundaries of the City of Belmont.

Available for loan collections:

- Genealogy Collection – Titles that explain, teach, and assist members conducting family history research.
- Oral Histories – A collection of oral history publications produced by the City of Belmont Museum that records the memories and experiences of Belmont locals, both past and present who have lived, worked, or played in Belmont and surrounding areas.



City of  
**Belmont**

Open 7 days a week,  
Monday to Friday 9am-7pm,  
Saturday 10am-3pm and  
Sunday 1pm-4pm.

**To find out more  
about the Library  
and Museum visit:**

 [belmont.wa.gov.au/library](http://belmont.wa.gov.au/library)

 [libraryandmuseum@  
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