

RANDWICK CITY LIBRARY

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# Collection Development Guidelines

29 July 2021

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# 1. GUIDELINES BY COLLECTION

## 1.1. Collections for Loan

### 1.1.1. Non-Fiction

The Non-Fiction collection aims to provide customers with easy access to:

- information that they require during the course of their daily lives
- a diversity of viewpoints on a range of subjects that will promote critical thought

Scope: English language resources that provide information for recreational, business and vocational use, personal development and physical wellbeing at a general readership level.

Formats: Various formats will be considered including book, DVD, CD and digital.

Exclusions: Textbooks will not be selected unless they are the only source of information on a subject. Workbooks will not be purchased.

Access: A number of subject areas are shelved separately for ease of access e.g. biographies, literature and travel guides.

Future Directions: Subject areas will be monitored based on their popularity.

#### 1.1.1.1 Sustainability

The Sustainability collection focuses on books and resources which promote, educate and inform about issues relating to biodiversity and environmental sustainability. Items that are part of the collection have a specific symbol on their spines.

Scope: The collection includes English language resources that provide information on a variety of environmental topics for all age groups. Titles are sourced primarily from reviews, personal and supplier recommendations.

Formats:

- Books
- Toys (made of sustainable resources or which educate about environmental issues)
- DVDs
- Spokenword
- Spark Science Boxes
- Digital

Future directions: The collection will be reviewed on a continuous basis.

#### 1.1.1.2. Subject Specialisation

The subjects of sociology and political science were collected in depth under the former Sydney Subject Specialisation Scheme. That level of coverage now falls outside the library's scope, however many titles previously collected under the scheme have been retained. Also, some key titles from the non-fiction collection in these subject areas are retained rather than discarded.

### 1.1.2. Adult Fiction

The collection aims to provide customers with a range of recreational reading to stimulate their imagination and enrich their experience.

Scope: The collection will contain as broad a range as possible of popular, contemporary and classic works in English including:

- Bestsellers
- A representative selection from fiction genres (science fiction/fantasy, westerns, romances, detective stories and mysteries)
- Winners of major international prizes
- Winners of and titles short-listed for Australian and international awards
- Critically acclaimed works from other cultures in English translation
- Film tie-ins

Formats:

- Trade paperback and hardback books
- Large print books in hardback and paperback formats
- Books on compact disc including in MP3 format
- Digital

Future Directions:

Continuous review of large print collection usage.

### 1.1.3. Bestsellers

The collection aims to provide in-library customers with immediate access to a selected range of current bestselling fiction and non-fiction titles. Loan renewals or holds are not permitted on these items. These titles are also available through the general fiction and non-fiction collections.

Scope: Current bestselling titles in English, in generally larger quantities than other collections.

Formats:

- Trade paperbacks

Future Directions:

Establishment of junior Bestseller's collection

### 1.1.4. Collection Highlights

A curated themed fiction collection which is renewed quarterly.

Scope: Fiction and non-fiction titles in English assembled around a topical theme.

Formats:

- Paperback and hardback books

Future Directions:

- Creation of a wider range of themes.

### 1.1.5. Hidden Gems

A curated collection of titles which may have been overlooked by customers.

Scope: Fiction, non-fiction and biography titles in English suggested for inclusion by library staff.

Formats:

- Paperback and hardback books.

Future Directions:

- Inclusion of a broader range of titles.

#### **1.1.6. Winners Circle**

A curated collection of titles which have won major literary awards either in Australia or abroad.

Scope: Fiction titles in English language suggested for inclusion by library staff.

Formats:

- Paperback and hardback books.

Future Directions:

- Inclusion of a broader range of titles.
- Establishment of the collection at Randwick and Malabar branches.

#### **1.1.7. Parenting**

Scope: The Parenting collection is a small collection of resources which support parents and caregivers by bringing together all relevant material on the physical, intellectual and social needs of children 0 to 5 years old on the following topics listed below:

- Child development (Dewey 155.4) e.g. stages of development
- Parenting skills (649.1) e.g. toddler taming
- Health/fitness (613.7) e.g. sleep, hygiene, brushing, vaccinations, exercises
- Food/ Nutrition (641.56) e.g. baby food, cooking for toddlers etc
- Games and activities (649.5 and 649.68) e.g. baby finger plays, activities
- Education (371 and 425-428) e.g. choosing the right preschool, information on play centres, starting school, bullying, early literacy skills, flash card type items, spelling, grammar and picture dictionaries etc

Target group: Parents of children aged 0-5 yrs.

