

Central  
Coast  
Council

Library  
Service

# Collection Management Guidelines

**Central Coast Library Service**





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Contact

[library@centralcoast.nsw.gov.au](mailto:library@centralcoast.nsw.gov.au)

# Guideline objectives

The objective of the Collection Management Guideline is to outline the development and management of the collections of the Central Coast Library Service and to ensure that the community of the Central Coast Local Government Area (LGA) is provided access to a current, representative, and relevant library service which meets their needs now and into the future.

This document is for the use of Central Coast Library Service staff and will be available for viewing by other interested parties.

Collection Management Guidelines will ensure that the Library Service:

1. Provides a representative range of resources for the information, education, recreation, and lifelong learning needs of the Central Coast Council community.
2. Is responsive in providing access to comprehensive and representative collections that meet the changing needs of the Central Coast Council community as far as budget, space and availability of materials allow.
3. Is responsive to the changing information environment, including new formats as they become available.
4. Is an unbiased source of information and ideas for the Central Coast Council community, including online content, which provides free access to materials and information presenting, as far as possible, all points of view on contemporary and historical matters, including controversial issues.
5. Provides free, equal, and equitable access to information and resources to all members of the Central Coast Council community in person, via the internet and by other means, whatever their age, sex, race, religion, cultural identity, language, disability, socioeconomic status, individual lifestyle, political allegiance, or social views.

To achieve our objectives, this document will:

1. Provide a framework for the planning, selection, and deselection of materials.
2. Outline the collecting areas the Central Coast Library Service will actively source.

# Library purpose statement

To foster and facilitate lifelong and life wide learning that inspires our community to maximise their potential, improving quality of life through the delivery of essential services and programs.

## Collection purpose

The collection of the Central Coast Library Service aims to provide free and equitable access to a wide array of representative titles and authors, in a range of available formats, including print and electronic, to satisfy the recreational, informational, research and personal interest needs of our community.

As a public library our collection differs from the collections of the State and National libraries of Australia which are primarily reference and research libraries; academic libraries whose purpose is to support the teaching and research needs of a specific college or university, and of specialist libraries which provide focused information resources on a particular subject and serve a particular and limited clientele only.



# Selection and acquisition standards

## Selection and management responsibility

Ultimate responsibility for the selection and management of the collection resides with the Unit Manager Libraries and Education who delegates tasks as appropriate.

## Selection criteria

The collection shall:

- provide a representative range of resources including both popular, best-selling material and enduring works suitable for people of all ages
- encourage literacy and lifelong learning
- be flexible to meet the changing needs of the Central Coast Council community
- include formats suitable for people with hearing or print impairment
- offer resources reflecting community demographics
- preserve the cultural heritage and history of the Central Coast; and
- promote the intellectual freedom and freedom of expression of a tolerant society.

Items will be collected based on:

- content - relevance, reliability, interest, demand, and subject coverage. Priority is given to material that is popular as well as being relevant to lifestyles and trends of the community
- suitability of the format
- cost of the item
- availability
- the potential use of the item
- the publication date of the item
- the quality of the item including durability, presentation and print standards, and/or user friendliness; and
- licensing and other legal requirements.

The Library will not collect items prohibited by law or in breach of copyright.

## Selection criteria continued

Other items not collected, unless specifically acquired for the Local History collection, can include:

- items unavailable through standard suppliers or appropriate specialist suppliers
- items containing inaccurate, misleading, or outdated information
- items which promote hatred, vilification, or degradation of members of the community, or are overtly supportive of intolerant ideologies, persons, or organisations
- works of limited interest or collection value
- materials of a highly technical or highly specialist nature
- expensive or rare items inappropriate to the Library
- items of inappropriate physical dimensions
- items in less durable formats, such as spiral-bound
- items in languages not currently collected by the Library
- second hand material
- items in formats not actively collected by the Library, including but not limited to:
  - software
  - encyclopaedias
  - condensed or abridged items
  - vinyl record albums, CDs, cassettes, or CD audiobooks
  - ephemera
  - textbooks and specific curriculum needs of students, especially tertiary students
    - exceptions include HSC study resources
  - workbooks



## Selection methodology

Resources used in selection decision making will include, but are not limited to:

- profile ordering with suppliers, as developed based on relevant criteria
- library supplier catalogues – both online and hardcopy
- online bookseller sites
- visits to local bookshops and discount/department stores
- online review blogs and sites
- promotional materials
- profiled standing orders
- prepublication information
- suggestions for purchase from library staff and library customers
- collection analysis and profiling
- reservations – titles that are heavily reserved will be given consideration for additional purchases
- vendor and supplier presentations
- industry recommendations; and
- relevant consortia agreements.

