KU-RING-GAI COUNCIL

LIBRARY COLLECTION DEVELOPMENT PLAN

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Editors

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TABLE OF CONTENTS

INTRODUCTION

Previous Ku-ring-gai Library Collection Development Policies were written and adopted by Council in October, 1989 and February 1997. They were written to reflect the then philosophy of the Ku-ring-gai Library.

This new edition of the Plan reflects changes which have occurred in the Library's collection practice in the past six years, in particular the development of the digital video disc and compact disc collections and the use of online services via the Internet. The focus of collecting more material in audio visual formats has seen the percentage of this material increase from 3% of the total collection in 1989 to 12.9% in 2003.

The Ku-ring-gai Library Collection Philosophy does not stand alone. It owes much to the public library ideal which has developed in the English speaking world in the last hundred or so years and more particularly to the practice and philosophy of public library service in Australia today. This philosophy is articulated in the UNESCO Public Library Manifesto and in the Australian Library and Information Association's Statements on *Free Access to Information and Core Values* as well as in the Library Council of New South Wales' policy statement *Freedom of Collection and Access for Local Government Libraries.* These statements are included in the Appendices.

The Collection Development Plan is a statement of how the Library collects and will continue to collect resources which are relevant, responsive and accessible to the residents of Ku-ring-gai.

It will be used as:

- a tool for responding to client needs and demands

- a public document which indicates to the community the nature and depth of the Library's holdings

- a guide for library staff in the selection of materials

Plan formulation has been under the direction of Jennifer Borrell, Manager Library Services, assisted by Rosemary Lown, Information Services Librarian, Angela Gollmer, Youth & Children's Services Librarian and Jennifer Moss, Reader Services Librarian.

1.   CLIENTELE -
THE LOCAL GOVERNMENT AREA OF KU-RING-GAI

The Ku-ring-gai Local Government Area on the upper North Shore of Sydney covers an area of 85.5 square kilometres. It displays a wide variation in landscape and wildlife with significant areas of urban bushland identified as having high conservation status.
The most common types of dwellings, according to 2001 Census, are separate houses (86% of Ku-ring-gai dwellings compared with 63% for Sydney as a whole).

The Local Government Area was planned as a residential area with small local shopping centres, and is noted for its pride in public and private gardens and its many street trees. This residential area is bounded by Garigal National Park in the east, Lane Cove National Park in the west and Ku-ring-gai Chase National Park in the north.

There is no single central shopping centre nor areas zoned for heavy or light industrial purposes. Only 5% of land use in the Ku-ring-gai area is designated business and other usage.

The statistical data in the following sections is taken from the 2001 Census, unless otherwise stated.

POPULATION

Ku-ring-gai's population is very stable having increased by only 2.2% in the decade - 1991- 2001. The adjusted figure for the 2001 census was 108,290. 20.7% of the population is 14 years of age or younger. However, the population is generally aging, the median age having increased from 38 years in 1991 to 40 in 2001. This is the highest median age in Sydney. There has been a 5.6 % fall in the number of people aged 15 to 24 years since the 1996 census. All age groups over 40 years of age have higher proportions than Sydney as a whole.16% of residents are aged 65 years and over compared with 11.8% for the Sydney Statistical Division. The population is also stable in terms of residence at the same address, 59% of the population was at the same address for the 1996 census.

Separate dwellings dominate the Local Government Area, being 86% of the housing stock. Medium to high density is only a small proportion. Compared to Sydney as a whole, there is a particularly high proportion of owner occupier status with 60% of houses owned outright and a further 23% being purchased. Only 11% of private dwellings are rented, a factor which contributes to the lower population turnover.

As well as being houseowners, Ku-ring-gai residents are also family oriented. 87% of Ku-ring-gai's people live in families of an average size of 3.2 people. Couples with children are the most common type of family constituting 58% of the family types and 63% of Ku-ring-gai's people.

EDUCATION

Ku-ring-gai residents' tertiary education levels were far higher than Sydney's with 60% of people aged 15 and over having a tertiary qualification (42% for Sydney). Education participation levels for students were higher than for Sydney as a whole. For pre-school students the participation rate is 79% (Sydney is 56%); for primary students 97% (91%); and for high school students 95% (84%).

Attendance at public schools is lower 57% of primary students (Sydney is 68%) and 28% of secondary students (58%). Non-Catholic private schools attracted 30% of primary and 57% of secondary students, much higher than Sydney's rates of 10% and 16%.

Ku-ring-gai had a total of 9,871 people studying at university and other tertiary institutions. This number is higher than the number of 18-24 year olds living in the LGA suggesting that Ku-ring-gai has a significantly high participation in tertiary education of people aged over 25 years.