Formats:

- Books
- Magazines
- Audio visual
- Pamphlets
- Theme Kits
- Spark Science Boxes

#### **1.1.8. DVDs**

This is primarily a recreational collection; however it can also be used by students either to study a film as an artistic work or to complement a written work.

#### Scope:

- Feature films
- Concerts and operas
- Classic films
- Quality subtitled foreign films
- Filmed books and plays
- Television comedies
- Popular television series
- Quality animated and live action films for children
- Documentaries
- Instructional material for hobbies, sports, do-it-yourself and the visual arts

Film classifications and any restriction imposed by the Office of Film and Literature Classification will be clearly indicated. G rated videos and DVDs are shelved separately in the children's area.

#### Formats:

- DVD
- Digital

#### Future Directions:

Films with Australian content or suitable for children and family viewing will be given emphasis.

#### **1.1.9. Music CDs**

Scope: A representative selection of traditional and contemporary music to suit a wide variety of tastes with an emphasis on Australian artists. Genres include:

- Jazz
- Classical
- Musicals
- Country Music
- Rock
- Easy Listening
- Ambient
- World (folk/traditional) including indigenous Australian

#### Formats:

- Compact Disc
- Digital

#### **1.1.10. Digital Resources**

Access to digital resources and “mobile ready” sites and services rather than the ownership of resources is becoming more significant – there is less reliance on the use of in-house collections to satisfy many information needs. Access to commercial databases through online subscription, consortia purchasing arrangements, and the potential electronic publishing of the library's own resources is influencing collection development practices.

However, issues such as format, accessibility, compatible hardware, DRM (Digital Rights Management) and established Council policies and practices provide many challenges regarding selection and development.

#### Formats:

- Ebooks, preferably streamed or in ePub format
- Electronic documents (e.g. TIF, PDF)
- eAudiobooks, preferable streamed or in MP3 format
- full text news and serials services and archives
- Web-based eResources
- Image files (e.g. JPG, TIF, PNG)
- Audio formats (e.g. MP3, WAV)
- Video streaming platforms
- Mobile applications that support and integrate with library resources.
- eMagazines, preferably streamed or in ePub format.

Exclusions: Resources that target tertiary level audiences with a narrow subject focus.

#### Criteria for Selection:

- Accessibility – in library only or accessible from home, as well as website accessibility for vision impaired.
- Subsidy – is the electronic resource subsidised by the State Library (via NSW.net Project) or another body or budget (e.g. Sustainability)
- Compatibility (Hardware) – what is the format or service best compatible with. This includes preference for ePub files for eBooks to be compatible with associated app platforms.
- Available format/s: preference is for resources with availability of accompanying hardcopy edition.
- Licensing conditions, with a preference for simultaneous access

#### Future Directions:

- Access to eResources through the library catalogue
- Further development of the library's App as an information portal
- Education of users in accessing eResources

#### **1.1.11. Children**

Scope: It is important to provide a wide range of information and recreational resources in response to the varied social and cognitive developmental needs of this broad age group. Children from ages 1 month to 11 years progress from a dependent, “pre-language” baby through to an independent reader with critical thinking skills.

Population Served: According to the 2016 Census, 17,437 (12.4%) of the RCC 's population are children aged one month to 11 years of age. The children's collection also serves parents, carers, teachers, student teachers, researchers in children's literature, and supports school curricula. As all children less than 5 years old in the LGA were born after the census, the census is not a completely accurate reflection of the current population under 11 years.

The LGA has 28 primary schools, 4 special schools and 70 Day-Care and Preschools.

#### Target groups:

- Babies under 2 years old and their parents
- Beginner readers: these include children aged 4 to 6 years old



- Children aged 7-12 years old

Partnership opportunities:

- Schools in the LGA
- Preschools and playgroups in the LGA
- Other libraries
- Cultural and community institutions and organisations e.g. UNSW, TAFE, JNC, POWH

Future directions:

- Expand technologies, online resources and collections, aligning programs and collections with Early Learning Years Framework (ELYF) and school curriculum.

