



POLICY STATEMENT

BLAND SHIRE LIBRARY – COLLECTION DEVELOPMENT

POLICY ADOPTED: 20 SEPTEMBER 2005

Introduction

This document is intended to provide an overview of the aims and organisational purposes of the Bland Shire Library & Information Service as a whole and to serve as a policy guiding the development of its collections. The policy is written primarily as a document to assist library staff and its administrators. The staff will find the document useful in guiding selection of new materials and in explaining decisions and policies to members of the public.

Interested members of the public are welcome to read and peruse the document. Students in library sciences and other libraries are welcome to use this document as an example or model in the development of their own policies.

The policy is not viewed as a static document. The Librarian is responsible for regular updating and modification of this document.

The Bland Shire Library & Information Service operates under the Bland Shire Council's corporate plan within the Environment & Community program. Bland Shire Council's mission statement is:

"Working with people to improve the quality of life and create an environment for future development within the Shire."

Policy

Bland Shire Council Management Plan - Library

The corporate goal of the library in accordance with the management plan is:

"To provide and promote community service and facilities."

Bland Shire Library & Information Service Statement Of Philosophy

Bland Shire Library & Information Service believes that:

- Every person has the right to access core library services free of charge

- The client comes first and every effort to satisfy their needs should be undertaken
- We liaise and cooperate with other organisations and community groups
- We acknowledge that some groups have special needs and will work towards fulfilling these
- All employees should work together as a team, be treated with consideration and be part of the decision-making process whenever possible.

Bland Shire Library & Information Service Mission Statement

"To work with the people of Bland Council in improving the quality of life for all residents and in creating a new climate for future development by supplying easily accessible recreational, educational and cultural materials, in various formats, to the community of Bland and its visitors."

Background

Bland Shire Local Government Area is situated in the Central West of New South Wales and is approximately 480 kms west of Sydney. It is a relatively large local government area covering 8482 sq km with boundaries of Lachlan, Carrathool, Narrandera, Coolamon, Temora, Weddin, Young and Forbes local government areas.

European settlement of the area began in the 1830's with the establishment of "runs". The discovery of gold in 1893 led to rapid increase in population. By 1914 the gold fields had practically ceased production and the agricultural and pastoral industries became the most significant sectors of the local economy. Wheat and sheep production is now the primary products for the area. (Bland Historical Society, 1978)

Community Profile

Bland Shire Council serves a community of 6666 persons (1996 Census). The community consists of 29.8% of persons being school age or younger, 49.6% being of ages between 20 and 60 and 20.6% of the population over 60 years of age. These proportions directly indicate the usage of the library and therefore library services are aimed accordingly.

Socio-economic indicators (1996 Census), show that disposable income within the Shire is not large (average \$16,800.71 per annum). This is reflected in the library usage of 14.8 loans per registered borrower for the financial year ending 1999 and 32300 people through the door. These figures do not include items borrowed from the deposit stations located in the villages of Barmedman, Ungarie and Weethalle.

Agriculture, forestry and fishing are the main industry employers with 36.1% of the community being employed in these areas.

1 ACCESS

1.1 Hours of Opening

Bland Shire Library & Information Service is accessible six days of the week and returns can be deposited at any time. The opening hours are as follows:

Monday - Friday	10.00am - 5.00pm
Saturday	9.30am - 12.00 Noon

1.2 Lending Policy

Adult borrowers are not limited to the number of items they can borrow at any one time. This may include up to three (3) videos, one (1) DVD, one (1) CD and any composition of other library material.

The loan period for general library items is three weeks, videos, DVD's and CD's - one week and high demand items one week. High demand items include popular authors, school material and the like.

Junior borrowers have a limit of six items at one time. This may include up to one (1) video, one (1) DVD, one (1) CD, and any composition of other library material.

1.3 Access for Disabled

Bland Shire Library & Information Service has suitable access for disabled persons and limited aids, such as magnifying readers and audio players, are available.

2 SPECIAL SERVICES

2.1 Children's Services

Bland Shire Library & Information Service offers a number of services for children, aimed at encouraging children in literacy skills and in promoting reading and libraries to young people.

