



Randwick City  
Council  
a sense of community

CITY SERVICES

# Randwick City Library Collection Development Policy

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# 1. INTRODUCTION TO RANDWICK CITY LIBRARY

## 1.1 Randwick City Council's vision

"Randwick City Council's vision is to build "a sense of community". We are achieving this through our mission statement of "working together to enhance our environment, celebrate our heritage and to value and serve our diverse community"

(Source: The Randwick City Plan, 2006)

Randwick City Library (RCL) shares the Randwick City Council's vision and supports the development of a well informed community capable of making critical decisions about a broad range of issues.

Randwick City Library's mission

Accountable to the Council and the community for planning, prioritising and delivering quality services, facilities and resources in response to current and future community needs.

## 1.2 Aims

To provide our customers with:

- Access to information that empowers, educates and informs
- Access to recreational resources that enrich, motivate and inspire
- Exemplary customer support
- An outstanding service that further enhances Randwick City Council's reputation for excellence in service provision
- "Create information hubs at our libraries and throughout our City which enrich the exchange of inter flow of information"

(Source: The Randwick City Plan, 2006)

## 1.3 Community Profile (Selected Characteristics)

The City of Randwick is the largest LGA in Sydney's eastern suburbs with a population of 119,854, an increase of 1% since the 2001 census.

Demographic forecasts predict that the City will experience steady growth and a long term shift towards an older population, consistent with an aging of the population nationally. Persons aged 60 years and over made up 17.5 % of the population, representing a 0.6% increase in this age group from 2001.

## Age Distribution

Largest groups:  
18-24 – 13.1%  
25-34 – 18.7%  
35-49 – 22%  
50-59 – 11.3%

(Source: ABS Census 2006)

Students attending the University of New South Wales make up a large percentage of young people in the 20-29 year age groups. They may not be long term residents and so the aging trend may not be significant in these groups.

The largest changes in age structure between 2001 and 2006 were in the age groups:

- 50 to 59 (+975 persons)
- 35 to 49 (+761 persons)
- 60 to 69 (+674 persons)
- 25 to 34 (-640 persons)

The median age was 35 years in 2006 compared to 33 years in 2001 and 1996.

Higher proportions of residents over 65 of age live in Maroubra, Matraville and La Perouse.

Population density is lowest in the southern suburbs however population trends indicate that the greatest growth in the next 10-20 years will take place in these suburbs.

## Ethnicity

- Aboriginal population is 1.2 % compared with 0.9 for the Sydney region
- 27.9% of the population were born in a country where English is not the first language.
- According to the 2006 Census, the population of people who speak other language other than English at home has increased by 2.1% since 1996.
- A large proportion of people from Culturally and Linguistically Diverse (CALD) backgrounds are young people (13-24 years) many of whom attend the University of NSW
- Chinese (including Cantonese and Mandarin) speakers form the largest and fastest growing CALD group. 5.7% in 1991, 6.4% in 1996, 7.3% in 2001, 7.6% in 2006.

## English Proficiency

Proficiency in Spoken English is high; with 89.9% of the Migrants from CALD stated they spoke English very well or well. (Source: ABS Census 2006)

### 1.3.1 RCL Customers

40,794 people are currently registered as library members with approximately 7110, or 17%, coming from outside the LGA.

This figure does not take into account those people who use the service but have not registered as members. Very little data is available on these customers, but there are indicators that suggest that among them are:

- Backpackers and tourists
- Visitors to patients of the Prince of Wales, Prince Henry and Royal Children's Hospitals
- Shopping centre customers

These customers make use of:

- Internet, word processing and e-mail facilities
- Photocopiers
- Specialist information service
- Newspapers and magazines
- Events and activities

Many of the characteristics of the community profile are mirrored in the customer base of RCL.

- The most populous suburbs, Randwick, Maroubra and Coogee have the highest number and the highest proportion of library members.
- The largest user groups are the 25-39 year olds.
- The largest and fastest growing CALD user group is drawn from the Chinese community.