EMPLOYMENT

63% of the population over 15 years of age is in paid employment. This is less than the Sydney average of 65%. Only 43% of female workers were employed full time. The most common type of occupation was professionals (35%).

The number of unemployed people in Ku-ring-gai is considerably below the Sydney average. 3.5% were unemployed in August 2001 compared to the Sydney average of 6.1%.

OVERSEAS BORN

35% of Ku-ring-gai's population was born overseas. Of those born overseas the main countries of birth were United Kingdom 6.7%, South Africa 3.7%, Hong Kong 2.8%, New Zealand 2.2% and Korea 1.2%.

English is the only language spoken at home by 80.2% of the residents. The three most common languages spoken at home after English were Chinese languages 6.8%, Korean 1.3% and Japanese 0.88%. A significant feature in the provision of library services to this sector of the population is the relatively small number of people who stated in the census that they do not speak English very well or not at all. 13.4% of residents who speak a language other than English at home stated that they did not speak English well or at all.

COMPUTER USE

64% of residents stated that they use a computer at home compared with 44% for Sydney as a whole. Over half of Ku-ring-gai's residents (60%) indicated that they used the Internet at home and/or at work. Residents aged 55 – 74 also reported above average computer usage (48%). These are some of the highest figures for computer and Internet use in Australia. The implications of these figures for the delivery of library services include opportunities to deliver services to users outside the library buildings, a high level of computer literacy and high expectations of the quality of library's IT services and equipment. The opportunities to access library services at home will impact on the level of visitation to the library buildings.

LIBRARY USE

Library membership amongst the population is high. Library membership lapses after two years if not renewed. In June 2003, there were 49,965 registered members, ie 46.1% of the population. 21.5% of members were aged under 15 years of age. In the 2002-2003 financial year 496,555 visits were recorded to all four libraries. The highest visitor figures were recorded at Gordon Library with 215,994 visits.

The high usage of the Ku-ring-gai Libraries is a good indication of the relevance of this service to residents' needs. Residents are able to access other library services nearby quite easily. The academic libraries at the University of Technology - Sydney, Kuring-gai Campus and Macquarie University, as well as the large central public libraries close to municipal boundaries in Hornsby, Chatswood and Ryde, can all be used by users if they prefer. Most schools in the Local Government Area, of which there are 48, also have well-resourced libraries. This relative abundance of library services presents a particular challenge to the Ku-ring-gai Library management to provide a relevant service to the community.

Another alternative to library use is ready access to the wide variety of material now available through the Internet. The 2001 Census questioned Australians about PC use and ownership for the first time. In the Ku-ring-gai LGA 64% of residents had used a personal computer at home in the week preceding the Census and 60% had used the Internet at home, at work or elsewhere.   The results for the Ku-ring-gai LGA indicate that the majority of residents are equipped to access information on-line. This situation is both a challenge and opportunity for the public library. The Library plays a role in assisting users to use the Internet by referring them to appropriate courses and recommending useful sites. Services available via the Internet, include access to the Library catalogue, facility to renew loans and information about Library services. Further on-line services are planned.

2. KU-RING-GAI LIBRARY COLLECTION

The Ku-ring-gai Library was established in 1945, the first public library in the Sydney suburbs, with an original plan to establish a network of libraries in local shopping centres. Libraries are currently at Gordon, Lindfield, St Ives, and Turramurra.

In the 1980's it became obvious that this pattern of library development could not meet the need for a larger library with an extensive reference collection and study facilities. A new Central Library was planned and built at Gordon. It was opened in February 1994.

The Library Service's main objective stated in the Ku-ring-gai Council's Management Plan is "To provide a library service and public space which addresses the information, cultural and recreational needs of the community".

The collections at all libraries include recreational and cultural materials in all formats as well as a range of materials to meet the communities information needs. The Neighbourhood Libraries at St Ives, Turramurra and Lindfield provide a higher proportion of materials likely to be selected by browsing. At these libraries there is a lesser emphasis on the collection of in depth materials and materials to support secondary and Tertiary students.

Gordon Library has more visitors and more in depth enquiries. The collection at Gordon also aims to be tailored to meet the needs of independent learners and researchers who are pursuing their own interests or education, and to complement the needs of secondary and to some extent tertiary students. Material held at Gordon is retained longer than in the Neighbourhood Libraries to meet the greater demand on the collection. Most retrospective material is kept at this library in the Stack.