The library conducts story time sessions each week for preschool aged children, provides various facilities for after school care children and has regular displays on general themes to encourage junior aged children to the library.

On an annual basis, Bland Shire Library & Information Service takes place in the celebrations for the Children's Book Week, in cooperation with the Children's Book Council of Australia (NSW Branch), Australian Library Week in conjunction with ALIA and has an author/illustrator visit to speak to school aged children within the Bland Shire.

Regularly throughout the year, Bland Shire Library & Information Service staff assist in child orientated functions, host literature competitions for the library and other community organisations and offers services to school classes and other organised groups as requested.

2.2 Community Information

Community Information is available to the public within the opening hours of the library.

Information is available on all aspects of the Bland Shire as a whole. A notice board is available in the library for community notices.

3 CENSORSHIP

Bland Shire Library & Information Service subscribes to the Australian Library and Information Association (ALIA) *Freedom to Read* Statement (appendix B) which asserts that:

"Freedom can be protected in a democratic society only if its citizens have access to information and ideas through books and other basic sources of information."

4 SCOPE OF THE COLLECTION

Bland Shire Library & Information Service enjoys a high level of patronage from the community and aims at providing a balanced collection of materials to cater for the general needs of the community. Needs being not only what is currently in demand but what might be required in the future.

While Bland Shire Library & Information Service purchases material on a broad range of subjects, it does not attempt to provide information for all areas of the curriculum. Multiple copies of set texts or material exclusively appropriate to other libraries are not purchased.

5 SELECTION CRITERIA

5.1 Responsibility for Selection

The Librarian is responsible for selection of all materials. All staff are encouraged to submit requests and to highlight any unsatisfied client needs. Client feedback on the scope and content of the collection is also encouraged. Specific client requests are met by either reservation, purchase (if appropriate to the collection) or by Inter Library Loan. All requests are responded to.

Bland Shire Library and Information Service uses one or more of the following criteria in evaluating suitability of material for inclusion into the collection.

- Importance of the item to the balance of the collection
- Actual or potential demand for the item
- Quality of writing and/or production
- Reputation and significance of the author and/or publisher
- Appropriateness for library
- Format
- Appropriateness for age level and content
- Origin of Bias
- Cost
- Currency and accuracy of item.

5.2 Selection Tools

A range of general selection tools and titles in all disciplines are scanned for selection. As direct perusal of items is often difficult due to West Wyalong's location, the preferred option in that case is selection by review. In the interests of getting material to our clients promptly, a certain amount of material from established authors and publishers is ordered from prepublication advice.

6 COLLECTION PROFILE

6.1 Format

Bland Shire Library & Information Service collects items in the following formats.

A. Print Material

- Books - fiction (adult and junior)
non-fiction (adult and junior).
- Periodicals.
- Large print (fiction and non-fiction).
- Literacy

B. Non Print Material

- Videos
- Audio books
- CD-ROM's for use within the library
- Computer Programs
- DVD's

This can be subject to change at the Librarian's discretion, with the approval of Council.

6.2 Profile

A. Adult Non Fiction

Conspectus Level - 1

Current non-fiction titles and topics, business and study topics, recent biographies, travel guides, "Do-It-Yourself", sports coverage and other non-fiction works are purchased as required. This excludes textbooks unless they are the best authority available on a given topic.

Material published in Australia or with and emphasis on Australian content is preferred.

- (i) Priorities - to fill subject gaps in the library's collection
 - to update resources/information already held by the library
 - to strengthen the collection in heavily used subject areas.

(ii) Collection as it stands

000 - 100 (General Works)

Minimal collecting occurs in this area, with the exception of general works on computing, which still requires further expansion. Some strength is also perceived in general encyclopedic works.

101 - 200 (Philosophy)

Minimal collection. Maintenance at present levels required only.

201 - 300 (Religion)

Minimal collection. Maintenance at present levels required only.

301 - 399 (Social Services)

We presently hold a broad coverage of material, but a further expansion is required in business subjects. Our collections of social welfare problems/ services and criminology require updating.

400 - 499 (Language)

Minimal collecting has taken place, but some language tape/text material would be worth expanding. Maintenance required.