There are 11,578 more females registered than males. The disparity is most marked in the 18-39 year age groups.

An awareness of demographic trends and knowledge of the customer base are vital in planning and building the collection.

## 2 THE COLLECTION DEVELOPMENT POLICY

### 2.1 Definition

The Collection Development Policy (the Policy) states how the library identifies, selects and manages resources required to meet the changing needs of our customers.

Documents informing the Policy include:

- Randwick City Council's Management Plan
- The Randwick City Plan
- A Cultural Randwick City Plan
- RCL's Operational Plan
- Library policies

Documents the Policy informs:

- RCL's Marketing Plan
- Selection and Maintenance Policies for each collection
- Inter-Library Loans Policy

### 2.2 Responsibility

Responsibility for the Policy and for developing the Library's collection rests with the Collection Development Librarian in consultation with a team of specialist librarians.

### 2.3 Purpose of the Collection Development Policy

- To inform stakeholders of the range and depth of the Library's collections
- To guide planning
- To demonstrate accountability
- To encourage stakeholder participation
- To assess performance
- To facilitate co-operation with other libraries and organisations

### 2.4 Revision

The Policy will be reviewed annually and revised every 3 years to reflect any changes in RCL's Strategic Plan. A revision may be prompted by any significant change in:

- Demographic composition of the LGA
- Information needs of customers
- Community demands

## 3 COLLECTION OVERVIEW

### 3.1 Collection Objectives

The Collection will provide a balance of material that will assist all members of the community to participate in cultural, intellectual, vocational, business and recreational pursuits. It will include:

- Popular, contemporary material in a broad range of formats
- Material to support the educational requirements of primary and secondary students and those undertaking independent study
- Resources in languages that reflect Randwick's cultural diversity

- Sources of general information covering a wide variety of subjects
- Gateways to specialist information sources
- Information on the local area and Randwick City Council
- Resources to support councillors and staff of Randwick City Council

### 3.2 Strategies

To achieve these objectives the RCL will:

- Analyse circulation and other statistics to assess collection use
- Monitor demographic trends
- Participate in resource sharing with other libraries and organizations
- Conduct regular user and non-user surveys
- Seek public comment on various aspects (e.g. standing order lists)
- Organise focus groups and hold regular community information meetings
- Encourage and act on the public's recommendations for purchase

### 3.3 Performance Indicators

The following measures will be used to assess the effectiveness of the Collection:

- Circulation statistics
- Reservations statistics
- Membership statistics
- Analysis of inter-library loan requests
- Analysis of customers' suggestions for purchase
- Public Libraries Evaluation Group surveys
- Feedback from focus groups
- Public Libraries Branch Annual Statistical Returns
- Website hits

### 3.4 Collection Building

Technological innovation is transforming the way in which libraries build their collections and provide access to information. RCL is developing collections that anticipate, and services that respond rapidly to, customer demands.

In addition to providing library resources in various formats for loan, RCL is continually investigating digital content options, such as ebooks and audiobooks, and developing suites of electronic databases and websites that provide customers with a tailored response to information requests.

The RCC website provides customers with 24 hour 7 day a week access to a range of library services.

Customers are able to:

- Access the library's catalogue and indexed websites
- Access council owned documents, publications and photographs
- Make recommendations for inclusion in the collection
- Renew items and place reservations for items currently on loan or not held
- Access online databases

### 3.5 Co-Operation

RCL supports co-operation between libraries by participating in:

- various consortia, e.g. NSW.net
- inter-library lending
- by contributing holdings information (except toys, games, DVDs and CDs) to Libraries Australia, a national bibliographic database.

RCL currently lends most of the items in its collections free of charge to:

- Other NSW public libraries
- Libraries of the University of New South Wales
- Randwick College of TAFE
- and for a standard fee to other libraries (as detailed in the RCL Inter-Library Loans Policy).

### 3.6 Collecting Levels

New South Wales Subject Strengths Scheme

Randwick's strengths are sociology and political science, which were collected in depth under the former Sydney Subject Specialisation Scheme. That level of coverage now falls outside the Library's scope. These subjects will be collected at a general readership level with an emphasis on Australian content. Customer demand will determine which subjects receive more comprehensive coverage.

