

Central Coast

Library Service

Collection Management Strategy

Central
Coast
Council

Library
Service

Providing a balanced range of resources for the information, education, recreation and lifelong learning needs of our community

Strategy Objectives

The objective of this Collection Management Strategy 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 Council area is provided access to a current 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.

This Collection Management Strategy will ensure that the Library Service:

1. provides a balanced range of resources for the information, education, recreation and lifelong learning needs of the Central Coast Council community
2. is responsive to the changing needs of the Central Coast Council community
3. is responsive to the changing information environment, including new formats as they become available
4. is an unbiased source of knowledge and ideas for the community
5. provides free, equal and equitable access to information and resources to all members of the Central Coast Council community

To achieve this, the strategy document will:

1. describe the Central Coast Council community which is served by the strategy
2. provide a framework for the planning, selection and de-selection of materials
3. outline the collecting areas the Central Coast Library Service will actively source

Strategy Review

This strategy shall be reviewed every two (2) years and any changes to the community of the Central Coast Council area, publishing and information industries, political or economic conditions and/or public library philosophy shall be taken into account.

The responsibility for review and revision of this strategy resides with the Unit Manager, Libraries, who delegates tasks as appropriate.

Community Profile

The Central Coast Council area is located on the coast of New South Wales, between 60 and 90 kilometres north of the Sydney CBD, and about 80 kilometres south of the Newcastle CBD.

It shares boundaries with Lake Macquarie (north), the Tasman Sea (East), Broken Bay, the Hawkesbury River and Hornsby Shire Council (south) and Hawkesbury City Council (west).

It comprises of approximately 168,042 square hectares and includes large sections of State Forest, National Parks, nature reserves and beaches and waterways.

As at the 2016 Census the Central Coast LGA had an estimated residential population of 327,736.

Our History

The original inhabitants of the Central Coast of NSW were the Guringai and Darkinjung Aboriginal peoples.

European settlement on the Central Coast began in 1823 when James Webb received a grant of land near Blackwall, followed by Jonathan Cape who took up land in the area adjoining Jilliby Creek in 1825. Early district industries in the south included shell gathering for lime burning, ship building and timber getting. In the late 1830s and early 1840s, Kincumber, East Gosford and the government township of Gosford were established. In the north, early industry included cedar-getting, cattle farming and crop growing.

The construction of the main northern railway line in the 1880s encouraged further growth across the Central Coast. Tourism grew through greatly enhanced rail access. Major land subdivision began in the 1880s along the rail corridor in the south and spread to other coastal areas in the 1910s-1920s. The building of the Pacific Highway through the Central Coast in the 1920s and 1930s, followed by sporadic upgrades to highway and road infrastructure helped to encourage agricultural, residential and tourism growth.

From the 1960s onwards the Central Coast has seen exponential growth in population, settlement and housing development.

Economy

Employed residents in the Central Coast total 159,566.

There are 22,045 local businesses employing 115,433 people.

Of the Central Coast residents 159,556 are employed and, as at March 2017, there is an unemployment rate of 5.44%.

Key employment sectors include health care and the retail trade, and to a lesser extent, manufacturing and construction, accommodation/food services and education.

The Central Coast Region features two major public hospitals (Gosford and Wyong Hospitals), two small public hospitals (Long Jetty Health Care Facility and Woy Woy Hospital) and three small private hospitals (Berkeley Vale, Brisbane Waters and Gosford Private Hospitals).

Responsive to the changing
needs of our community

Erina Fair Shopping Centre and Westfield Tuggerah are the Region's major retail centres, with other significant centres being the Gosford CBD (Gateway Shopping Centre, Gosford Town Centre, Imperial Shopping Centre and Park Plaza), the Wyong CBD, Bateau Bay Square, Deepwater Plaza Shopping Centre, Erina Mall, Lake Haven Shopping Centre, The Entrance Waterfront Plaza and Toukley Shopping Centre. The Region also has numerous smaller retail centres.

Major industrial areas are located in the suburbs of Colongra, Doyalson, Jiliby, Kincumber, Lisarow, Mannering Park, North Gosford, Somersby, Tuggerah, West Gosford, Wyoming and Wyong, including collieries and power stations.