500 - 599 (Pure Sciences)

Essentially, a minimal coverage, but with reasonable coverage in life sciences and zoological sciences. Updating the stronger coverage is required in physical and natural sciences.

600 - 700 (Technology)

Good solid collection. Additional updating of agricultural material should be carried out on a regular basis. Purchases of more cookbooks to be kept to a minimum. Gardening books should be relevant to Australian conditions. Business materials need to be maintained only. A constant watch should be placed on medicine for inaccuracy and updating as new developments occur.

700 - 799 (Fine Arts and Recreation)

Art and Music collections require updating. A broad collection is held.

800 - 899 (Literature)

A solid basic collection. Particular emphasis on Australian Literature deemed important.

900 - 999 (History and Geography)

Updating in this area is required, particularly in the travel area.

B. Adult Fiction

A wide range of recent popular and genre fiction, and classic novels are held within the library.

Adult fiction is acquired by prepublication notices and reviews, by standing order, by bookseller and general order. Replacement copies of popular fiction will be bought if deemed necessary.

Paperbacks supplement the fiction collection in the very popular, high turn over material. Formula Romances are acquired through donation only.

(i) Priorities

- To ensure that new works by popular authors are readily available to library patrons.
- That a balanced collection be created to cater for all recreational reading tastes.
- To ensure that quality Australian literature is available to our patrons.
- To fill any gaps in our collection (e.g. missing titles by frequently read authors).

(ii) Strength

The fiction collection of the library is very strong and of high caliber for a library of this size, and should be maintained at that level.

When purchasing fiction materials the following should be kept in mind.

- Series should be continued where possible.
- The author's track record.
- Similar subjects to popular authors.
- New authors should be tried if writing in popular genres (e.g. murder/mysteries).

C. Junior

Emphasis is on the selection of a range of quality material which creatively uses language and images to stimulate and satisfy children of all ages and abilities, contributing to their personal and educational development.

(iii) Priorities - to fill subject gaps in the library's collection

- to update resources/information already held by the library
- to strengthen the collection in heavily used subject areas.

(i) Collection as it stands

Junior Non Fiction Conspectus Level - 1

Junior non-fiction contains material suitable for all age groups from pre-school through to youth. The major aim of this collection is to assist the educational and recreational development of children and young people.

It is critical that books should be up-to-date, current and accurate. Colour illustrations/pictures are essential, and items must be purchased at different age/reading levels. Preference should be given to Australian materials or material with no specific country bias. Items should not be condescending in any form to the reader and opinions should be balanced. Material should cover a broad range of ages where possible.

Material should not be sexist, racist or discriminatory in any way.

000 - 100 (General Works)

Minimal collecting occurs in this area, with the exception of general works on computing.

101 - 200 (Philosophy)
Minimal collecting only.

201 - 300 (Religion)
General material collected in this area. A variety of religions are covered to cater for school requirements.

301 - 399 (Social Services)
We presently hold a broad coverage of material, but a further expansion is required in business subjects. Our collections of social welfare problems/ services and criminology require updating.

400 - 499 (Language)
Minimal collecting has taken place. Popular languages have pictorial dictionaries available. Basic English material available, however not extensive as seen as a school library requirement.

500 - 599 (Pure Sciences)
Good solid collection. Material caters for local requirements and school assignment needs.

600 - 700 (Technology)
Good basic collection. Updating of agricultural material to be carried out on a regular basis. Medical section and sexual awareness to be updated regularly as new information becomes available.

700 - 799 (Fine Arts and Recreation)
Good basic art and Music collections. Popular artists require updating.

800 - 899 (Literature)
A solid basic collection.

900 - 999 (History and Geography)
Updating in this area is required, particularly in the travel area.

Junior Fiction

Material in this area has been steadily purchased over the last 18 months. A good solid collection is being built with a cross section of popular material eg. RL Stine, baby sitters club, animorphs with solid fiction works by reputable and new authors.

It is preferable for paperback material to be purchased, as it has become obvious that users of this age group prefer this format. Exceptions are for Children's' Book of the Year Nominees which are usually produced in hardback format.