COLLECTION DEVELOPMENT PHILOSOPHY

This document is a statement about the way the Library seeks to provide a responsive, relevant and accessible service to its users today. Within the community, it is the Library's aim to be the first contact point for information.

Responsiveness. The Ku-ring-gai Library's objective is to meet the cultural, recreational, educational and information needs of the residents of Ku-ring-gai. To meet these needs a high priority is placed on the expressed needs of residents for library materials through the Library's reservations service and analysis of Library usage. Library staff aim to anticipate demand for material when selecting titles for purchase.

Relevance. The Library is responsible for maintaining and developing a balanced collection. To do this requires the renewal and refreshment of all parts of the collection as well as purchasing materials which reflect current fashions and topics of interest. It also means that material treating different points of view on particular topics from a variety of sources is collected. These principles are further elaborated in Appendix 10.2 Australian Library and Information Association Statement on Free Access to Information and Appendix 10.4 Library Council of New South Wales Freedom of Collection and Access for Local Government Libraries.

The Library's collection includes works representing historical, artistic, scientific and intellectual achievements. Some of this material may not necessarily attract high usage, but nevertheless is of lasting value to the community. The Library, through its collection, also fosters our cultural heritage and a greater understanding of other cultures.

Recreational needs are addressed by providing a variety of popular materials.
The Collection is 'content' oriented rather than 'format' oriented.

Accessibility. The Library is divided into areas to assist users in finding the material most suited to their needs. A list of the collections and collection codes (as found on the catalogue), and explanations of the type of material included in each collection, is seen below.

The Collection currently caters for patrons with disabilities by providing materials such as large print books; audio collections on cassette and compact disc; and video and digital video disc collections.

The layout of the Collection also facilitates physical access within the libraries.
A Libraribus Service is provided for residents who have difficulty using public transport.
A Housebound Service provides library services to frail, elderly, ill and disabled residents in their own homes. To further facilitate access to information and materials, the Library provides technological aids for users.

The online public access catalogue (OPAC) at Ku-ring-gai, allows access to information about the Collection. The Library catalogue is available to remote users via the Ku-ring-gai Council's web page. Electronic communication links are maintained with the National Library of Australia and access to other library catalogues throughout Australia is possible via the Internet to enable material not held by Ku-ring-gai Library to be requested for its users on inter-library loan.

KEY PERFORMANCE INDICATORS

The following measures are used to report on the responsiveness, relevance and accessibility of the collection. These measures are reported to Council regularly.

- Percentage of collection on loan by material type and branch
- Percentage of requests completed on the same day
- Percentage of reservations already in the collection or on order
- Collection turnover by material type and branch
- Percentage of reservations (including interlibrary loan requests and requests to order) provided within 35 days.

THE KU-RING-GAI LIBRARY COLLECTIONS AND THEIR COLLECTION CODES
as seen on the catalogue.

Area	Collection code	Collection description	Explanation
REFERENCE COLLECTION		**None available for loan.**	
	ARCHIVES	Archives	Administrative and financial records of local community organisations, businesses, Ku-ring-gai Council and personal papers of local individuals. Retained as evidence of the formation of Ku-ring-gai's identity. Stored in Archives Room at Gordon Library, and arranged by provenance and original order according to archival practice. This material is available for use by appointment.

	MAP	Map	Maps and architectural drawings stored in the map cabinets in Stack collection at Gordon Library. Classified according to the Dewey Decimal System.
	NEWSPAPER	Newspaper	Original copies of local newspapers. Stored in Stack collection at Gordon Library.
	PAMPHLET	Pamphlet file	Loose pamphlet material. Stored in vertical files in filing cabinets in alphabetical order under subject headings.
	PHOTO	Photograph	Prints or negatives, stored in filing cabinets or fire-proof safes. Only copy prints are available for use in the Library. Digital copies of some photographs are available through the Library's Internet catalogue.
	REF	Reference	Adult and Junior material shelved in the Reference collection. May contain different formats of material. Classified according to the Dewey Decimal System (See Appendix 10.7) and shelved in numerical sequence
CIRCULATION COLLECTION		**All available for loan.**	
		Adult non-fiction	Non fiction books. Classified according to the Dewey Decimal System (See Appendix 10.7) and shelved in numerical sequence with other non-fiction material. An additional suffix will appear after the authors letters to identify the format of the item: CD – compact disc, CASS - cassette & MP3 for MP3 format.
	C	Audio fiction	Fiction spoken word material for adults in audio cassette or compact disc format. Shelved in alphabetical sequence by the first four letters of the author's surname. An additional suffix will appear after the authors letters to identify the format of the item: CD – compact disc, CASS - cassette & MP3 for MP3 format.
	CD/INS	Compact disc - instrumental	Instrumental music in compact disc format. Shelved together as a browsing collection.
	CD/JAZ	Compact disc - jazz	Jazz music in compact disc format. Shelved together as a browsing collection.
	CD/OPE	Compact disc - opera	Opera music in compact disc format. Shelved together as a browsing collection.
	CD/ORC	Compact disc - orchestral	Orchestral music in compact disc format. Shelved together as a browsing collection.
	CD/POP	Compact disc - popular	Popular music in compact disc format. Shelved together as a browsing collection.
	CD/ROC	Compact disc - rock	Rock music in compact disc format. Shelved together as a browsing collection.