Authors with surnames beginning Mim-Nit were collected in depth as part of the Joint Fiction Reserve scheme. That degree of specialisation now falls outside the Library's scope. Collecting will be at a general readership level.

### 3.7 Evaluation

The evaluation of the RCL collection will be based upon:

- Analysis of inter-library requests
- Analysis of purchase requests
- In-house use analysis
- Customer feedback forms

- Professionally recognised standards and staff expertise.

A review of subject areas indicates that coverage of most subjects is at a basic level, suitable for general readership. Exceptions are political science and sociology which were collected at a level that supported undergraduate and, in some cases, post graduate study. That level of coverage now falls outside the Library's scope.

### 3.8 Scope

RCL provides free lending of:

- Books
- Audio books
- DVDs
- Music compact discs
- Material in community languages
- Kits for learning English and other languages
- Bi-lingual picture books
- Magazines
- CD ROMs
- Computer games
- Downloadable electronic books and audiobooks

All items, other than toys and games, can be borrowed from and returned to any branch.

Resources for in-house use include:

- Legal Information Access Centre (LIAC) publications
- Encyclopaedias
- Australian Bureau of Statistics publications\*
- Maps and plans
- Newspapers\*
- Indexes\*
- CD ROM databases\*
- Online databases\*
- Authoritative websites\*
- Council documents\*
- Electoral rolls
- Photographs\*
- Computer games
- Playstation games

\* Also available remotely through RCL homepage

### 3.9 Selection Criteria

"A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues"  
(Source: Library Council of New South Wales

Access to Information in New South Wales Public Libraries Guideline 2006)

Selection is based upon the principles of unrestricted access and freedom from censorship contained in the Library Council of New South Wales Access to Information in New South Wales Public Libraries Guideline (see appendix 5.1)

Selection is done by specialist staff who use their professional judgement in applying the following criteria:

- Popularity of author/artist
- Customer demand
- Currency and accuracy of information (unless the resource is of historical/research interest)
- Suitability of format
- Relevancy to intended audience
- Authority of source
- Literary/artistic merit (received widespread critical acclaim)
- Price
- Durability
- Duplicate copies to satisfy demand

Electronic resources may have additional criteria such as licensing.

An emphasis will be placed on collecting material written or created by Australian writers or artists.

Standing orders are in place for fiction, non-fiction, large print, audio books, travel guides and reference titles.

All staff members are encouraged to make suggestions for purchase based on contact with patrons.

The number of duplicate copies purchased is based on reservations and circulation statistics.

Donations

All donations will be evaluated according to the selection criteria. Items not added to the library stock will be put in the library's book sale or recycled (See Lending Policy)

Selection tools used

- Bibliographic databases
- Trade and library magazines
- Newspapers
- Suggestions from patrons and staff
- Standing orders
- Selections from visiting suppliers
- Publishers' catalogues
- Visits to bookshops
- Web sites
- Reviews in general and specialised magazines

- Advice from subject specialists

### 3.10 Maintenance

The collection will be maintained at a high standard by continual addition, deletion, repair and replacement.

Withdrawal and discarding

Withdrawal and discarding of the Adult, Children and Youth materials, Community Languages and English Literacy collections will be carried out on an ongoing basis according to the withdrawal and discarding schedule. Criteria for the withdrawal and discarding of the Local Studies, Reference and Toy and Game material is outlined in the respective sections of the Policy

Criteria for withdrawal and discarding

- Currency of the library material
- Relevance to the community of Randwick City
- Physical condition
- Circulation statistics
- Superseded editions
- Duplicate copies of resources no longer in heavy demand

Exceptions

- Material out of print
- Material considered classic works
- Material not likely to become outdated

Discarded material may be

- Offered to public libraries and charity organisations
- Sold at RCL's book sale
- Recycled

## 4 THE VARIOUS COLLECTIONS

### 4.1 Collections for Loan

#### 4.1.1 General Information

The General Information Collection is built upon a commitment to provide customers with easy access to:

- the information they require during the course of their daily lives
- a diversity of view points 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, CD ROM, 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: The separate subject areas will be monitored on their popularity.