The Central Coast Region features two tertiary institutions (TAFE NSW Hunter Institute - Gosford, Ourimbah and Wyong Campuses, and The University of Newcastle - Central Coast Campus) and numerous private and public schools.

(Data sourced: <http://profile.id.com.au/central-coast-nsw>)

Library Purpose Statement

To provide welcoming, contemporary spaces which encourage the exchange of innovative and creative ideas, and support opportunities for leisure, learning and exploration through equitable access to resources and technologies.

Library Strategic Plan

The Library Strategic Plan will be developed in 2018.

Collection Purpose

The collection of the Central Coast Library Service aims to provide free and equitable access to a wide array of 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 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, Acquisition and Standards

Selection and Management Responsibility

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

Selection Criteria

The collection shall:

- provide a balanced 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 community
- include formats suitable for people with hearing or print impairment
- offer resources reflecting community demographics

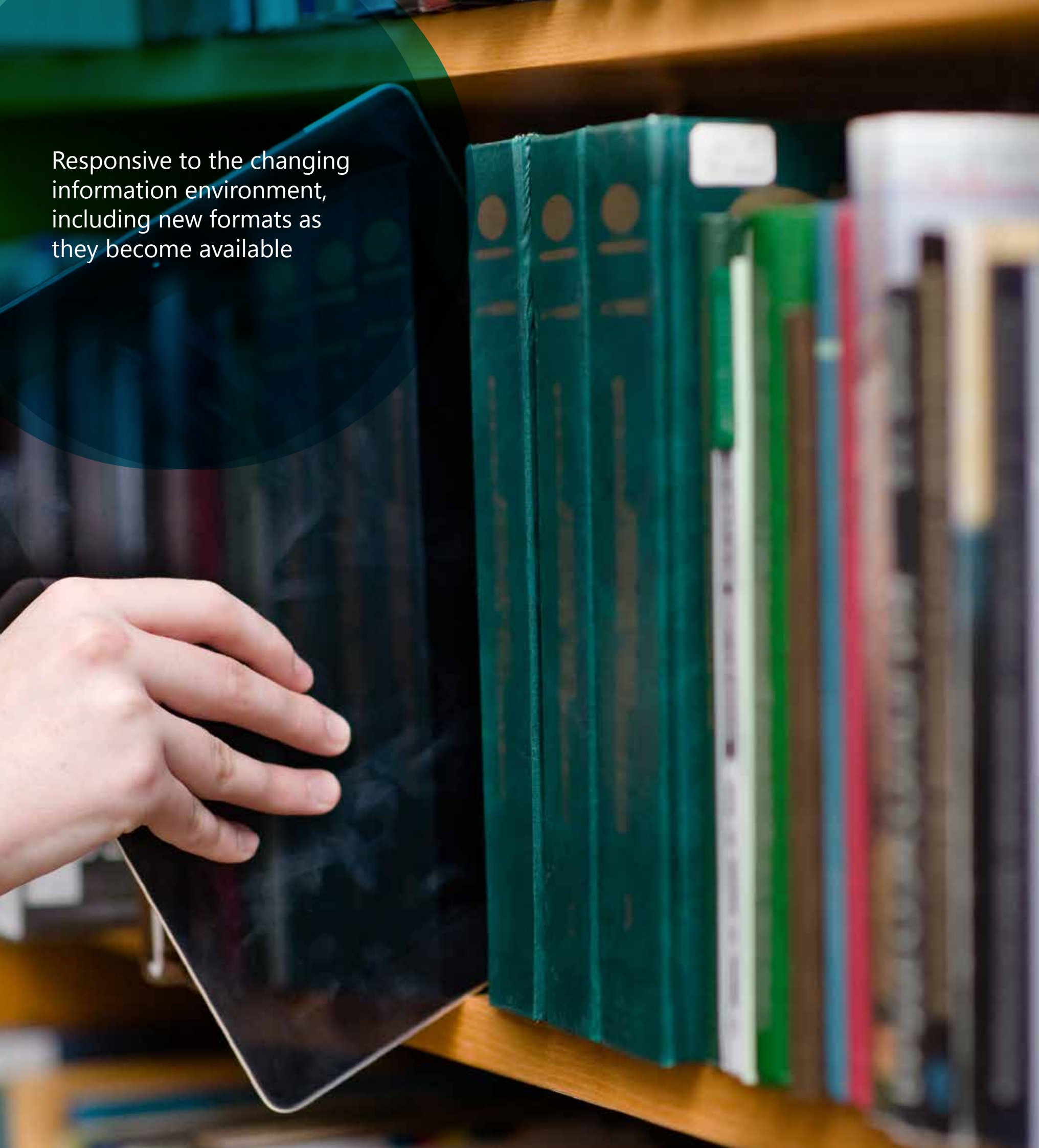
- preserve the cultural heritage and history of the Central Coast
- promote the intellectual freedom and freedom of expression of a tolerant society