	CD/VOC	Compact disc – vocal	Vocal music in compact disc format. Shelved together as a browsing collection.
	CHIF	Adult fiction in Chinese language	Books in Chinese Language. Shelved in alphabetical order by the first four letters of the author's transliterated family name.
	CNF	Audio non fiction	Non fiction Junior and Adult spoken word material, some music (eg wedding music and music of specific countries), and sound effects in audio cassette or compact disc format. Classified according to the Dewey Decimal System and shelved in numerical sequence with other non-fiction material.
	DVD	Digital video disc	Video recordings in DVD format. Classified according to the Dewey Decimal System and shelved in numerical sequence with other non-fiction material.
	E	Easy	Picture books for readers aged 0-6 years. A browsing collection.
	EB	Easy blue	Picture books for beginning independent readers. A browsing collection which includes audio tapes and CDs with blue spots on spines.
	EG	Easy green	Simple fiction chapter-style books for beginning independent readers. A browsing collection which includes audio tapes and CDs, with green spots on spines.
	ENF	Easy non fiction	Non fiction books, audio tapes, CDs, videos and DVDs for readers up to 8 years old. Classified according to the Dewey Decimal System and shelved in numerical sequence.
	F	Adult fiction	Books shelved in alphabetical order by the first four letters of the author's surname.
	FOL	Folio	Adult and Junior Non fiction books larger than 35cm in height. Classified according to the Dewey Decimal System and shelved separately in numerical sequence. All books with this category are located at Gordon.
	J	Junior non fiction	Non fiction books for readers aged 8+. Classified according to the Dewey Decimal System (See Appendix 10.7) and shelved in numerical sequence with other non-fiction material.
	JC	Junior Cassette	Fiction in cassette format for children of all ages. Includes cassette plus book kits hung in bags. Shelved with JCM and JCD or on separate audio kits roundabout. A browsing collection.
	JCD	Junior compact disc	Material in compact disc format for children of all ages. Includes book and disc kits hung in bags on audio kits roundabout. Generally shelved with JCM. A browsing collection.
	JCM	Junior music audio	Audio cassettes of music suitable for children. A browsing collection, shelved on stands with JCD.
	JDVD	Junior digital video disc	Video recordings in DVD format. All rated G. Shelved with Junior Videos. A browsing collection.

	JF	Junior fiction	Children's fiction for competent readers in book, cassette and compact disc format. Shelved with Junior Large Print in alphabetical order by the first four letters of the author's surname.
	JPB	Junior paperback	Children's paperback books, mostly fiction. A browsing collection.
	JLP	Junior large print	Children's Fiction books in large print editions. Shelved with Junior Fiction in alphabetical order by the first four letters of the author's surname.
	JQ	Junior quarto non fiction	Non fiction books for readers aged 8+. Books are larger than 26cm in height. Classified according to the Dewey Decimal System and shelved in numerical sequence with other non-fiction material. No longer used for new material.
	JQF	Junior quarto fiction	Pictorial fiction books for readers aged 6+. Usually larger than 26cm in height. A browsing collection with red spots on spines.
	JV	Junior video	Video recordings in VHS format. All rated G. Shelved with Junior DVDs. A browsing collection.
	LP	Large print	Hardback books in large print type. Mostly fiction, with a small number of biographies and other non fiction. Books shelved with Large Print paperbacks in alphabetical order by the first four letters of the author's surname.
	LPB	Large print paperback	Paperback books in large print type. Mostly fiction, with a small number of biographies and other non fiction. Books shelved with Large Print in alphabetical order by the first four letters of the author's surname. This category is no longer used for new material.
	MS	Music score	Sheet music at Turramurra only. All items with this category are stored in a filing cabinet located at Turramurra.
	PB	Adult paperback	Paperback books, mostly fiction. A browsing collection.
	Q	Quarto non fiction	Non fiction books larger than 26cm in height, but smaller than 35cm. Classified according to the Dewey Decimal System and shelved in numerical sequence with other non-fiction material. This category is no longer used for new material.
	S	Serials	Magazines. Shelved in alphabetical order by title.
	V	Video	Video recordings in VHS format. Classified according to the Dewey Decimal System and shelved in numerical sequence with other non-fiction material.
	YF	Young adult fiction	Fiction books, audio cassettes and compact discs, video tapes and DVDs, for readers aged 11+. Shelved together in alphabetical order by the first four letters of the author's surname.
	YPB	Young adult paperback	Paperback books, mostly fiction, for readers aged 11+. A browsing collection, shelved on stands.
	YS	Young adult serials	Magazines for readers aged 11+. Shelved alphabetically by title.

