

## City of Parramatta Libraries Collection Management Statement

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### 1. Background

Located in the heart of Western Sydney, City of Parramatta is going through unprecedented change and transformation as it becomes Sydney's Central City. In 2023, the city's population is over 270,000 with a population density of 3,084 people per square km. The population is forecast to grow to 446,000 by 2041.

City of Parramatta Libraries provides community access to physical and online collections through seven branch libraries and the Library's website and app. The collections, which comprise physical and digital items, are a vital resource and support whole of community learning, leisure, and personal research activities by:

- providing resources in a wide range of formats and languages
- providing high interest, popular and bestselling materials
- providing free, impartial, equitable and accessible collections that meet the changing needs of the City of Parramatta community, and
- preserving the cultural heritage and living history of the City of Parramatta.

### 2. Our Vision

City of Parramatta Libraries is a place of belonging, providing life changing experiences that connect people to discover, explore, create, learn, and share knowledge, opening up a world of possibilities.

Our mission is to provides services, programs, and facilities that are equitable, accessible, cost effective and efficient to meet the needs of customers.

### 3. Purpose

The Library operates under the Library Act 1939 (NSW) as amended from time to time. The Library Regulation 2018 (NSW) enables councils to regulate the use of public libraries, in

accordance with the service requirements for public libraries as set out in section 10 of the Library Act 1939 (NSW).

The purpose of this statement is to provide information about the collection to people who live, work and study in the City of Parramatta. It also guides development and management of the collection, and:

- ensures the community has access to current, relevant and attractive collections that meet their information, recreation and cultural needs
- provides free, impartial and equitable access to information and services to every community member
- ensures the community has access to a wide variety of resources in both physical and digital formats
- facilitates community participation in the selection of library collections
- preserves, maintains and provides access to the cultural heritage and living history of the City of Parramatta

This statement applies to all collections in the care and control of City of Parramatta Libraries. City of Parramatta Libraries' collection remains at all times the property of City of Parramatta Council.

The Library Services Manager has responsibility for City of Parramatta Libraries' collection. Delegated responsibility for collection development and management including this statement, related documents and procedures that are reviewed and updated regularly resides with the Collections and Digital Services Manager.

#### **4. Access and Use of the Collection**

City of Parramatta Libraries' collections are freely accessible through our branch libraries and our Library website and app. Most collections are available for loan except for Local Studies collection items, and materials with access restrictions required by law or government legislation. Library materials are loaned in accordance with the [Classification Act 1995](#).

Responsibility for children's and young people's use of collections in the library or through the Library's website or app remains solely with parents or carers. Library staff do not monitor or censor what children or young people borrow, view or listen to.

City of Parramatta Libraries has adopted the objectives of Australian Library and Information Association's policy statements including:

- ALIA [Statement on Public Library Services](#)
- ALIA [Statement on Online Content Regulation](#)

#### **5. Procurement of Library Resources**

The procurement of library resources is managed in accordance with City of Parramatta Council's Procurement Policy.

The City of Parramatta Council annually funds the acquisition of new shelf-ready library materials, and digital and online resources.

The allocation of funds for each collection is reviewed annually and adjusted to reflect changes in community demographics, collection use, publishing trends and Library and community priorities.

Library materials are procured under contracts using collection profiles and standing orders which are developed by City of Parramatta Libraries.

The City of Parramatta community contributes to the development of library collections and services directly and indirectly:

- (a) through purchase suggestions and their use of the Library's website and app where they can submit reviews and rate items
- (b) through their use of Library resources which is monitored through Library Management System reporting and Library website and app analytics, and
- (c) through information obtained from local sources such as television, print and online publishing, cultural and social activity, and trends

## **6. Collection Development and Management**

6.1 The following criteria are used to select new resources:

- (a) Customer purchase suggestions
- (b) Community relevance and anticipated demand
- (c) Extent of publicity and promotion
- (d) Subject matter, style, accuracy, level, language and format
- (e) Relationship and importance to the whole collection
- (f) Construction, quality of presentation, ease of use and suitability for public lending
- (g) Date of publication and/or currency of information
- (h) Price, including recurring and maintenance costs
- (i) Obtainability through library suppliers
- (j) Availability elsewhere in the community
- (k) Legal, digital rights management or copyright compliance