#### **1.1.10.1. Children's Non-fiction**

Non-fiction materials range from picture books through to more complex material to support and enrich Primary and High School curricula.

Arrangement: At Lionel Bowen Library the junior collection is housed as follows:

- Non-fiction materials specifically for children under 5 years and which are not useful for project support are housed separately as a "First Facts" collection
- General non-fiction material for children from Kindergarten to year 7 is located in the JNF section of the library
- General non-fiction material for children in year 9 and above is classified as Youth and is interfiled in the adult non-fiction collection
- Curriculum Support collection material specific to schools which include textbooks and exam papers will be located in the CSC collection (see separate entry)
- Non-fiction online resources will be added
- Spark! Science Boxes and Theme Kits are located in the JNF section of Lionel Bowen Library
- The parenting collection resources are located in the JNF section of the library

Scope: A wide range of resources to cater for the NSW curriculum as well as non-fiction leisure or general interest reading for children.

Formats: All formats will be considered in the light of their ability to support and enrich the collection.

Exclusions: Textbooks and workbooks will be selected only if they are a good source, or the only source of information on a specific subject and will be located in the CSC collection.

#### **1.1.10.2. Children's Fiction**

Scope : Works will be purchased for various reading levels and for a broad variety of interests. The collection includes a wide range of genres including humour, adventure, fantasy and mystery. Priority is given to the following publications:

- Australian fiction
- Popular award-winning titles
- Popular authors
- Quality picture books
- High interest/ simple vocabulary "readers"
- Quality "readers" series

#### Formats:

- Books
- Board books
- Books on compact disc
- Graphic Novels
- Digital

#### **1.1.10.3. Lapsit / Story Time Resources**

The library's Babies Love Books, Bop to Books and Kid's Club story time sessions require a not for loan resource collection. Items will be purchased to support these programs.

#### Scope:

- For Babies Love Books and Bop to Books sessions - items suitable for babies aged 0-35 months
- For Story time sessions - Items suitable for toddlers aged 3 to 5 years
- Up to date books on current literacy theories and methods for parents
- Resources which comply with Australian safety standards

#### Formats:

- Board books
- Picture books suitable for storytelling to groups
- Big books
- DVDS
- Puppets
- Felt boards
- musical instruments
- Resource books and CD aids

#### **1.1.10.4. Premier's Reading Challenge**

These titles are actively acquired and are identified by specific PRC stickers.

#### **1.1.12. HSC and Curriculum Support**

Support for secondary students and especially those studying for the Higher School Certificate (HSC) is a high priority, particularly in view of the large and steadily increasing number of students enrolled in the City of Randwick compared to neighbouring LGAs.

The CSC Collection will also support students from Year 2 to year 6 with access to specific course material and supplementary resources. Resources will assist in preparing students for important exams or tests.

These collections will be managed by the Youth Officer (Year 7 to HSC) and the Children's Services Librarian (Year 2 to Year 6).

#### Target Groups:

- Students preparing for the HSC
- Students in Years 7 to 10
- Students from Year 2 to Year 6

- Parents and students who require access to practice tests including selective school tests and NAPLAN

Scope: The Collection provides support material for core and popular subject areas specifically targeting curricula and includes:

- Material to assist in preparation for specific tests and qualifying/entry exams
- Essay writing, grammar and exam preparation guides
- Electronic information gateway
- Curriculum textbooks and supplementary material which are widely accepted by schools in the LGA and educational authorities.

The items below are specifically intended for secondary and HSC students:

- Popular study guides to curriculum areas identified as being taught in local schools
- Criticisms of prescribed texts
- Sources of background and introductory information to popular subject areas
- Prescribed audio and audio visual texts available on DVD and CD

Formats:

- Books
- DVDs
- Digital (ebooks)

Partnership Opportunities

- Primary and secondary schools in the City of Randwick
- Randwick College of TAFE
- Libraries of neighbouring local government areas

### **1.1.13. Learning Support/Foundations Skills**

Scope:

- To enhance standard learning and adapt learning for special needs in our community
- To start a special sub collection of non-fiction print and online resources for parents, carers and teachers to support learning for all children
- To have a range of engaging educational materials for children, including print and emerging technology such as touchpads

The Children's Librarian will co-ordinate the development of the Collection, to provide a balanced, targeted and relevant range of resources to support the curriculum, reading, information and needs of our community.