COLLECTION PROFILE

The collection is managed as a single dynamic unit. Titles are collected to meet current needs - thus multiple copies of titles are only purchased to meet a library-wide demand, rather than each branch library having their own copy. Budgetary constraints place an upper limit of copies purchased of any one title.

The aim of this Plan is to provide a broader selection of titles and topics than would be possible if all titles were purchased in multiples. This also enables each library to have a collection that reflects the demographic characteristics and interests of its users.

However economic constraints such as rising paper costs, smaller print runs, lower subsidies and decreased purchasing power, may mean that the Collection may be weakened in the future.

Conspectus Collection Level Indicators are: Minimal, Basic, Intermediate, Research and Comprehensive (see appendix 10.5). The users' expectation that a public library will have something about everything makes it difficult for the Ku-ring-gai Library Collection to aspire to more than a Basic Level for most subjects and stay within the annual budget. The Library, however, aims to achieve a Comprehensive Level for Local Studies material.

Accessing wanted titles in another Ku-ring-gai Library is met by the provision of a free daily courier service between libraries.

Titles are withdrawn when they are no longer appropriate (see Retention and Discard Guideline, page18). At no time does the library collect items for their potential monetary value.

The total collection in June 2003 was 242,763 items, which may be categorised thus:

40.4%	Adult Non-Fiction and Reference
16.6%	Adult Fiction and paperbacks
21%	Children's and Young Adults books
4.2%	Large Print
13%	Audio visual material including audio and video tapes and compact and digital video discs
4.8%	Magazines and newspapers

204 magazine and 11 newspaper titles were subscribed to in 2002, many in multiple copies.

27,457 items were added to the collection in 2002-2003, which is 11.3% of the collection. This meets the minimum annual acquisitions level for public libraries as recommended by the Australian Library & Information Association. In order to maintain a topical and useful collection, it is important that this level of annual acquisition is maintained.

CONCLUSION

All the before mentioned philosophy underpins the Library's aim to be the first port of call for users pursuing their interests.

In maintaining and developing a balanced collection the Library is responsive to the informational, cultural, educational and recreational needs of the community.

3.   SELECTION

RESOURCE SELECTION RESPONSIBILITIES

Information Services Librarian	- Adult Non-Fiction, Adult Audio Visual Resources and Magazines for Adults.
Reference Librarian	- Pamphlets, Reference material, Newspapers, On-line Databases and Genealogy.
Reader Services Librarian	- Adult Fiction, Adult Paperbacks and Adult Large Print books.
Local Studies Librarian	- Material on Ku-ring-gai.
Community Information Officer	- Community Information.
Youth & Children's Services Librarian	- Children's & Young Adult books, Audio Visual resources and Magazines for Children and Young Adults.
Branch Librarians	- Adult Paperbacks.
Gordon Librarian	- Adult Fiction in Chinese Language.

STAFF SUGGESTIONS
All staff are encouraged to take part in the selection process through stock deficiency notes and suggestion for purchase cards. The final decision is made by the Information Services Librarian and her team for adult material and by the Youth & Children's Librarian for children's and young adult material.

BORROWER SUGGESTIONS
Library users may suggest, through the appropriate procedure, that consideration be given to purchasing material which is not in the Library's collection.
The Library values receiving information about user needs expressed in this way.
However, the criteria for selection are still applied.

CRITERIA USED IN SELECTING MATERIALS

Each resource is assessed and selected using a multiple of any of the established criteria below (in alphabetical order).