While not selection criteria, the Library's budget, and the physical floor space available to house the collection are considered when purchasing physical resources.

## Format

The Library currently collects materials in print and other formats including but not limited to:

- monographs – hardback, trade paperback and paperback
- large print monographs - hardback, trade paperback and paperback
- audiobooks
- eBooks
- eAudiobooks
- eMagazines
- eMusic
- DVDs
- magazines; and
- online databases.

Purchasing for the collection will be based on community needs and industry trends.

The availability of information and publications online may influence the hardcopy collection, especially in the area of reference information.

New and alternate formats will be considered for the collection based on cost, longevity, appropriateness, accessibility, and suitability.

## Donations

All donations are held to the Selection Criteria described above. The Library reserves the right to decline or redistribute donations that do not meet these criteria or where the Library does not have the capacity to process the items for shelf readiness.

Donated items become the property of the Library and donations unsuitable for the collection are disposed of via any means considered appropriate by the Library.

The Library will not accept donations where the donor places conditions on the use of the item(s).

## Customer requests and suggestions

Central Coast Library Service endeavours to purchase items that have been requested. These items must meet the Selection Criteria described above and an Inter Library Loan, where an item is sourced from another Library service outside of the Central Coast, can be offered (for a fee) if the item falls outside these criteria.

Customers of the Central Coast Library Service may make suggestions for purchase via staff, in person or by phone, or by emailing [Library@centralcoast.nsw.gov.au](mailto:Library@centralcoast.nsw.gov.au).



## Controversial material and censorship

### Freedom to read and freedom to collect

The Library has a right and a duty to keep on its shelves a representative selection of resources which meet its basic selection criteria on topics of interest to the community and which are not prohibited by law, including items covering a range of opinions on controversial subjects.

Library materials that have not been subject to federal and state restriction or prohibition will not be excluded from a public library on moral, political, racial, religious, sexist, language, or other grounds. Nor will library materials be included on these grounds alone; whatever pressure may be brought to bear by individuals or groups.

The Library Council Guideline [Access to information in NSW public libraries: Library Council Guideline](#) has been issued under s10(5) of the Act and is the foundation document for NSW public library collection development.

Central Coast Library Service adheres to the classifications set by the Department of Communications and the Arts, the Australian Record Industry Association (ARIA) and the Australian Music Retailers Association (AMRA). The Library restricts items from being borrowed by customers under the ages set by these organisations. Publications that are not classified as restricted are freely available and there are no requirements for public libraries regarding display or availability. See Appendix 1 for a brief description of Classification and Consumer Advice labelling.

Items will not be excluded from the collection on the grounds that they are not suitable for minors. Parents and guardians are responsible for guiding the reading, listening, and viewing practices of the children under the age of 16 still in their care.

Selection of library materials will not be inhibited by its potential to offend or by the possibility that they may inadvertently come into the possession of customers under the age bracket they are designed for or classified for.

The arrangement of the Library collections will facilitate access. Restricting access to certain titles or classes of materials, for example by holding them in special collections or available on request, is an indirect form of censorship. No library materials will be held in closed access physically or digitally except for the express purpose of protecting them from damage or theft or due to Australian Classification restrictions.

# Collection evaluation and maintenance

## Evaluation of the collection

The collection of the Central Coast Library Service is evaluated regularly by qualified library staff, based against the Library Council of New South Wales 'Standards and guidelines for NSW public libraries: Living Learning Libraries – a population approach, 2018 (7th edition) - 2020 update' and on data obtained from the Library Management System to ensure that the collection is representative, relevant, reliable, vibrant, suitable, and effective.