Sexism, racism, and excessive language are to be avoided where possible.

Young Adult Fiction

This collection is strong, but still requires further development as it is soon read out.

It is preferred in paperback format for the reasons given previously.

It should be high interest, with some better quality works for the more advanced reader. Not all series should be purchased, but a reasonable selection should suffice. Issues related titles are a must, but these should not preach to the reader. He or she must be able to make up his or her mind on controversial issues, including sexual.

A small selection of Young Adult non-fiction titles should be maintained. These are to be housed with the adult collection.

Picture Books

This is the area of highest material turnover in the library, and must be properly maintained.

Picture Books for purchase must be well written and illustrated. The illustrations should be vivid, with strong use of colour and get the point across very well. The text should not be too wordy and should be of a size that encourages reluctant readers. The books should not be sexist, racist or bigoted in any sense. Preference is given to Australian materials.

It is most important that Children's Books are well selected, as future reading needs must be considered. Children must be encouraged to remain library users, and good book selection by the librarian is an essential part of this.

D. Reference

The reference collection includes materials such as monographs, directories and annuals to satisfy local business enquiries, local government information needs, homework and study purposes.

Maintenance of the Reference collection is considered important to the provision of a quality reference and information service. This collection also provides support to the main collection.

Reference resources should be updated as often as possible, within financial constraints and taking into account resources such as the Internet and the World Wide Web.

Encyclopedias should be replaced as significant changes in editions necessitate it, within financial constraints. Multimedia editions should be considered.

All reference books should be up-to-date, be well indexed, give sufficient coverage to the subject, be accurate and be written by notable persons in the field.

This library is well served by its reference materials, and, as such must be maintained to supply a first-rate information service to our clients.

Library reference resources may be in CD-ROM or computer disc form as well as in book format.

E. Other Collections

Library clients are to be informed of other collections and services that are available to them. These include inter-library lending service, reservations and the Special Needs Services.

Periodicals

The periodical collection aims to provide a broad coverage of subjects, enhance the non-fiction collection and cater for the needs of Bland Shire Library and Information Service clientele.

Titles are retained retrospectively for at least twelve months. Popular periodicals such as *Choice* are kept for longer periods but this is dependent on the availability of space. Back issues of periodicals are kept at the State Library of NSW and articles can be produced on request.

Newspapers

Bland Shire Library and Information Service receives the *Sydney Morning Herald* daily and *The West Wyalong Advocate* as published. The *Sydney Morning Herald* is kept retrospectively for one month. Clients requiring newspapers more than one month old can request articles or subject searches or acquire them online.

AUDIO VISUAL MATERIAL

Audio Cassettes and/or Compact Discs

This format is preferred when it is the most appropriate eg. music, poetry, drama.

The aim of this collection is to cater for a diverse range of needs.

Talking Books

Bland Shire Library and Information Service have a small but comprehensive collection. It is enhanced by access to the South West Zone Talking Book Collection. The collection is offered for loan on the same basis as the general book stock.

Language Learning Kits

Language learning kits are available for a number of European and Asian languages such as French, Spanish, Japanese and Indonesian. They are an integral part of the Adult non-fiction collection.

Videos/DVD's

The intention of the video/DVD collection is to meet a demand not catered for by commercial outlets. The objectives are to assist people in self education and to increase awareness, knowledge and understanding of culture.

In the selection of videos for children, high quality productions with special emphasis on Australian content are given priority.

Languages Other Than English (Lote)

Bland Shire Library and Information Service has access to books in a variety of languages other than English through the SLNSW and is available to those clients that request this service.

Vertical File

A small Vertical File is maintained by Bland Shire Library and Information Service and includes material pertinent to the Bland area but is not easily accessible through monographs e.g. Lake Cowal Gold Mine and Meningococcal Disease.

Personal Computer

Bland Shire Library and Information Service provides its client's access to a Personal Computer that has Microsoft Office and other programs. It incorporates a CD ROM and Internet access. Booking for this facility is advisable

7 Monitoring Use and Coverage

The use and coverage of items within the library are monitored by statistics provided from Libero Library Management System, the automated library system currently in use, by sampling areas of the collection, manual statistics and a door counter.