Items will be collected based on:

- content - relevance, reliability, interest, demand and subject coverage in the collection. 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
- licensing and other legal requirements

Items not collected can include:

- expensive or rare items inappropriate to the Library, unless they prove to be of great local history value
- ephemera, unless it proves to be of great local history value
- items of inappropriate physical dimensions
- old, out-of-date or fragile items, unless they prove to be of great local history value
- items prohibited by law or in breach of copyright
- items unavailable through standard suppliers or appropriate specialist suppliers
- second hand materials, unless they prove to be of great local history value
- materials of a highly technical or highly specialist nature
- textbooks and specific curriculum needs of students, especially tertiary students - exceptions include HSC study resources
- workbooks
- items in less durable formats, such as spiral-bound
- items in languages not currently collected by the Library
- works of limited interest or collection value, including sheet music,

A photograph of a library shelf with several books. A hand is visible on the left, reaching towards a book. The books have green and blue spines. A semi-transparent dark blue circle is overlaid on the left side of the image, containing white text.

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unless specifically acquired for the Local History Collection

- vanity or self-published items, unless specifically acquired for the Local History Collection
- items which promote hatred, vilification, or degradation of members of the community, or are overtly supportive of intolerant ideologies, persons or organisations

Selection Methodology

- 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 the public
- collection analysis and profiling
- reservations – titles that are heavily reserved will be given consideration for additional purchases
- vendor and supplier presentations
- industry recommendations
- 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
- audio books
- e-audio books
- e-books
- e-magazines
- DVDs
- music CDs
- magazines
- newspapers
- online databases

Purchasing for the collection will reflect a 70% print / 30% non-print split 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 will endeavour to purchase items that have been requested. These items must meet the Selection Criteria described above and an inter-library loan 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, via the Web OPAC or by sending an email to: librarycollections@centralcoast.nsw.gov.au

Controversial Materials and Censorship (Freedom to Read)


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.

Central Coast Library Service supports the Australian Library and Information Association's (ALIA) *Statement on free access to information* www.alia.org.au/about-alia/policies-standards-and-guidelines/statement-free-access-information

Central Coast Library Service adheres to the classifications set by the Department of Communications and the Arts www.classification.gov.au/Pages/Home.aspx, 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.

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.



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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' *Living, Learning Libraries: Standards and Guidelines for NSW Public Libraries, 6th edition* and on data obtained from collectionHQ to ensure that the collection is relevant, reliable, vibrant, suitable and effective.

Deselection

Deselection is the process of assessing an item for removal from the collection and the Library catalogue. This is an ongoing task and is based against the discard standards set out in *Living, Learning Libraries: Standards and Guidelines for NSW Public Libraries, 6th edition* and in the Australian Library and Information Association (ALIA's) *Beyond a Quality Service: Strengthening the Social Fabric – Standards and Guidelines for Australian Public Libraries, 2nd edition* documents and from data obtained from collectionHQ.

Deselection Criteria

Items are removed if they are no longer relevant, reliable, of interest or in demand, are in poor physical condition or if the format has become out dated 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
- relating to local history

Disposal of Deselected Items and Donations that do not meet the 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
- recycled

(Note: items that cannot be offered or recycled will be disposed of via the Central Coast Council’s waste management system)

Collection Area Statements

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 and formats.

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 for Australian content.

Adult Reference Collection

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

This collection is not-for-loan.