#### 4.1.1.1 Sustainability Collection

The sustainability collection focuses on books and resources which promote, educate and inform about issues relating to biodiversity and environmental sustainability.

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 Council's sustainability recommended reading list. However, some non-listed titles are included based on reviews, personal and supplier recommendations. Books that are part of the collection have a specific symbol on their spines.

Formats:

- Books
- Toys (made of sustainable resources or educate about the environment)
- DVDs
- Spoken word

Future directions: The collection will be reviewed on a continuous basis. An annual audit will ensure that books are kept up to date.

#### 4.1.2 Adult Fiction

The collection aims to provide customers with a range of exceptional recreational material 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 awards

- Critically acclaimed works from other cultures in English translation
- Film tie-ins

Formats: Various formats will be considered including:

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

Future Directions:

- Complete review of large print collection.
- Selection of audio books on compact disc to be increased due to demand of the Home Library Service.

#### 4.1.3 Parenting Collection

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, info 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
- Brochures
- Pamphlets

Future Directions: To further develop the collection by expanding:

- Parenting magazine titles
- DVDs in this collection

#### 4.1.4 Filmed Works

This is primarily a recreational collection, but it is also used by students either to study a film as an artistic work or to clarify a written work.

Scope:

- Award winning feature and short films
- Works from critically acclaimed film makers
- Concerts and operas
- Classic films
- Quality subtitled foreign films
- Filmed books and plays
- Television comedies
- Popular Australian television series
- Quality animated and live action films for children
- Documentaries
- Instructional material for hobbies, sports, do-it-yourself and the visual arts

Films with any restriction classified by the Office of Film and Literature Classification will be clearly identified. An explanation of the classification schedule is prominently displayed. G rated videos and DVDs are shelved in the children's area separate from the rest of the collection.

Formats:

- DVD
- Digital

Future Directions:

- Multi-zone DVDs will be purchased due to the availability of multi-zone DVD players.
- Films with Australian content or suitable for children and family viewing will be given particular emphasis.

#### 4.1.5 Recorded Music

Scope: The collection is both a recreational and educational resource. It will contain a representative selection of traditional and contemporary music to suit a wide variety of tastes including:

- Jazz
- Classical
- Musicals
- Soundtracks
- Rock/Popular
- Meditation and Relaxation
- World (folk/traditional) including indigenous Australian

Selection considerations: Emphasis on Australian artists.

#### Formats:

- Compact discs
- Digital

Exclusions: CD singles

#### **4.1.6 Children**

Scope: It is important to provide a wide range of informational 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 2006 Census, approximately 14,069, (11%) 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 curriculum. 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. Anecdotal information from reliable organisations such as the baby health centres and preschools reveals an unusually large number of children under 5 years old currently attending their programs.

The LGA has 27 primary schools, 4 special schools and 53 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

#### Partnership opportunities:

- Schools in the LGA
- Preschools and playgroups in the LGA
- People in Libraries: NSW State Wide Working Group
- Walsh Pharmacy

#### Future directions:

- Expand the Lapsit program and provide more support resources: board books, finger puppets, musical instruments and teaching resources.
- Expand the beginner JF readers collection.
- Expand the “First Facts” information picture book collection for preschoolers.

#### 4.1.6.1 General Information

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

Arrangement: At Bowen 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 Fact” collection
- General non fiction material for children from Kindergarten to year 9 is located in the JNF section of the library
- General Non fiction material for children in year 9 and above will be interfiled in the adult non fiction collection.
- Curriculum support collection material specific to schools and which will include text books and exam papers will be located in the CSC collection (see separate entry)
- A small collection of Educational CD ROMs are located in the computer games collection, with the CD Rom games.
- The junior non fiction material is interfiled with the adult non fiction at Randwick Branch Library and Malabar Community Library

Scope: A wide range of resources at various levels to meet the needs of the identified customer base

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.