7.1 Selection Tools

A range of general selection tools and titles in all disciplines are scanned for selection. As direct perusal of items is often difficult due to West Wyalong's location, the preferred option in that case is selection by review. In the interests of getting material to our clients promptly, a certain amount of material from established authors and publishers is ordered from prepublication advice.

7.2 Duplication

Broad coverage rather than multiple copies is preferred.

7.3 Replacement of Material

All materials weeded, lost or damaged are assessed in keeping with the selection criteria above before replacements are purchased. New editions of reference works, with the exception of standing orders, are also assessed individually.

7.4 Donations

Bland Shire Library welcomes donations and will add them to the collection if they fit the selection criteria. Donations that do not fit with this criterion are placed in the sale items or not accepted. Donations with conditions attached to them are accepted at the Librarian's discretion.

8 Maintenance Of The Collection

Physical maintenance of the collection is given a high priority in order to protect the collection and to make it more attractive to the clientele. Minor repairs (spine labels, covering, gluing) are undertaken by Bland Shire Library and Information Service. Major repairs are assessed individually to balance cost of repair, relevance of item and date of item to replacement of item.

8.1 Weeding/Discarding

Bland Shire Library and Information Service is expected to keep its collection current and usable by weeding regularly. Within the fiction collections, the items weeded are those that have not been borrowed for a minimum of twelve months or are beyond repair.

Non-fiction material is weeded if it has not been borrowed for a minimum of two years, has been superseded by a new edition, is out of date, beyond repair or there is an abundance of material in that area. Some older materials that are borderline but the same information is not available elsewhere within the library, are left until replacement material can be purchased. The selection criteria outlined above is also used in this process.

Materials which have low usage but are still of value to the library service are placed in the stack collection.

Stock that is worn, out-of-date, poorly used, and of no significant literary value will be discarded. Worn material of merit will be transferred to the stack shelves. "Poorly used items" and "items of merit" will be ascertained at the discretion and professional judgment of the Librarian.

Items will be discarded in the following manner.

- By offer to the relevant subject specialisation library or to the State Library of New South Wales.
- By sale to patrons of Bland Council Public Library.
- Donation to charitable institutions.
- Recycling by any organisation prepared to collect aforementioned discards.
- Disposal at Local tip.

Appendix A

Australian Conspectus Collecting Levels

Level 0: Out of Scope
The library does not collect at this level

Level 1: Minimal
A collection for which few selections are made beyond introductory and very basic material

Level 2: Basic Information
A collection of current materials which serves to introduce and define a subject, indicating the range of information available elsewhere.

Level 3: Intermediate
A collection containing a broad range of resources adequate to support undergraduate and most graduate teaching, sustained independent study, work based interests and specialised inquiries.

Level 4: Research
A collection containing both current and retrospective resources with historical material retained. Includes major published source materials, wide selection of specialised works, very extensive collection of journals, bibliographies, A&I services, research findings, all formats and languages, original materials and ephemera.

Level 5: Comprehensive
A collection, which includes all significant works of record knowledge in all languages and formats, in a necessarily defined and limited field. The aim is exhaustiveness.

Appendix B

Statement on free access to information

Object

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

Principle

Freedom can be protected in a democratic society only if its citizens have unrestricted access to information and ideas.

Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of citizens. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the individual level, citizens are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

asserting the equal and equitable rights of citizens to information regardless of age, race, gender, religion, disability, cultural identity, language, socioeconomic status, lifestyle choice, political allegiance or social viewpoint;

adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas; ensuring that their clients have access to information from a variety of sources and agencies to meet their needs and that a citizen's information needs are met independently of location and an ability to pay;

catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;

protecting the confidential relationships that exist between the library and information service and its clients;

resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;

observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit library and information services in meeting the obligations and responsibilities outlined in this Statement.

Appendix C

Statement on libraries and literacy

Rapid social change, the emphasis on lifelong education, the increasing rate of technological development and the movement towards an information-based society are factors which suggest, as never before, that literacy is an essential instrument for effective participation in society.