- Anticipation of potential use
- Appropriateness and effectiveness of the content to the format
- Attention of critics and reviewers
- Australian content
- Authority, skill, competence, reputation, and significance of the author
- Availability of materials elsewhere in the region or through inter-library loan
- Budgetary limitations
- Clarity, accuracy, logic, objectivity and readability
- Comprehensiveness and depth of treatment
- Contemporary or permanent value
- Demographics
- Importance of the subject matter to the collection
- Need for duplicate materials in the existing collection
- Part of a multivolume set
- Part of a series, sequel or prequel
- Physical appearance
- Price
- Public demand
- Quality
- Reputation and standard of the publisher
- Scarcity of material on the subject
- Social significance
- Space limitations

Additional criteria for works of imagination - fiction, drama, and poetry - also include:

- Authentic reflection of human experience
- Literary quality
- Originality
- Prizewinners
- Representation of a significant genre or national culture
- Strength of characterisation and plot
- Sustained interest

4.   POLICIES ON COLLECTING

The Ku-ring-gai Library aims to develop a collection which satisfies the cultural, educational, recreational and informational needs of the whole community.

Selection tools include review journals, newspapers, trade magazines and catalogues and relevant web sites.

Titles are purchased from Australian, English and American sources to ensure as wide a range as possible. The library will continue to use varied sources and suppliers selected on criteria of service and diversity of materials to maintain this broad range.

Format is dependent on a variety of factors such as availability, cost and durability. Resources are purchased in the most appropriate format for the subject content or the user group.

Realia, including such items as objects, specimens, samples, relics, artefacts, souvenirs, models, dioramas and costumes, are not collected as this is the role of a museum not a library.

REFERENCE POLICIES

The reference collection at Gordon Library contains over 16,000 items and covers a broad range of topics. This enables staff to answer the requests for in depth information which users expect from a central library. Often additional copies are available for loan within the Ku-ring-gai Library system.   There is a core ready reference collection at Turramurra, Lindfield and St Ives Libraries.

Most reference material is available in a variety of book formats and CD Roms *for use in the Library only*. Included also are:

Maps	-	are only acquired if subject matter is relevant to Ku-ring-gai and have an historical focus.
Microforms		Microfiche and microfilm
Photographs	-	Only acquired if subject matter is relevant to Ku-ring-gai.
Other photographic material including glass negative and photographic slides, films and film strips	-	Only acquired if the material is not available in a more accessible format and only if the subject matter is relevant to Ku-ring-gai.

INTERNET
Material available on the Internet is used as another reference tool. Websites are selected to support and complement other material in the Library's Collection.

ON-LINE DATABASES
The Library subscribes to on-line databases in order to provide access to current information and to complement the book stock. Some of these are available for remote use via the Library web page.

GENEALOGY

Genealogical material, with emphasis on Australian sources, forms part of the reference section at Gordon. This is held in a variety of formats.

LOCAL STUDIES

Local Studies material also forms part of the Reference Collection. The aim is to bring together a collection of resources which document the identity of Ku-ring-gai, its growth and development, geology, flora and fauna, climate, significant events, recognised places of historical and natural importance, notable residents and local issues. This too is held in a variety of formats.

COMMUNITY INFORMATION

A comprehensive collection of up-to-date, relevant and accurate information about local services, facilities, activities, clubs, current events, recreational and cultural pursuits is provided via the Community Information database which is accessed via the Council web page. Each Library has a Community Noticeboard.

PAMPHLETS

Pamphlets are collected in a variety of subject areas to complement the reference collection and are available at all branches.

NEWSPAPERS

The Library subscribes to all the local newspapers and several Chinese language newspapers as well as the major daily newspapers distributed in the Sydney area. The local newspapers are microfilmed at regular intervals.

ABORIGINAL RESOURCES GUIDELINE

Since January 2002 a separate collection of resources relating to Australia's indigenous population is held at Ku-ring-gai Library, Gordon.

The collection includes non-fiction materials in all formats for users over 8 years of age. It does not include Aboriginal Writers of Adult Fiction, Young Adult Fiction or Junior Fiction, these are kept in their respective categories. Contemporary Aboriginal musicians' works are usually kept in the audio browsing collection.

The non-fiction materials collected, cover topics such as myths and legends, Aboriginal folklore, bush food and medicine, anthropology and sociology, history of Aboriginal communities, the European invasion of Australia and the struggle for land rights, biographies of Aboriginal people, collections of aboriginal arts, crafts, poetry and dramatic works by Aboriginal authors. Works discussing health and social issues of particular concern to Aboriginal people including alcohol dependency, diabetes and the Stolen Generation are also included.

Junior Non-fiction material is also often found in the general non-fiction collection in response to assignment needs.

Publications on all the above topics are purchased for the other three libraries and included in their non-fiction collections where appropriate.