#### 4.1.6.2 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. The following are normally purchased:

- 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

#### 4.1.6.3 Lapsit/ Story time resources

The library's Lapsit and story time sessions require a not for loan resource collection. Items will be purchased to support these programs.

#### Scope:

- For lapsit sessions-Items suitable for babies aged 0-24 months
- For Story time sessions- Items suitable for toddlers aged 24 months to 5 years.
- Up to date books on current literacy theories and methods for parents
- Quality resources which stand heavy usage from babies
- Big book formats

#### Formats:

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

#### 4.1.6.4 Computer Games

RCL purchases computer games for loan. These games are housed in the computer games section of the library.

Target group: primarily children aged 3-12 years.

#### Scope:

- Works will be purchased for various age levels
- Both recreational and educational games
- Must not contain violence

Format: PC games

#### **4.1.7 HSC and Curriculum Support Collection**

Support for students studying for the Higher School Certificate (HSC) and School

Certificate is a high priority, particularly in view of the large and steadily increasing number of secondary students enrolled in the City compared to neighbouring LGA's.

The CSC collection will also support students from year 5 to year 9 with access to specific text books and specific course material. Resources will assist in preparing students for important exams or tests. These collections will be managed by the Youth Officer under the guidance of the Children's and Youth Services Librarian.

#### Target Groups:

- Students preparing for the HSC
- Students in Year 10 preparing for their school certificate
- Students from Year 5 to Year 12
- 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 curriculums 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 text books and supplementary material which are widely accepted by schools in the LGA and educational authorities.

The items below are specifically intended for School Certificate 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
- The established Infocus collection

A special loan period and restrictions with use of fines for overdue material will apply to ensure equitable access and optimum availability of items in the collection for the target groups served.

#### Formats:

- Books
- Digital

#### Partnership Opportunities:

- Secondary schools in the City of Randwick

- Randwick College of TAFE
- Libraries of neighbouring local government areas

Future Directions:

- Expand and develop the new Curriculum Support Collection.
- Investigate resource sharing with neighbouring LGA libraries, especially in light of the State Library of New South Wales ceasing the Infocus service.
- Investigate the possibility of continuing a similar service to the existing Infocus collection by clipping media articles on subjects such as art and specific artists.
- Develop an online HSC collection to maximise access to the HSC resources.

#### 4.1.8 Young Adult

Scope: It is important to provide recreational and information resources which are of specific interest to youth from ages 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 2006 Census, approximately 6517 (5.4%) 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 e.g. The Shack.
- Businesses and organisations in the area who are dedicated to the service of youth and promoting youth culture and their needs.
- Randwick Youth Council

Future Directions:

- Further develop the graphic novel and Manga formats in the young adult fiction collection.
- Expand the young adult collection of DVDs, magazines, and electronic games – multimedia items will not be purchased if rated above 'M'.

- Ensure appropriate nonfiction items for this age group are available within the library.
- Expand the in-house gaming collection and make this more visible to youth.
- Investigate and develop the use of new technologies in delivering educational and recreational content to youth e.g. ebooks.

##### 4.1.8.1 General Information

Scope: Non Fiction material is interfiled with the adult non fiction material at both Randwick and Malabar community libraries. At 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 5 to 12 such as text books and study guides see the HSC and Curriculum support collection section.
- A small collection of material which is not syllabus related but is of high interest to young adults - such as books on sexuality and social dating for teens - is housed in the Young Adult section of the library

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
- Spinal 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.

##### 4.1.8.2 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 Compact Disc
- DVDs
- Graphic Novels and Manga
- Electronic files

#### **4.1.9 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 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. With the expansion of the service to Randwick Branch Library and Malabar Community Library the toy and game collection now has over 2000 toys for members to choose from.

Bowen Library has the largest and broadest collection and caters for children aged up to 6 years. Family games are also available from here.

Randwick Branch Library and Malabar Community Library have smaller collections with toys suitable for children aged up to 4 years.