Target Group:

- Parents, carers, teachers and children aged between 3 and 12 years
- Families with lower literacy levels or for those for whom English is a second language

Formats: Multi format learning resources including:

- Launchpad touch pads
- Non-fiction print materials for parents on various subjects related to learning support for enhanced learning outcomes or to adapt learning for special needs
- Targeted, print learning materials for children

- Existing literacy-based games from Toy and Game Library

Partnership Opportunities:

- Partner with other learning disabilities groups and schools
- Increased awareness and usage of other programs and collections
- Create stronger links to schools
- Establish strong partnerships with a wide range of community organisations

Future Direction:

To continue to expand the Learning Support Collection.

#### **1.1.14. Young Adult**

Scope: It is important to provide recreational and information resources which are of specific interest to youth from 12 to 17 years of age. For specific information needs relating to the curriculum, please see the Curriculum Support Collection section of this document. For all other aspects targeting young adults see below.

Population Served: According to 2016 Census, approximately 7091 (5%) of the RCC 's population are youth aged 12-17 years. The LGA has 12 secondary schools.

Target Groups:

- Year 7 to 12 students
- Youth who have left school early
- TAFE students who have left school

Partnership Opportunities:

- Secondary schools in the City of Randwick
- Randwick College of TAFE
- Libraries of neighbouring local government areas
- Educational and other lifestyle service providers with a vested interest in youth and young adults
- Businesses and organisations in the area who are dedicated to the service of youth and promoting youth culture and their needs
- Randwick Youth Advisory Committee

Future Directions:

- Further develop the graphic novel and Manga formats in the young adult fiction collection
- Expand the young adult collection of DVDs and magazines - items will not be purchased if rated above MA15+
- Ensure appropriate non-fiction items for this age group are available within the library
- Investigate and develop the use of new technologies in delivering educational and recreational content to youth e.g. ebooks
- Exclusions: self-published works will not be included in the collection unless relating to the work of local students

##### **1.1.14.1. YA Non-Fiction**

Scope : Non-fiction material is interfiled with the adult non-fiction material at both Margaret Martin and Malabar Community Libraries. At Lionel Bowen Library, non-fiction material for young adults is housed in three different locations as follows:

- Materials for years 9 to 12 which enrich and support the curriculum (but not written specifically for the curriculum) will be interfiled in the adult non-fiction collection
- For all materials which are specifically written to support the curriculum of years 7 to 12 such as textbooks and study guides see the HSC and Curriculum Support Collection section.
- For Kindergarten to Year 6, resources are shelved in the Junior non-fiction

Formats: All formats will be considered in the light of their ability to support and enrich the collection and in keeping with the library's general collection guidelines.

Exclusions:

- Books which contain lift outs
- Spiral bound books unless content can't be obtained in a more appropriate book
- Workbooks, unless content can't be obtained in a more appropriate book

#### **1.1.14.2. YA Fiction**

Scope: Works will be purchased for various reading levels and for a broad variety of interests. The collection includes a wide range of genres including humour, adventure, fantasy and mystery, realistic and horror. The following are normally purchased:

- Australian fiction
- Popular award-winning titles
- Popular authors
- Popular series
- Quality graphic novels for young adults

Formats:

- Books
- Books on CD and MP3
- DVDs
- Graphic Novels and Manga
- Digital

#### **1.1.15. Toy and Game**

RCL recognises that children learn, explore, create and imagine through play. The Toy and Game Collection provides a quality range of toys and games that promote the acquisition and development of language, social, physical and cognitive skills.

It is important that children are exposed to a variety of stimulating toys and games to reinforce and accelerate skills development. RCL is committed to providing these opportunities.

The Toy and Game collection offers families a sustainable way of providing children with a large range of educational toys.

The collection is also aimed at providing families and individuals who are financially disadvantaged with access to resources that they could otherwise not afford to purchase. In particular, there is recognition of the high cost to parents of purchasing quality toys and their relatively short-term viability.