If non-fiction publications are found to contain inaccurate, misleading, or outdated information Library customers may bring this to the attention of Library staff in writing via the CCC Library email address [library@centralcoast.nsw.gov.au](mailto:library@centralcoast.nsw.gov.au), through the post, or through any Library branch or Council Customer Service centre.

Library customers may also request that an item in the collection be reconsidered, either for removal from the collection or for re-cataloguing into a different collection area. Requests for reconsideration of a library resource must be completed via the appropriate form, which can be sourced through Library staff or by emailing [library@centralcoast.nsw.gov.au](mailto:library@centralcoast.nsw.gov.au). The ultimate responsibility for assessing requests for reconsideration resides with Unit Manager Libraries and Education who delegates tasks as required. All requests for reconsideration, and the review outcome, will be recorded in Council's records management system.

## Deselection

Deselection is the process of assessing an item for removal from the collection and the Library catalogue. This ongoing task is based on documents and data obtained from the Library Management System and against the discard standards set out in:

- 'Standards and guidelines for NSW public libraries: Living Learning Libraries – a population approach, 2018 (7th edition) - 2020 update' (Library Council of New South Wales)'APLA-ALIA
- 'Standards and Guidelines for Australian Public Libraries' (Australian Library and Information Association - ALIA)

## Deselection criteria

Items are removed if they contain inaccurate, misleading, or outdated information, are no longer relevant, reliable, of interest or in demand, are in poor physical condition or if the format has become outdated or obsolete. Superseded or damaged items may be replaced with new editions if they continue to meet the Library's Selection Criteria.

## Deselection exemptions

On occasion items may be retained even if they meet the deselection criteria. Examples of this may include items that are:

- of great literary merit that cannot be replaced; or
- relating to local history.

## Disposal of deselected items and donations that do not meet selection criteria

Items that have been deselected or donations that do not meet the Library's Selection Criteria may be:

- offered to suitable community groups; or
- recycled.

Note: Items that cannot be offered or recycled will be disposed of via the Central Coast Council's waste management system.

# Collection area statement

Items purchased in all collection areas are representative of our Central Coast Council community and of the wider world.

Items will not be excluded, or included, on moral, political, racial, religious, sexist, language, or other grounds alone.

## Adult fiction collection

Materials in this collection include contemporary works, selected classics, general fiction, bestsellers, award winning books, and the works of popular authors in all genres.

The fiction collection is provided to encourage recreational reading and promote a love of reading for pleasure.

## Adult non-fiction collection

Materials in this collection promote lifelong learning and reflect popular or current topics relevant to the community, or are selected works in enduring subject areas, with a preference, where applicable, for Australian content.

## Adult reference collection

Adult reference materials are purchased to provide an up-to-date and representative information collection to satisfy both ready-reference and in-depth enquiries.

This collection is not-for-loan.

## Large print collection

### Large print fiction, large print non-fiction

Materials in these collections include fiction and non-fiction titles in various genres and include contemporary works, selected classics, bestsellers, award winning books, and the works of popular authors as they are available in large print format.

The large print non-fiction collection should contain the most current titles available, and the subject areas collected should be representative and cover a wide range of interests, topics, tastes, and information needs.

## Children's collections

Picture books, beginner readers, easy readers, read along, junior fiction, junior non-fiction, junior reference

Materials in these collections aim to provide a representative range of resources reflecting the needs and interests of children from birth to adolescence and to encourage the development of literacy skills and the habit of lifelong reading. Contemporary works, selected classics, bestsellers, award winning books, and the works of popular authors and illustrators are collected in all genres.

The focus on literacy starts with Picture Books to foster a love of reading in babies and young children and is continued with specific collections for learner readers (Beginner Readers and Easy Readers).

Read Along collections, which include Picture Books, Beginner Readers and Easy Readers, are print books with a ready-to-play audiobook inside.

The Junior Fiction collection aims to encourage children to read for pleasure and includes contemporary works, popular authors and illustrators, selected classics, and short stories across a wide range of genres, interests, topics, tastes and reading levels. The collection is aimed at ages 6 to 12.

Junior Non-Fiction and Junior Reference collections aim to meet the study and recreational needs of children aged 6 to 12. Information should be the most current available and appropriate for younger readers and the subject areas collected should cover a wide range of interests, topics, tastes, and information needs. The Junior Reference collection is not-for-loan.