The illiterate person can be substantially disadvantaged. It is essential to democratic processes of government that citizens have the skills and opportunities to inform

themselves on matters of community and national interest and participate in the decision-making process.

The scope for access to information resources is growing and will be increased enormously as communications technology becomes more sophisticated. Nevertheless, the communications media of the foreseeable future will continue to assume the user's capacity to read and understand the written word.

The Australian Library and Information Association believes that:

primary responsibility for information services to students rests with the institution at which the student is enrolled;

all libraries should acknowledge their responsibility for servicing educational goals in a variety of institutional and social contexts, in particular the responsibility held by public libraries as agencies for supporting and supplementing education within their communities;

the traditional functions of librarians include the collection, organisation, promotion and dissemination of printed and audio-visual communications media. The exercise of these functions implies concern for those who lack the skills necessary to make appropriate use of communications resources. This concern is also a natural outcome of libraries' educationally-oriented role; and

in addition to recognising the link between literacy and effective citizenship, the library profession is dedicated to fostering in all people a lifetime habit of purposeful educational and recreational reading for the enjoyment, stimulation and delight it brings.

Appendix D

Statement on library services for people with disabilities

The Australian Library and Information Association believes that all people have the right of access to library services, equipment and materials (both specialised and non-specialised) to meet their needs for information, inspiration, education and recreation.

The Association supports the objectives of the Disability Discrimination Legislation (1992) and related legislation of the states and territories to ensure that services provided to people with disabilities offer equal opportunities and further the integration of people with disabilities in the community and complement services available generally to people in the community.

The Association supports programs and formal courses in library and information sciences that will strengthen and expand the delivery of library and information services to people with disabilities.

The Association encourages federal, state, territory, regional and local authorities to provide adequate financial support to enable libraries of all types to offer the specialised services, materials and equipment needed by people with disabilities at a level no lower than those provided for the remainder of the community.

The Association supports efforts to ensure that library and information services complement the services to people with disabilities provided through government and voluntary sponsored programs and by agencies concerned with direct support to people with disabilities.

The Association promotes the universal application of building standards [in particular Australian Standard (1428-1993)] which will ensure maximum ease of access to library buildings for people with disabilities.

The Association supports efforts by libraries, voluntary and other agencies and commercial producers in ensuring that people who cannot use conventional library materials have maximum access to the materials and equipment they require.

The Association supports efforts by libraries, government and voluntary agencies in ensuring that appropriate arrangements are made and standards established for the production of materials for people with special needs.

The Association is concerned to ensure that copyright law provisions do not unnecessarily hinder access by people with disabilities to copies of materials in special formats.

The Association supports efforts by libraries, government and voluntary agencies to ensure that adequate numbers of trained staff are available to provide services for people with disabilities.

NOTE: The World Health Organisation (1980) defines disability as 'the consequence of impairment of functional performance and activity'. It is the lack of non-conventional library services and facilities which forms a handicap for people with disabilities rather than their disability providing the handicap.

Appendix E

Statement on libraries and multiculturalism

For the purpose of this policy, multiculturalism relates to the cultures and languages of all ethnic and linguistic groups resident in Australia.

The Australian Library and Information Association believes that:

All libraries should reflect the multicultural nature of Australian society in the collections and services;

Libraries should provide collections and services which reflect the multicultural nature of their client groups;

All members of the Australian community should have access to library materials and services which will meet their needs, regardless of their language, cultural background or country of origin.

Libraries have an important role in informing and educating the community about the many cultures which make up Australian society.

Libraries have an important role in assisting all Australians to achieve competency in English whether as a first or second language.

All members of the Australian community should have access to library materials and services in languages other than English whether this be for the purposes of language and culture maintenance or for language learning.

The research collections of Australian libraries must recognise the importance of providing materials for current and future research relating to the ethnic minorities of Australia and should therefore acquire and preserve material from appropriate countries and in appropriate languages.

The Association recognises that library services for ethnic and linguistic minorities are inadequate and that few libraries currently provide a suitable range of cultural studies materials. It calls on librarians in all types of libraries to ensure that due priority is given to this aspect of their services.