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 team and the Toy Library. 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 5 months to school entry 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, threading toys, hammering toys, bead mazes, stacking and nesting toys, push and pull along toys, soft and wooden blocks, plastic walkers
- Musical instruments
- Construction sets
- Puzzles - knob, inset, large floor puzzles, jigsaws
- Games - matching games, board games, card games
- Sand and Water toys
- Puppets
- Toys for dramatic play - dolls houses, play houses, train sets, farm sets, replica animals, tea sets, pretend food, stoves, prams, cars, trucks, garages, cash registers
- Ride-ons - cars, tricycles, small push-alongs
- Wooden toys - rocking horses, walkers, hobby horses
- Outdoor, active. big toys - slides, see-saws, tunnels
- Sports toys - basketball hoops, cricket sets, golf sets, skittles

Toys and games must be of a high quality and durable in order to withstand multiple loans from the Toy 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
- Pretend medical kits
- Dress ups
- Toys promoting violence

#### 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.
- Expand the game collection to better cater for children in upper primary school and young adult borrowers.
- Look at expanding the collection at Randwick Branch Library to include toys and games for children older than 4 years.

### **4.1.10 Community Languages**

RCLIS supports the principles of cross-cultural understanding and multiculturalism. Randwick City Council's cultural vision is "... to foster an environment that recognises, supports and celebrates our community's cultural diversity and heritage, social affiliations and the many forms of creative expression including dance, literature, music, and visual arts." (Source: A Cultural Randwick City, May 2008)

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 6 languages: Chinese, French (junior), Greek, Indonesian, Russian, and Spanish. The Library provides a selected French collection because a French school is in close proximity though Randwick City does not have a large French speaking population locally.

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 each language collection. It includes original works of the authors of the respective languages as well as translations of popular English language novels.

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. Non-fiction collections in Greek and Indonesian are limited to the most popular subjects and works of local authors in the respective languages.

Junior books constitute a smaller proportion of each collection and an emphasis is placed on bilingual picture books. Many pre-school children newly arrived from CALD communities (eg. Mandarin, Cantonese and Indonesian speakers) are developing literacy skills in two languages simultaneously and these resources are vital to their language development.

Library provides story time sessions for children from 2 to 5 years old in Chinese (Mandarin) language. Some additional resources are purchased to support storytelling in this language.

#### 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.. Chinese, Indonesian, Russian
- 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 (7.63%)
- Greek (4.27%)
- Indonesian (2.02%)
- Russian (1.31%)
- Spanish (1.28%)

(Source : Table B12, Language spoken at Home, 2006 Census of Population and Housing, ABS)

#### Formats:

- books
- magazines
- newspapers
- CDs
- VCDs
- DVDs

#### 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.

#### **4.1.11 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 Cultural and Linguistically Diverse background. 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, AMES, Institute of Languages

#### Formats:

- Books
- Audio kits
- Sound recordings
- CD ROMs

- DVDs
- Digital

#### Partnership opportunities:

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

#### Future directions:

- Initiate closer cooperation with TAFE, AMES and the Australian Centre for Languages.
- 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.

#### **4.1.12 Community Information**

The provision of Community Information ensures that individuals and community groups have free access to information on programs, activities, services and facilities which exist in the community to maximize their quality of life.

#### Formats:

- Printed directories
- Pamphlets
- Advertising material
- Annually updated online database

Future directions: Refinement of the Local Information Network for Community Services (LINCS), a shared database specifically designed for local councils.

#### **4.2 Newspapers and Magazines (Serials)**

The collection provides the community with access to up-to-date information, specialised knowledge and recreational and professional reading. Newspapers and 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:

For loan:

- Popular lifestyle, hobby and sports magazines
- General interest and current affairs magazines
- Magazines in community languages
- Newspapers 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

In-house use:

- Daily and weekly newspapers
- Local newspapers
- Weekly current affairs magazines
- Local government and library science serials
- 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 two years.
- Newspapers are retained for three months.