LOCAL AUTHORS GUIDELINE

A list of local authors is maintained by the Library. Local authors are those who have lived or are living in Ku-ring-gai. The Library collects books by local authors that meet the new material selection criteria outlined in this guideline. Editors and compilers are not considered to be authors. Illustrators are considered when the illustrations are a significant part of the work or when they have an artistic reputation in their own right.

STACK GUIDELINE

The Stack is housed in the Gordon Library. The material in Stack is kept as a back up and repository to the general collection and generally consists of older items of interest. The items here complement the Library's open access Collection.

DONATIONS GUIDELINE

Donations of material are accepted by the Library from members of the public. Donations are often very valuable additions to the collection, particularly in the case of material relating to the local area.

Donations are only added to the catalogue, if after consideration by staff they meet one or more of the new material selection criteria. Potential donors are advised of this guideline. Material not meeting the criteria is offered to local organisations or disposed of appropriately. In general a donation is not accepted if the donor wishes to place any limitations on its use or disposal.

The Turramurra Library holds the Joy Bower Memorial Sheet Music Collection – the scope of the collection is vocal and chamber music. This was donated to the Library in November 1978 for the benefit of musicians by the Aulos Society in memory of Joy Bower.

FICTION GUIDELINE

ADULT FICTION

Adult Fiction is an area of the collection which has always had high circulation figures and includes standard contemporary works, Australian novels, classic novels, short stories, genre fiction and best sellers. Format is dependent on a variety of factors such as availability, cost and durability. The format of this collection consists of both hardback and paperback books, audio cassettes and compact discs. Multiple copies of bestsellers are purchased to satisfy high demand from users.

CHILDREN'S FICTION GUIDELINE

Books, audio tapes and compact discs is acquired to provide a wide based collection of genre fiction and popular classics to meet the interest levels of competent readers. Fiction in paperback format is collected for a browsing collection. Some novels are purchased in large print. There is a limited range of titles available for purchase in this format and consequently circulation figures are not high.

A separate category, EG (Easy Green) has been created for children who are becoming independent readers and want to start reading chapter style books. Many 'reader' series are collected here. These books also work well with reluctant readers or those experiencing reading difficulties.

CHILDREN'S PICTURE BOOKS

An attractive collection of quality picture books is maintained within three categories. The E (Easy) Picture Books category caters for 0-6 years. These range in level from the simple to complicated plot and language and come in many sizes and formats including board and flaps. For maturer children (6+) pictorial books with more complex themes and language are kept in JQF (Junior Quarto Fiction). As well, picture books with simple repetitive language are kept in EB (Easy Blue) for the child beginning to read.

ADULT LARGE PRINT BOOKS

The collection includes general fiction and non-fiction, Australian fiction and non-fiction, romance, mystery, action & suspense, historical and science fiction. Large print paperbacks are also acquired. As publishers' print runs are limited, standing order plans are used to ensure the library acquires a wide range of titles.

YOUNG ADULT COLLECTION GUIDELINE

A small topical and current collection of books, videos, digital video discs, audio and video tapes and compact disc formats is maintained which reflects the interest level of 12 - 16 year olds. Paperback books are collected in preference to hardbacks, as they are the format preferred by teenagers.

NON-FICTION GUIDELINE

ADULT NON-FICTION

The aim of the Adult Non-Fiction Guideline is to develop and maintain a wide ranging collection of material in various subject areas and formats. The collection includes current, popular material and standard works in each subject area at a basic level. (See Appendix 10.5 Conspectus Collection Level Indicators).

The emphasis at this level of collecting is on providing resources which introduce and define a subject. The collection can support up to HSC level in basic courses as well as supporting the basic information needs of public library clients. Specialist material is not acquired.

JUNIOR NON-FICTION

This collection holds non-fiction material in audio visual and book format for children aged 8 and over covering a broad range of subjects, school requirements and interests. Information requirements for school assignments is especially monitored to support the curriculum.

EASY NON-FICTION GUIDELINE

This collection holds non-fiction material in audio visual and book format for children up to 8 years old. Factual material is presented in an attractive format using narrative and other imaginative devices. As well, it caters for those children whose interests lie in the real world and who need more ready access to such books. Finally, it is a useful area for students who read English as a second language.

LANGUAGE AND LITERACY GUIDELINE

NON-ENGLISH LANGUAGE MATERIAL

The need to purchase materials in other languages is assessed regularly using the criteria outlined in "Section 3 Selection - Criteria used in Selecting Material. Further demand for material in languages other than English is met with bulk loans from the State Library of New South Wales.

The Library subscribes to newspapers and magazines in the Chinese language. These are held at Gordon Library. In 2003 Gordon Library introduced a collection of Chinese Language adult fiction.