## Young adult collection

Materials in this collection aims to provide a representative range of resources reflecting the needs and interests of youth in our community. Contemporary works, selected classics, bestsellers, award winning books, and the works of popular authors are collected in all genres.

Where possible the collection will support current curricula resources and support resources.

The collection does not include textbooks.

## Short loan collections

### Fast reads, fast flicks

Materials in these collections include popular, contemporary works, selected classics, general fiction, general non-fiction and best sellers or blockbusters that can reasonably be read or watched within the 7-day loan period assigned.

The collections are provided to encourage recreational reading and viewing and to promote a love of reading and viewing for pleasure.



## Graphic novel collections

Junior graphic novels, graphic novels, graphic novels mature content, graphic novels restricted

Materials in these collections include contemporary works, selected classics, general fiction and non-fiction, bestsellers, award winning books, and the works of popular authors in all genres, as they are available in graphic novel form.

This collection is provided to encourage recreational reading, and to promote a love of reading for pleasure and information for all age groups.

## Magazine collections

Adult magazines, junior magazines, reference magazines

Materials in these collections, including magazines, journals, serials, and publications that are published in successive parts at regular intervals, include popular titles covering a wide range of interests, topics, tastes, and information needs.

Adult and junior titles are held and the emphasis, where applicable, is on providing Australian content.

Reference Magazines are utilised by Library staff and the public but are not-for-loan.

The magazine collections are reviewed annually by qualified library staff to ensure each title's relevance to the community.

## Audiobook collections

Adult audio, young adult audio, junior audio

The Audiobook collections, including adult, young adult, and junior titles, enhance and complement the print collection.

Fiction and non-fiction titles in various genres, including contemporary works, selected classics, bestsellers, award winning books, and the works of popular authors as they are available in audio format.

The collections should cover a wide range of interests, topics, tastes, and information needs.

## DVD Collections

### DVD, DVD MA15+, DVDR, Junior DVD

Materials in these collections aim to provide informational and recreational viewing and include, but are not limited to filmed adaptations, plays, fiction classics, children's entertainment, animated movies, musicals – stage and screen, television series, documentaries, teaching/training aids, hobbies and sports, performances, language learning and popular films.

Central Coast Library Service adheres to the classifications set by the Department of Communications and the Arts and restricts items from being borrowed by customers under the age brackets set by this organisation.

## eResources and online databases

### eBooks, eAudiobooks, eMagazines, eMusic, online databases

Electronic resources (eResources) include, but are not limited to eBooks, eAudiobooks, eMagazines, eMusic, subscription, and non-subscription databases. Materials in these collections aim to provide information and recreational resources as a compliment to traditional hardcopy collections.

Non-fiction eResources promote lifelong learning and reflect popular or current topics relevant to the community, or are selected works in enduring subject areas, with a preference, where applicable, for Australian content.

Fiction eResources include contemporary works, selected classics, general fiction, bestsellers, award winning books, and the works of popular authors in all genres. The fiction eResource collection is provided to encourage recreational reading and promote a love of reading for pleasure.

Online databases aim to provide an up-to-date and representative information collection to satisfy both ready-reference and in-depth enquiries on particular subjects in an electronic format. These databases are available to library customers both during and outside of library opening hours.

## Family history collection

The Family History collection provides primary and secondary resources with a strong Australian genealogy focus.

Primary genealogy resources include, but are not limited to, online databases; microfilmed source documents on Convicts, Immigration, and shipping records; parish registers etc. as supplied in the Archives Resources Kit.

Secondary genealogy resources can include, but are not limited to, online resources; cemetery transcripts; finding guides etc.

## Local history collection

The purpose of the Local History collection is to provide a range of materials that reflect the rich and diverse heritage of the Central Coast region. The library aims to acquire, describe, preserve, and make accessible resources relating to the Central Coast of NSW.

The Local History collection is an irreplaceable and comprehensive record of the history, geography, and development of the Central Coast. Collecting began in the former Gosford City Library in the 1980s and more recently in the former Wyong Library area.