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

### 4.3 Specialist Information

#### 4.3.1 Reference (Print)

The goal of the reference collection is to provide a current, accurate and non-circulating collection that supports quick and easy access to basic information on diverse subjects.

Much of the effectiveness of the reference collection depends on the skills and knowledge of the reference staff. The collection will be as lean and efficient as possible, whilst maintaining a "ready reference" sub-collection to assist students in their projects and HSC study.

Scope: The reference collection covers the entire range of the Dewey Decimal Classification System and is complementary to the lending collection. Reference materials cover all subjects range in various depths to meet the information needs from primary school level to beginning research level. The

emphasis is on materials designed to be consulted for information rather than for consecutive reading. Types of reference materials include:

- Almanacs
- Encyclopaedias
- Dictionaries
- Directories
- Atlases
- Handbooks
- Indexes
- Yearbooks
- Selected authoritative books on particular subjects
- Manuals
- Legal Information Access Centre (LIAC) collection
- Drug Info @ your Library collection
- Serials relating to current affairs, business and the economy, indigenous news, professional services, art and architecture, the Australian culture and history – publications that are commonly referenced in projects and research papers by students and professionals.

The Reference collection also houses a "ready reference" sub-collection. This non-circulating collection comprises of titles that are commonly used for popular school projects and HSC studies. Incorporating these titles into reference and removing them from the lending collection ensures that information is available to clients as a "last stop".

Population served: From school aged children to adults.

Target Groups:

- General Public – adults, young adults and children
- Business Community
- Students
- Researchers

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 materials are available on the subject or the title remains seminal

#### Criteria for selection, updating and weeding:

- Current and anticipated needs and interests of the public
- Accuracy of content
- Age of the publication
- Availability of companion database (see 4.3.2)
- Thoroughness of coverage
- Adequacy in answering reference queries
- Importance of subject matter to the collection
- Evaluations in review media
- Ease of use
- Information duplicated in other reference materials
- 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. Where possible older editions of reference material will not be sent to branch libraries.
- Aim for a tight, current and easy-to-use reference collection.
- Subject gaps will be identified on a regular basis through an analysis of collection.
- In line with the rapid growth of the digital content an online reference collection will be developed.

### **4.3.2 Electronic Resources**

Access to resources rather than the ownership of resources is becoming more important for libraries – there is less reliance on using in-house collections to satisfy information needs, and more emphasis on using appropriate resources regardless of where they are located or the format they are in. Access to commercial databases through online subscription, consortia purchasing arrangements, and the potential electronic publishing of the library's own resources will influence collection development.

For our users, access to digital titles and "mobile ready" sites and services are increasingly driving our collections toward electronic resources. And such is the impact of social networking and aspects of Web 3.0 that libraries which want to remain competitive and current need to be "social" to be successful.

Collection development in this area impacts the entire collection as electronic resources complement much of our stock. However

issues such as format, accessibility, compatible hardware, DRM (Digital Rights Management) and Council policy still dominate this aspect of the collection and provide many challenges regarding selection and development.

#### Formats:

- Ebooks and ebook readers
- Electronic documents (e.g. TIF, PDF)
- Downloadable audiobooks
- Online news services and archives
- Electronic full text serials
- Blogs and wikis
- Online databases
- CD ROMs and DVDs
- Image files (e.g. JPG, TIF, PNG)
- Digital audio formats (e.g. MP3, WAV)
- Video formats (e.g. MOV) and online video sites (e.g. VIMEO, YouTube)
- Mobile applications (e.g. LibAnywhere) or "mobile ready" sites (e.g. iPhone App, EBSCOhost)

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

Criteria for Selection: In addition to the Reference (Print) criteria:

- Accessibility – in library only or accessible from home
- 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
- Accompanying hardcopy resource (see 4.3.1)
- Format – which format should the title be made available in – hardcopy, online, or both. Central to this criterion is to determine the pattern and history of usage, and the targeted audience
- Licensing conditions

#### Future Directions:

- Cataloguing of online resources and adding links to records
- Further development of the library's web site as an information portal, incorporating aspects of Web 3.0 (see below) subject to Councils social media policy and the Strategic Web Group
- Incorporating aspects Web 3.0 into our OPAC such as readers comments, user ratings and "like" functionality, tags and tag clouds, virtual bookshelf display, and incorporating our OPAC with larger world wide social cataloguing or book collection services (e.g. LibrayThing for Libraries)

- Education of users in accessing non-book resources
- Electronic publishing of selected library resources

#### 4.3.3 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 interfiles 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 this library 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 a legal information need
- 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.