6.2 Resources in these categories will not normally be purchased:

- I. Material prohibited by law
- II. Textbooks, with the exception of selected primary and secondary school resources
- III. Music CDs

### 6.3 Collection Scope

- *Fiction* print and digital collections, which foster literacy and a love of reading in all ages, comprise high interest and bestselling works in a range of formats.
- *Nonfiction* print and digital collections and online resources facilitate discovery, learning and personal research for children and adults.
- *Magazine, journal and newspaper* print and digital collections provide access to current local and international information and leisure reading for all ages.
- Collections for people with a disability include large print formats and audiobooks in digital and physical formats.
- *Book Club* sets in English provide local book clubs with a range of popular fiction and nonfiction titles.
- *Learning English* includes adult literacy, IELTS and English as a second language (ESL) books and kits for adults,
- *eCollections* for all ages, comprise an extensive range of streaming and downloadable lending collections and online resources that support learning, leisure and personal research including eBooks, audiobooks, magazines and film. Online resources include language learning tools, genealogy, databases for research and homework and educational games and stories.
- The *Local Study* collection comprises records and information that pertain to the social and cultural history of the City of Parramatta local government area including First Nation's history and the history of exploration and settlement. The collection includes photographs, books, regional newspapers, council publications, maps and multi-media resources, such as oral history recordings and digital databases.

See *Appendix A* for a full list of City of Parramatta Libraries collections.

### 6.4 Collection Evaluation and Maintenance

Annual data collection is undertaken to inform collection development and to meet City of Parramatta Council and State Library of New South Wales reporting requirements.

City of Parramatta Libraries evaluates the success and effectiveness of its collections through analysis of this data and community and staff feedback.

Annual deselection of resources from the Library's collection ensures that collections remain attractive, relevant and reliable: The following criteria are used to deselect items from the collection:

- i. Diminished community relevance and demand
- ii. Damaged or deteriorated condition
- iii. Outdated or misleading content
- iv. Format obsolescence

## 6.5 Donations

With the exception of materials about the Parramatta local government area, which may be suitable for the Local Studies collection, and original works by local authors that meet the Library's selection criteria, City of Parramatta Libraries does not accept donations of library materials.

## 7. Definitions

Term	Definition
eCollections	Resources which are stored and accessed in an online form through the internet. They can be streamed and/or downloaded
Customer	Anyone who uses a Council Library, including Members and non-Members of the Library. It may also include those people who use the Library's online services available through the Library's website and range of mobile apps.
Employee	Any person working in a casual, temporary, or permanent capacity at City of Parramatta Council, including trainees, or volunteers.
Format	Refers to the physical forms of Library resources, including digital, DVD, print or large print.
Library	All libraries run by the City of Parramatta Council
Library materials, resources or items	Refers to any book or non-book material including but not limited to books, digital content, DVDs, audio books, computer games, magazines, newspapers, maps, plans, photographs and audio files.

References	Australian Library and Information Association <i>Statement on Public Library Services</i> Australian Library and Information Association <i>Statement on Online Content Regulation</i> Library act 1939 as amended (NSW) Library Regulation 2018 (NSW)
Associated Policies	Library Services Policy Complaints Handling Policy
Appendix A	List of collections held by City of Parramatta Libraries

8. Appendix A: List of collections held by City of Parramatta Libraries

COLLECTION
Board Books
Picture Books
Beginner Readers
Readers
Junior Fiction
Junior Fiction eBooks
Junior Fiction eAudiobooks
Junior Graphic Novels and Manga
Junior DVD
Junior magazines
Junior Nonfiction
High School Collection [Years 7 to 10]
High School Certificate [HSC]
Young Adult Fiction
Young Adult Graphic Novels and Manga
Adult Fiction
Adult eBooks
Adult eAudiobooks
Audiobooks
Large Print
Adult DVD

COLLECTION
Digital movies, TV series and documentaries
Adult Magazines and eMagazines
Adult Nonfiction
eResources – databases and online learning tool
Learning English
Newspapers for use in the Library, digital newspapers
Arabic
Chinese
Greek
Korean
Hindi
Italian
Gujarati
Japanese children's books
Malayalam
Persian
Punjabi
Primary School Collection
Tamil
Turkish
Vietnamese