An annual membership fee is levied. This charge is waived for residents of Randwick LGA with a valid Health Care Card or receiving government financial assistance.

Scope: The Collection consists of a wide range of high quality educational and recreational toys and games that assist children in the development of:

- Language and communication skills
- Cognitive and problem-solving skills
- Social interaction and life skills
- Fine and gross motor skills

Toys and games are available for loan at all RCL branches. The Toy and Game collection now has over 2500 toys for members to choose from.

Lionel Bowen Library has the largest and broadest toy collection and caters for children aged 6 months and up to 12 years. Family games are also available across all three branches.

Margaret Martin Branch Library and Malabar Community Library have smaller collections with toys suitable for children aged six months and older.

Membership to the Randwick City Toy and Game Library enables families to borrow from all 3 branches.

Toys and games are a major component of the Theme Kit collection. The kits contain books, toys, DVDs and CDs and an activity sheet, each based on a popular theme – animals, transport, colours, shapes, numbers, new baby, potty time, weather, opposites and body parts. The responsibility of the kits is shared between the Children Services and the Toy Library teams. Families can borrow the kits with an adult library card.

The Toy and Game Collection is promoted at Play Workshops held regularly throughout the year. Facilitated by an Early Childhood Educator, the workshops look at play, child development and what toys are appropriate for children aged between 6 months and 2 years. Toys from the toy collection are showcased at the workshops.

Target groups:

- Families with young children 6 months to 12 years of age
- Families financially disadvantaged
- Families with children with special needs

Formats: The collection consists of numerous formats including:

- First toys - rattles, mobiles, activity centres, shape sorters, pop up toys, push button toys, pegboards, hammering toys, bead mazes, stacking and nesting toys, push and pull along toys, soft and wooden blocks, and walkers
- Musical instruments
- Construction sets
- Puzzles - knob, inset, large floor puzzles, jigsaws
- Games – games for young children, board games, card games, language games, active games, coding games, and family games
- Sand and water toys
- Puppets
- Toys for dramatic play - dolls houses, playhouses, train sets, farm sets, replica animals, tea sets, pretend food, stoves, prams, cars, trucks, garages, dress ups, cash registers
- Ride-on - cars, tricycles, small push-along
- Wooden toys – first toys, rocking horses, walkers, pretend play toys, building blocks
- Outdoor - active big toys - slides, seesaws, ride-ons, tunnels

- Sports toys - basketball hoops, cricket sets, golf sets, skittles
- Learning skills – alphabet toys, number toys, patterning toys, threading toys and fine motor skill toys
- Science and Nature – Little Sparks Discovery Boxes, animal sets, life cycle of insect sets
- STEM Toys – coding games, construction games, maths games
- Toys and games must be of a high quality and durable in order to withstand multiple loans from the Toy and Game Library. A priority in the selection and maintenance of toys is that they must always be safe for children to play with.

Exclusions:

- Soft toys
- Bath toys
- Dolls
- Toys promoting violence
- Toys promoting gender stereotypes

Partnership Opportunities:

- Community groups e.g. Junction Neighbourhood Centre

Future directions:

- Provide innovative community information and education programmes for target groups
- Develop relevant educational material for target groups about the importance of play, child development and suitable toys and activities for different ages
- Improve information about the Toy and Game collection available to target groups both in the library and on the website.
- By means of social media encourage members to give feedback about toys, make purchase suggestions and to communicate with each other about the collection
- Continue to expand the game collection to better cater for children in upper primary school
- Source new suppliers in order to enrich and expand the toy and game collection

### **1.1.16. Community Languages**

Randwick City has a diverse community made up of people from many cultural backgrounds. Over one third of our residents were born overseas, coming from over 100 countries and speaking over 60 different languages.

The most widely spoken of these languages are represented in the Community Languages collection. The needs of smaller community groups are met by resource sharing with other public libraries and the State Library of New South Wales.

Scope: The library currently offers material in six languages: Chinese, French, Greek, Polish, Russian and Spanish.

The collection is for recreational and educational purposes and includes fiction, non-fiction and audio-visual materials for adults and children. Adult fiction forms the bulk of most language collections. It includes original works of the authors of the respective languages as well as translations of popular English language novels. However, non-fiction is the core of the Chinese adult collection because of its higher popularity.