#### 4.4 Local Studies Collection

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 and built environment, landscape and geography

The Collection focus is the geographic area of the City of Randwick local government area. The collection is limited to these geographic boarders, but includes information on subjects that can have a critical impact on the City but exist outside its boundaries e.g. Sydney Airport or Botany Bay

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 Local Studies Collection falls under jurisdiction of:

1. The collection development policy Randwick City Library
2. The legislation that governs the Randwick City Council Records Retention and Disposal Policy.
3. It is also subject to the Randwick City Council Digitisation Strategy that will be developed for endorsement during 2011-12.

##### Target Groups:

- Randwick City Council staff and Councillors
- Randwick and District Historical Society, Cape Banks Family History Groups and any other local heritage groups and stakeholders
- Primary, secondary and tertiary educational sectors
- Consultants and professional historians
- Local and family historians
- Businesses and workers of the City of Randwick
- General local residential community

##### Formats:

- Published books, archives, manuscripts, maps, all photographic formats, ephemera, realia, microfilm and microfiche, newspapers, serials, vertical files
- digital content - purchased on CDROM or via database subscription and 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.

Future developments:

- Documentation and presentation of the current history of the area for the benefit of current and future generations via the Internet
- Electronic publishing of unique local resources to enable wider, federated access to material and conservation of original material e.g Picture Australia
- Use of technologies for the preservation and promotion of materials e.g digitisation of primary resources such as the Randwick City Council Minute Book series 1859-1987.
- Online access to resources to conserve originals e.g Photograph database and the "Our Town Photographic Competition"
- Development of partnerships/projects with relevant local and state organisations, including the Randwick and District
- Historical Society, Heritage Council of NSW, State Library of NSW and other public libraries in eastern Sydney with shared local history interests.
- Promotion of resources for heritage themed annual heritage events e.g History Week and special local history events e.g Centenary of Mina Wylie's 1912 Olympic Games
- Support the management of complementary heritage collections e.g the Randwick and District Historical Society
- Collection through joint funding applications and collaborative partnerships
- Priority collection areas will include: Indigenous Heritage, social history, pictorial history, oral history program, ethnic communities resident in the LGA, environmental heritage, preservation of council archives (by microfilm and digitisation)

#### 4.4.1 Family History Collection

Formats: 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 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 and Cape Banks Family History Group
- 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, CDROM, electronic databases via the internet, photographic format, maps, serials, family trees where a Randwick connection is prominent

Future development:

- Develop resources and public programs to encourage more people to become actively involved in family history research
- Creation of family history content and links via the Randwick City Council internet site to enhance access to resources
- Development of 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.

## 5 Appendices

- Access to Information in New South Wales Public Libraries Guideline:  
[http://www.sl.nsw.gov.au/services/public\\_libraries/docs/accesstoinformation2007.pdf](http://www.sl.nsw.gov.au/services/public_libraries/docs/accesstoinformation2007.pdf)
- ALIA Statement on Free Access to Information:  
[www.alia.org.au/policies/free.access.html](http://www.alia.org.au/policies/free.access.html)
- Copyright: [www.copyright.org.au](http://www.copyright.org.au)
- UNESCO Public Library Manifesto [www.ifla.org](http://www.ifla.org)
- International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom:  
<http://www.ifla.org/faife/policy/iflastat/iflastat.htm>
- IFLA Multicultural Library Manifesto 2008:  
[www.ifla.org/vII/s32/pub/multiculturalLibraryManifesto.pdf](http://www.ifla.org/vII/s32/pub/multiculturalLibraryManifesto.pdf)

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