The collection includes published books, original manuscripts, rare maps, photographs (from the 1880s to the present day), vintage tourist guides and other in-depth resources that illustrate life on the Coast from prehistory to the present.

Central Coast Library collects Local History materials which reflect and are representative of the local area and its people. The collection consists of physical and digital media including, but not limited to, books, images, maps, newspapers, reports, manuscripts, ephemera, directories, historical artworks (paintings, sketches, drawings etc.) databases and audio-visual material.

Artifacts (realia) are not normally collected, however items capable of telling stories not represented in other media are occasionally acquired.

A growing range of digitised materials are available through our online digital archive with items added to the collection on an ongoing basis.

## Local history collection continued

Ongoing efforts will be made to proactively collect Local History materials relating to contemporary issues, societal changes, key events and be inclusive of Indigenous Australians; Women; People with disability; LGBTIQ+ people; Disadvantaged and unhoused people and groups that participate in Central Coast life in general.

Activities for the International Decade of Indigenous Languages 2022-2032 may include Collation of Aboriginal word lists; research into Central Coast Aboriginal placenames and oral history projects.

Current photographic projects documenting changes in main streetscapes and key buildings have been a feature of collecting and will continue to be so.

Digitisation of audio-visual materials has resulted in most resources now being playable and accessible.

Central Coast Library Service will need to work in cooperation with relevant departments in Council to ensure the preservation of and access to select current and future Council public documents of potential local historical relevance that are born-digitally.

The Local History collection includes many regionally and locally significant resources including the Central Coast Express/Wyong Advocate Photograph Collection; R.H. Creighton funeral records 1909-1989; Gwen Dundon photograph collection; Beryl Strom collection; Reverend Arthur Renwick Letter Books; Hingstrom Wedding Photography collection; Ethel Waddell Avoca/Kincumber photograph collection and many rare and scarce local guides, booklets, and maps.



## Find legal answers collection

Titles in this collection are curated by the State Library of New South Wales and provide accurate, credible, and accessible legal information in plain language.

The collection holds both not-for-loan items and items that can be borrowed.

## English as a second language (ESL) and adult literacy collections

Materials in these collections include a range of items in various formats that are suitable for library customers who wish to improve their English language reading and writing skills or are from an ESL background and wish to learn English.

The collections aim to cater for adult beginner readers through to those with more advanced reading skills and includes recreational reading, life skills and language development.

## Book club boxes

Materials in this collection are for the use of book clubs within the community, both those run by Central Coast Library Service branches and private book clubs.



## CCLS special collections

Central Coast Library Service aims to provide access to select rare items and collections of cultural, aesthetic, and historical significance for the enjoyment and education of residents and visitors to the Central Coast.

Formats may include, but are not limited to, rare books; maps; plans; models; photographs; costumes and small artifacts.

A nationally significant cultural collection held is the Spike Milligan Collection which provides unique insights into the life and career of the world-renowned comedian/poet/author who had strong links to the Woy Woy area from the 1950s onwards. This collection is an example of a Special Collection containing numerous formats and possessing a strong connection to the Central Coast, but also containing in-depth material relating to the Milligan family and their lives in British India, Burma, and England.

Offers of special collections will be assessed on a case-by-case basis. Where offers are made of Collections to the Central Coast Library Service and the Library cannot suitably house, care for or conserve those items (or it is assessed that other collecting institutions would provide a more suitable home) then preliminary assistance will be provided to help the owner to contact those institutions.



# Accessing items outside CCLS collection areas

## Items in community languages

Materials for this collection are sourced as the language and item is available from the State Library of New South Wales.

Items sourced can include fiction and non-fiction titles in a range of contemporary works, selected classics, bestsellers, award winning books, and the works of popular authors.

This collection aims to encourage recreational reading in languages other than English and to promote a love of reading for pleasure.

The collection is housed at various branches of the Central Coast Library Service.

## Inter library loans

Requests for items not currently held by the Central Coast Library Service, that do not meet the selection criteria above, and that were published more than 12 months ago, can be made via Library staff.

In this Library staff will seek to source the item as an Inter Library Loan from public, academic and specialist Libraries outside of the Central Coast for a fee, as per Council's current Fees and Charges.

Inter Library Loans can be requested by any member of the Central Coast Library Service.