Large Print Collections

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

Children’s Collections

Picture books, Picture books school age, Beginner Readers, Easy Readers, Junior Fiction, Junior Non-Fiction, Junior Reference

Materials in these collections aim to provide a well-balanced 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 life-long reading. Contemporary works, selected classics, bestsellers, award winning books, and the works of popular authors and illustrators are collected in all genres and formats.

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).

Picture books with more advanced information and themes are also collected and catalogued as Picture Books, School Age.

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 interests, topics, tastes and reading levels. The collection is aimed at ages 6 to 12.

Junior Non-fiction and 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

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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 Collections

Young Adult Fiction, Visual Literacy

Materials in these collections aim to provide a well-balanced 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 and formats.

Where possible the collection will support current curricula resources and support resources. The collection does not include textbooks.

The items within the Visual Literacy collection use visual narrative - a textual narrative enhanced by illustrations. The items in this collection have been selected for their graphic format, text and illustrative storyline and contain sophisticated storylines, confronting concepts and political allusions. The collection has been developed to give Higher School Certificate students an interesting and relevant selection of media to use as comparative texts while studying a range of subjects and themes. The collection is also intended to provide all students, secondary and tertiary, a selection of books that fulfil the visual literacy criteria.

Fast Reads Collection

Materials in this collection include popular, contemporary works, selected classics, general fiction, general non-fiction and best sellers that can reasonably be read within the 7 day loan period assigned to the collection.

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

Graphic Novel Collections

Graphic Novels, Junior Graphic Novels, Graphic Novels Mature content

Materials in this collection aim to provide illustrated novels and comics as an alternative to the traditional fiction collections.

The collections encompass junior (Junior Graphic Novels) and young adult and adult materials (Graphic Novels).

Items that are deemed to have 'adult content' are labelled with a 'May contain Adult Themes' sticker and catalogued as Graphic Novel Mature Content (GNM) to indicate that the collection has mature subject matter and graphics best suited to an adult audience.

Magazine Collections

Adult Magazines, Young Adult Magazines, Junior Magazines, Reference Magazines

Materials in this collection, 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, young adult and junior titles are held and the emphasis, where possible, is on providing Australian content.

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

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

Newspapers

A selection of daily newspapers is provided in each branch in response to local requirements.

Newspapers are not-for-loan.

Audio Book Collections

Adult Audio, Junior Audio, Young Adult Audio

The Audio Book 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 formats are included.

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

DVD Collections

Adult DVD, DVD - Restricted Access, Junior DVD

Materials in this collection 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.

The collections encompass junior DVDs and adult DVDs.

Central Coast Library Service adheres to the classifications set by the Department of Communications and the Arts (www.classification.gov.au/Pages/Home.aspx), and restricts items from being borrowed by customers under the age brackets set by this organisation.

Music Collections

CD, Junior CD

Materials in this collection aim to cover the wide range of musical interests found in the community. The collection encompasses both music CDs aimed at younger listeners (JCD) and music CDs for the whole of the community.

Central Coast Library Service adheres to the classifications set by the Australian Record Industry Association (ARIA) and the Australian Music Retailers Association (AMRA) and maintains the warning labels as set by these organisations.

Provides free, equal and equitable access to information and resources to all members of the Central Coast Council community

E-resources and Online Databases

e-Books, e-Audio books, e-Magazines, online databases

Electronic resources include, but are not limited to: e-books, e-audio books, e-magazines, subscription and non-subscription databases, and consortia models. Materials in these collections aim to provide information and recreational resources as an alternative to the traditional hardcopy collections.

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

Fiction e-resources include contemporary works, selected classics, general fiction, bestsellers, award winning books, and the works of popular authors in all genres. The fiction e-resource 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 balanced 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.

Local History Collection

The Local History Collection is a unique, irreplaceable and comprehensive record of the history, geography and development of the Central Coast. It is the single repository of Central Coast History.

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 almost 200 years of European settlement. Nationally-significant cultural collections include the Spike Milligan Collection and Alfred Dufty Maritime Heritage Photograph Collections. Regionally-significant collections spanning the entire Central Coast include the Central Coast Express/Wyong Advocate photograph Collection, and RH Creighton funeral records 1909-1989. This Collection will provide resources for Council and Community commemorative projects for the Bicentennial of the Central Coast, beginning in 2023.