Based on customer demand Chinese, Russian and Spanish non-fiction collections cover a range of popular subjects including health, cooking, history, computing and so on. The non-fiction

collection in Greek language is limited to the most popular subjects and works of local authors in the respective language.

Junior books constitute a smaller proportion of each collection and an emphasis is placed on bilingual picture books. Many parents from CALD backgrounds tend to develop their children's bilingual skills and these resources are vital to their language development. The French children's collection is relatively larger than the adult collection as it aims to support the students from the International French School of Sydney in Maroubra.

The library is committed to providing story time sessions in community languages for preschool children. Additional resources may be purchased to support these programs if required.

#### Population Served:

- Members of the community from non-English speaking backgrounds
- Established migrant communities, e.g. Greek and Spanish
- Newly arrived migrant groups, e.g. French, Chinese (Mandarin), Russian and Spanish (Latin American)
- Other members of the community interested in languages other than English

Target groups: The five major language groups of Randwick residents from CALD background:

- Chinese (10.9%)
  - Greek (3.2%)
  - Spanish (1.6%)
  - French (1.4%)
  - Russian (1.3%)
- (Source: ABS 2016)

#### Formats :

- books
- magazines
- newspapers
- CDs
- DVDs
- digital
- other newly emerging formats

#### Partnership opportunities:

- The State Library of New South Wales
- Public libraries holding multicultural collections

#### Future Directions:

- The number of languages collected will be reviewed to provide a more effective service to the ethnic communities in the LGA
- Magazines and newspapers in community languages will be given a higher priority as they provide current information of particular interest and sustain a sense of cultural identity

#### **1.1.17. English Literacy**

The English Literacy collection aims to assist all adult members of the community to achieve their desired competency in English by providing a wide range of learning material supporting language development.



Scope : The collection is primarily an educational resource, which provides a wide range of linguistic and general language materials with a particular emphasis on the learning process. The collection also offers resources for teaching English as a second language.

Randwick City Library provides English Conversation Classes for people from culturally and linguistically diverse backgrounds. Additional resources have been purchased to assist tutors with their lesson planning.

Target groups:

- Members of the community from CALD backgrounds who learn English as a second language
- English speaking residents wanting to improve their language skills
- English language teachers from local educational institutions including TAFE, Adult Migrant English Program (AMEP), Institute of Languages

Formats:

- Books
- Audio kits
- On-line resources
- CD ROMs
- DVDs
- Digital

Partnership Opportunities

- The State Library of New South Wales
- Public libraries holding English learning collections
- TAFE NSW
- Sydney East Community College
- Institute of Languages, UNSW
- Australian Centre for Languages
- NSW Adult Literacy and Numeracy Council

Future directions:

- Establish networks with other educational institution providing language support to Randwick residents
- Develop, in partnership with the Children and Young Adult Librarian, a literacy collection targeting primary school children

### **1.1.18. Table Top Games**

The Table Top Games (TTG) collection provides a range of recreational games for loan.

Target groups:

Ages from youth to adult

Future directions:

Further develop the range of games available, with a focus on maintaining a mix of:

- Large group party games with playtime <30 mins
- Small and medium group games with playtimes <60-90 mins
- Games with medium to long playtimes 90+ min

### 1.1.19. Red Hot Reads

Recent fiction and non-fiction titles available to in-library customers featuring innovative literary, thought-provoking and cross-cultural themes. Loan renewals or holds are not permitted on these items. These titles are also available through the general fiction and non-fiction collections.

#### Target Groups:

Adult readers

#### Exclusions:

- Titles included in the Bestsellers collection.

#### Future directions:

- Greater diversity of titles

## 1.2. Magazines

The collection provides the community with access to up-to-date information, specialised knowledge and recreational and professional reading. Magazines contain information, reports, analysis and criticism often unavailable in any other form.

Magazines also play an important role in improving literacy skills, encouraging reluctant readers and providing high-interest practice material for people wishing to improve their English language skills.

#### Scope:

- Popular lifestyle, hobby and sports magazines
- General interest and current affairs magazines
- Magazines in community languages
- Magazines in large print
- Latest issue of selected titles is put on display and not available for loan until the next issue arrives
- Widely indexed serials not available electronically

The Library also has access to a large number of specialised serials via NSW.net and the Internet.