## Multicultural language boxes

Requests can be made via Library staff for a box of items in a range of languages other than English.

This service can be accessed by any member of the Central Coast Library Service and can be tailored to all age ranges, as items are available from the State Library of New South Wales.

See Library staff for a list of the current languages, formats, and genres available and for information on the fee for this service, as per Council's current Fees and Charges.

## Drug info collection

The State Library of New South Wales provides accurate and credible information about alcohol and other drugs for the community of New South Wales via the [Drug Info website](#).



# Classifications for publications including magazines

Most publications, including magazines, do not need classification and may be legally purchased and read by anyone.

Only 'submittable publications' (publications which may be refused classification or restricted to adults) require classification. These publications usually contain sexualised nudity or sexually explicit content.

## Unrestricted

Some publications are classified as Unrestricted. These publications may contain content that is not recommended for children under the age of 15. If the Classification Board determines the publication should carry consumer advice, then the publications will carry either classification label:

- Unrestricted
- Unrestricted with the consumer advice M (Mature). Not Recommended for Readers under 15 Years



## Restricted

Publications which are classified 'category 1 restricted' and 'category 2 restricted' are publications for adults and they cannot be sold to minors (and are not to be sold in Queensland under Queensland law). They contain content that may offend some sections of the adult community, for example nudity or explicit sexual content.

### Category 1 restricted (CAT 1)

These publications commonly contain images of sexualised nudity and must be distributed in a sealed wrapper. Their covers must be suitable for public display.

### Category 2 restricted (CAT 2)

These publications commonly show images of actual sexual activity between consenting adults and may only be displayed in premises that are restricted to adults.

## Refused classification (RC)



Refused Classification (RC) is a classification category referring to films, computer games and publications that cannot be sold, hired, advertised or legally imported in Australia. RC-classified material contains content that is very high in impact and falls outside generally-accepted community standards.

Sourced: [What do the ratings mean?](#) | [Australian Classification](#)



Appendix 1: Classification and consumer advice labels continued

Refused classification (RC)

Label				
Classification and consumer advice	Unrestricted	Unrestricted M (Mature) Not recommended for readers under 15 years	Restricted Category 1 Not available for persons under 18 years	Restricted Category 2 Not available for persons under 18 years
Available on catalogue				 Items not held in collection
Available on shelf (as per normal)			 	 Items not held in collection
Restricted Area				 Items not held in collection
Restrictions			 Only persons 18 years and over can loan items	 Items not held in collection

# Library branch details

## **Bateau Bay Library**

Bateau Bay Square  
10 Bay Village Rd  
Bateau Bay, 2261  
P 4350 1580

## **Erina Library**

The Hive, Erina Fair  
Erina, 2250  
P 4304 7650

## **Gosford Regional Library**

123a Donnison St  
Gosford, 2250  
P 4304 7500

## **Kariong Library**

98 Mitchell Dr  
Kariong, 2250  
P 4325 8155

## **Kincumber Library**

3 Bungoona Rd  
Kincumber, 2251  
P 4304 7641

## **Lake Haven Library**

Lake Haven Shopping Centre  
Goobarabah Ave  
Lake Haven, 2263  
P 4350 1570

## **Tuggerah Library**

Westfield Tuggerah  
50 Wyong Rd,  
Tuggerah, 2259  
P 4350 1560

## **Toukley Library**

Cnr Main Rd and Victoria Ave  
Toukley, 2263  
P 4350 1540

## **Umina Beach Library**

Cnr West St and Bullion St  
Umina Beach, 2257  
P 4304 7333

## **Woy Woy Library**

Cnr Blackwall Rd and Oval Ave  
Woy Woy, 2256  
P 4304 7555

# Extended services

## Library@YourTime

Out-of-hours access for inducted library members. Access 6am-9pm, 7 days a week.

- Bateau Bay Library
- Kariong Library
- Kincumber Library
- Toukley Library

## Library reservation lockers

Reservation lockers available to pick up library items - 24/7

- Erina Library
- The Entrance Visitors Centre  
Marine Pde, The Entrance
- Tuggerah Library
- Umina Beach Library
- Wyong Service Centre  
2 Hely St, Wyong