Funding authorities at all levels are urged to provide adequate resources to develop and maintain balanced collections and services in all types of libraries.

Appendix F

Statement on library and information services and Aboriginal and Torres Strait Islander peoples

There has been a common perception by Aboriginal and Torres Strait Islander peoples that the management of information and the provision of services have not been responsive to their needs. This policy can be seen as one step in changing this perception.

Policy

The Australian Library and Information Association endorses the vision of the Council for Aboriginal Reconciliation for united Australia which respects this land of ours;

values the Aboriginal and Torres Strait Islander heritage; and provides justice and equity for all.

The Association recognises that libraries and information services have a role to play in the process of reconciliation by encouraging where relevant the participation of Aboriginal and Torres Strait Islander peoples in the governance and operation of library and information services.

The Association recognises the diversity of Aboriginal and Torres Strait Islander cultures. It believes that the participation of Aboriginal and Torres Strait Islander peoples in planning and decision making will lead to the achievement of appropriate representation of this diversity in library and information services. The Association affirms its commitment by taking a leadership role in promoting participation.

Four key areas are to be addressed by the library and information services sector in providing services to Aboriginal and Torres Strait Islander peoples, and in managing information relevant to Aboriginal and Torres Strait Islander cultures and communities.

Aboriginal and Torres Strait Islander peoples are included in decision-making and policy formulation processes to ensure that culturally appropriate decisions can be made.

Management of information resources and provision of services recognise cultural diversity, and culturally appropriate decisions are made on all issues related to access to information and provision of services. This will include consultation with community representatives.

For equity of employment Aboriginal and Torres Strait Islander peoples must have access to employment opportunities at all levels and in all areas of library and information services. Opportunities for education and training should be provided to allow Aboriginal and Torres Strait Islander staff to pursue their career aspirations.

Cross-cultural awareness programs are implemented and provide opportunities for two-way learning. Programs should reflect the diversity of Aboriginal and Torres Strait Islander peoples and be developed in conjunction with the local Aboriginal and Torres Strait Islander community.

Relevant government policy and legislation and the *Aboriginal and Torres Strait Islander protocols for libraries, archives and information services* must guide and determine practice within the library and information sector.

Review

Evaluation to be done in conjunction with the Australian Library and Information Sector Aboriginal and Torres Strait Islander Recruitment and Career Development Program; the Biennial Round Table on Library Collections and Services of relevance to Aboriginal and Torres Strait Islander Peoples and other relevant recommendations of *Towards Federation 2001*; and the *Aboriginal and Torres Strait Islander protocols for libraries, archives and Information services*.

Appendix G

Statement on professional conduct

Objects

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy

To ensure the high standard of personnel engaged in information provision and foster their professional interests and aspirations

Principle

People engaged in library and information services are members of a profession committed to intellectual freedom and the free flow of ideas and information.

Statement

Because of the role of library and information services in fostering the social, cultural and economic well being of their communities the people who work in those services have responsibilities for creating and providing access to information for the clients of their services. The interactions between library and information services and their clients should be guided by the highest standards of service quality and characterised by the highest levels of integrity. Library and information service professionals should observe these standards by:

- encouraging intellectual freedom and the free flow of information and ideas;
- exercising their responsibilities within the context of duty of care for the clients of the library and information services they offer;
- recognising and respecting the intellectual property of others;
- protecting their clients' rights to privacy and confidentiality;
- distinguishing in their actions and statements between their personal viewpoints and those of the library and information service that employs them or the Australian Library and Information Association;
- maintaining and enhancing their professional knowledge and expertise, encouraging the professional development of their colleagues and fostering the aspirations of potential library and information service professionals;
- avoiding situations in which personal interests might be, or be seen to be, in conflict with the interests of clients of library and information services, colleagues or employers.

Authorisation:

Status	Committee	N/A	
	Manex	N/A	
Owner	Director Community & Development Services		
EDRMS Doc. ID	335240		
Superceded Policy			
Date of Adoption/ Amendment	Revision Number	Minute Number	Review Date
June 2000	0	53/6/00	
February 2002	1	15/2/02	
20 September 2005	2	32/9/05	June 2006

Related Council Policy / Procedure