#### Retention policy:

- Weekly magazines are retained for six months
- Monthly magazines are retained for one year
- Quarterly magazines are retained for two years

#### Formats:

- Print
- Digital

## 1.3. Collections not for loan

### 1.3.1. Reference

The goal of the Reference collection is to provide a current, accurate and non-circulating collection that supports immediate access to basic information on a range of subjects. The range and scope of this collection has been and will be reduced considerably as on-line resources increasingly supply the immediate informational needs of many library customers.

Scope: The Reference collection complements the non-fiction lending collection. The emphasis is on materials designed to be consulted for immediate information needs rather than in-depth reading. Types of reference materials include:

- Encyclopaedias
- Dictionaries
- Street Directories
- Atlases
- Legal Information Access Centre (LIAC) collection

Population served : from school aged children to adults.

Target Groups:

- General Public – adults, young adults and children

Formats

- Books
- Serials
- Digital

Exclusions: Reference materials do not include:

- Resources that require the user to do extensive reading analysis or contemplation
- Most monographs
- Material older than 10 years – unless no other material is available on the subject or the title is a key one

Criteria for selection, updating and weeding:

- Current and anticipated needs and interests of the public
- Accuracy of content
- Age of the publication
- Adequacy in answering reference queries
- Ease of use
- New edition of a work is published
- Cost
- Physical condition
- Australian content

Future Directions:

- New reference material will be collected for each library. Selection will be based on the needs of the particular library in consultation with the Branch Officer. The aim is to provide a focussed, current and easy-to-use reference collection.

### 1.3.2. Legal Information Access Centre

The Legal Information Access Centre (LIAC) is a specialist information service of the State Library of NSW. It provides access to information about the law for all members of the community in NSW. All Council library services maintain, develop and promote a Find Legal Answers collection of both lending and reference titles.

The collection consists of a Toolkit comprised of core reference titles, and other titles interfiled in both the lending and reference collection. A proportion of this collection is subsidised by the SLNSW.

#### Scope:

- Nominated resources to be purchased in accordance with the contract between RCL and the State Library
- Resources recommended by State Library/LIAC
- Resources provided gratis by State Library/LIAC
- Find Legal Answers online service

#### Format:

- Books
- Booklets
- Pamphlets

#### Target Groups:

- Members of the population with legal information needs
- Students

Criteria for selection, updating and weeding: Criteria are provided by the SLNSW.

Future Directions: Future development is partially dependant on continued funding for the State Library's LIAC initiative. Recommended resources will continue to be purchased for all library locations.

## 1.4. Newspapers

The collection is available in-house and provides the community with access to up-to-date information, specialised knowledge and recreational and professional reading. Newspapers contain information, reports, analysis and criticism often unavailable in any other form.

Newspapers also play an important role in improving literacy skills, encouraging reluctant readers and providing high-interest practice material for people wishing to improve their English language skills.

#### Scope:

- Daily and weekly newspapers
- Local newspapers
- Newspapers in community languages

#### Retention policy:

- Newspapers are retained for three months

Future Directions: Subscribe to a wider range of newspapers and make them available via RCL's webpage.

## 1.5. Local Studies

Aim and Scope: The aim of the local studies service is to provide an accessible, comprehensive local studies research collection for the study of all aspects of the City of Randwick, past and present. This is achieved by acquiring, accumulating, preserving, conserving and providing access to a range of locally significant information in a variety of formats. This includes, but is not limited to, information in the following broad subject areas:

- Local Indigenous heritage
- Social, economic, industrial, cultural, and political history
- Natural, marine and built environment, landscape and geography
- Randwick City Council Corporate Archive and history of Randwick City Council

The collection focus is the geographic area of the City of Randwick local government area. The collection is limited to these geographic borders but includes information on subjects that can have a critical impact on the City but exist outside its boundaries e.g. Sydney Kingsford-Smith Airport, Botany Bay, Sydney Light Rail development or the Eastern coastal marine environment.