Family History Collection

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

Primary records include, but are not limited to, online resources, microfilm copies of convict records, shipping records, and parish registers.

Drug info @ Your Library Collection

This collection includes Drug Info @ Your Library which is a resource provided by the State Library of NSW and the NSW Premier's Department, and covers accurate and credible information on drugs and alcohol in various formats, including the associated website (www.druginfo.sl.nsw.gov.au/).

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

LIAC Collection

This collection includes the Legal Information Access Centre (LIAC) collection which provides recommended, 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 this collection 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 collection aims to cater for adult beginner readers through to those with more advanced reading skills and includes recreational reading, life skills and language development.

Bookclub Boxes

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

Central Coast Library Service is a member of the Central East Zone region of the Public Library Association and as such has a commitment to the other participating members of the group.

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 include, but are not limited to: rare books, maps, plans and photographs.

Where offers are made to the Central Coast Library Service of collections and items that cannot be suitably housed and conserved within the Central Coast Library Service, preliminary assistance to find a suitable institution for the care of items will be offered to the owner.

Library details

Bateau Bay

Bateau Bay Square
10 Bay Village Rd, Bateau Bay
Monday - Friday 9:00am - 5:30pm
Saturday 9:00am - 3:00pm
Telephone (02) 4350 1580

Erina

The Hive, Erina Fair
Monday - Wednesday 9.30am - 5.00pm
Thursday 9.30am - 7.00pm
Friday 9.30am - 5.00pm
Saturday 9.30am - 4.00pm
Sunday 12pm - 3.00pm
Telephone: (02) 4304 7650

Gosford

118 Donnison St, Gosford
Monday - Friday 9.30am - 5.00pm
Saturday 9.30 - 12.30
Sunday closed
Telephone: (02) 4304 7500

Gwandalan

Community Hall
Koowong Road, Gwandalan
Monday 9:00am - 12 noon
Tuesday 9:00am - 12 noon
Saturday 8:45am - 11:45am
Telephone (02) 4976 2587

Kariong

Shopping Centre, Cnr Corringa Rd & Arunta Ave, Kariong
Monday Closed
Tuesday - Friday 9.30am - 5.00pm
Saturday 9.30 - 2.30
Sunday Closed
Telephone: (02) 4325 8155

Kincumber

3 Bungoona Rd, Kincumber
Monday - Friday 9.30 - 5.00
Saturday - Sunday Closed
Telephone: (02) 4303 7641

Lake Haven

Lake Haven Shopping Centre
Goobarabah Ave, Lake Haven
Monday - Friday 9:00am - 5:30pm
Saturday 9:00am - 3:00pm
Sunday 10:00am - 2:00pm
Telephone (02) 4350 1570
Information Services (02) 4350 1577
Children & Youth (02) 4350 1577

Mooney Mooney

Mooney Mooney Public School Site
Point Rd Mooney Mooney
Tuesday 2.00 - 5.00
Saturday 9.00 - 12pm

Tuggerah

Westfield Shoppingtown
50 Wyong Rd, Tuggerah
Monday - Friday 9:00am - 5:30pm
Saturday 9:00am - 3:00pm
Telephone (02) 4350 1560
Information Services (02) 4350 1566
Children & Youth (02) 4350 1564

The Entrance

211A The Entrance Rd, The Entrance
Monday - Friday 9:30am - 4:30pm
Saturday 9:00am - 12 noon
Telephone (02) 4350 1550

Toukley

Cnr Main Rd & Victoria Ave, Toukley
Monday - Friday 9:00am - 4:30pm
Saturday 9:00am - 12 noon
Telephone (02) 4350 1540

Umina

Cnr West St & Bullion St, Umina
Mon-Fri 9.30 - 5.00
Saturday - Sunday Closed
Telephone: (02) 4304 7333

Woy Woy

Cnr Blackwall Rd & Oval Ave, Woy Woy
Monday - Friday 9.30 - 5.00
Saturday 9.30 - 12.30
Sunday 12pm - 3.00
Telephone: (02) 4304 7555

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