The collection commissions and fosters publications about Randwick both past and present. The 150th anniversary history of Randwick by Pauline Curby, published in 2009, is a notable example of this philosophy. The library encourages and supports self-publishers of local history, in both paper and electronic formats. The local studies service also encourages original scholarship that may be presented as public lecture, oral history, podcast or exhibition.

The collection supports the corporate needs of both internal Council staff and consultants commissioned to undertake work for the LGA.

The Local Studies collection falls under jurisdiction of:

- The Collection Development Strategy of Randwick City Library
- The legislation and internal policy documents that govern the Randwick City Council Records, including the Records Retention and Disposal Policy and the Corporate Digital Strategy at:  
[http://www.randwick.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0019/216253/Digital-Strategy.pdf](http://www.randwick.nsw.gov.au/__data/assets/pdf_file/0019/216253/Digital-Strategy.pdf)
- The Digitisation Strategy includes Council archives but also library materials and collections at risk of deterioration or loss but of vital importance in the documentation of Randwick LGA
- In addition, the library encourages collaboration with local heritage stakeholders to digitise heritage materials and to create new and unique content via research projects. Local heritage stakeholders with pertinent heritage collections are encouraged to partner in digitisation projects. Stakeholders are encouraged to seek collaborative grant funded projects to support the digitisation of relevant material. Stakeholders are encouraged to seek guidance and advice from library staff. The library encourages such research and digitisation partnership projects at the discretion of the library management and Randwick City Council

### Target Groups :

- Randwick City Council staff and Councillors
- Randwick and District Historical Society Inc, Cape Banks Family History Group, La Perouse Museum and any other local heritage community stakeholders
- Primary, secondary and tertiary educational sectors, including specifically Randwick TAFE and UNSW
- Consultants, academics and professional historians

- Architects
- The NSW Public Library Network
- Local and family historians
- Businesses and the workforce within the City of Randwick
- NSW State and Federal political representatives
- Precinct committees and resident action groups
- General local residential community

#### Formats :

- Published books, archives, manuscripts, maps, all photographic formats, ephemera, realia, microfilm and microfiche, newspapers, serials, vertical files, posters
- Digital content – copies of original materials held in the collection or purchased in perpetuity with rights permissions for customer access. Database subscription, in house content creation for Randwick City Council website.

Restrictions: The collection will not acquire or collect museum objects, framed artworks or costumery. The collection does not accept donations that DO NOT pertain to the City of Randwick and its geographic boundaries. For unsuitable items referrals to more appropriate collections will be offered not necessarily within the LGA.

#### **1.5.1. Family History**

The aim of the Family History collection is to provide access to a comprehensive research collection for the study of family history. The collection focus is on records from Australia. Records that include a Randwick component will be given highest priority, especially where these records will also be useful for the study of local history.

Overseas records will be purchased for the collection only where they are useful to a substantial proportion of researchers. Subscription to Ancestry.com and FindMyPast will continue to be the primary method of searching for international genealogical material.

Australian records with limited applicability may be purchased subject to budgetary constraints. The collection will aim to complement the collection of the Cape Banks Family History Group where possible rather than duplicating resources held in this local collection.

#### Target Groups:

- Randwick City Council staff and Councillors
- Randwick and District Historical Society Inc, La Perouse Museum, Cape Banks Family History Group, La Perouse Land Council and Indigenous Family Groups with associations to La Perouse, Botany Bay and the wider Randwick City LGA
- Primary, secondary, and tertiary educational sectors
- Family History groups and any other family history groups and stakeholders
- Consultants and professional historians
- Local and family historians
- Residents and workers of the City of Randwick
- General community

#### Formats:

Published books, directories and indexes, microfilms and fiche, electronic databases via the internet, photographic format, maps, serials, family trees where a Randwick connection is prominent.

Future Developments:

- Develop resources and public programs to encourage more people to become actively involved in family history research
- Create family history content and links via the Randwick City Council internet site to enhance access to resources
- Develop partnerships, projects and public programs with relevant local and state organisations, including the Cape Banks Family History group, State Records, Society of Australian Genealogists
- Support the use of the collection through seminars, database training and information sessions with specialist keynote speakers e.g. Ancestry.com Training Program
- Facilitate the hosting of Family History monthly events at Lionel Bowen Library
- Support the ongoing operation of the Cape Banks Family History Group including monthly meetings and anniversary/special events