ENGLISH AS A SECOND LANGUAGE MATERIAL

The library collects material which teaches English as a second language in printed and audio visual formats.

LITERACY MATERIAL

The library collects material for use by tutors with students in remedial reading, writing and mathematics, in printed and audio visual formats.

MAGAZINES GUIDELINE

The magazine collection provides popular and current material for adults and young adults. Selection criteria for magazines are the same as those for other materials

5.   RETENTION AND DISCARD GUIDELINE

<mark>The Ku-ring-gai Library aims to replace 10% of the total collection each year.
This requires 10% of the collection to be withdrawn each year to make space for new materials and to ensure out of date and worn materials are discarded.</mark>

RETENTION GUIDELINE

Material about Ku-ring-gai is kept indefinitely so that the Library keeps a record of the area's growth and development.

Other specific areas of retention follow:

- Car workshop manuals are kept indefinitely to satisfy the continual demand.
- Retention times for magazine titles are indicated on the catalogue record.
- Newspapers in Chinese are kept at Gordon Library for one month.
- Hardcopy local newspapers are kept till they have been microfilmed.
  Currently:
    - Gordon Library keeps the Sydney Morning Herald (SMH), the Australian and the Financial Review for three months.
    - Turramurra Library keeps the SMH, the Australian and the Financial Review for three months.
    - Lindfield Library keeps SMH and the Weekend Australian for three months.
    - St Ives Library keeps SMH, the Australian and the Financial Review for one week.

Within the Sydney Subject Specialisation Scheme (see page 20), Ku-ring-gai Library has the responsibility to keep the collection of material in the Dewey Decimal Classification of Education, 370-379, which is relevant to the needs and interests of public library users.

The following list shows the specific Dewey Decimal Classification areas in which Ku-ring-gai Library holds material in this scheme:

370.15	Popular educational psychology
370.19	Social aspects of education particularly
370.193	Community school relations
371.26	Educational tests and measurements including intelligence tests
371.39	Alternative methods of education
371.4	Guidance and counselling
371.9	Special education including:
	learning difficulties
	students with handicaps
	gifted children
372.4	Primary education - reading
372.7	Primary education - mathematics
374	Adult education
374.1	Study methods
379	Education and the state

Ku-ring-gai Library as a member of the Joint Fiction Reserve (see page 20) and has as its responsibility to keep fiction by authors whose last names begin with HEB to those that begin with HOU. This material is kept indefinitely.

DISCARD GUIDELINE

No collection can remain current, topical and useful without an on-going programme of review. Weeding is the process of identifying items that are no longer current or relevant to the collection for assessment for discard.

Weeding is continually carried out by Branch Librarians, the Information Services and Youth & Children's Services Librarians and their staff. Specific subject areas are also targeted for intensive review on a regular basis.

The final decision especially in the case of last copies is made by the Information Services Librarian and her team for adult material, and by the Youth & Children's Librarian for junior material.

CRITERIA USED IN RETAINING AND DISCARDING MATERIALS

Decisions to retain or discard material are made using one or a combination of the established criteria below (in alphabetical order).

- Australian content
- Author significance – including Local Author
- Budgetary limitations
- Circulation history.
  The value of an item should not be determined by its loan history alone
- A core collection of material is maintained
- Date of accession
- Date of publication can be used as an indicator for subjects in which currency is important
- Duplicate copies available in the collection
- Level of material
- New edition availability
- Out of fashion
- Part of multi volume set
- Part of a series, sequel or prequel
- Physical appearance – Popular titles can be replaced, or rebound if out of print, but cost of repair should also be taken into consideration.
- Popularity
- Price
- Read out
- Space limitations
- Transfer suitability

DISPOSAL OF WITHDRAWN STOCK

1.   Material in good physical condition may be given to local organisations or sold to second hand dealers but not individuals.

2.   Books in poor physical condition, and back copies of newspapers and magazines are sent to be recycled.

6. RELATIONSHIP OF THE LIBRARY'S COLLECTION TO OTHER LIBRARIES

SYDNEY SUBJECT SPECIALISATION SCHEME

The Sydney Subject Specialisation Scheme was established in 1961 as a resource sharing scheme operating between participating metropolitan public libraries. The broad objective of the scheme is the collection of books and other resources across the whole field of knowledge.

Within the scheme, the emphasis is on collecting material for the lay person rather than for the professional or the researcher.

The Ku-ring-gai Library is a member of the scheme and keeps a collection of material in selected areas of Education (see page 18 - Adult non-fiction 300 Social Sciences, for specific detail). This material is also made available through inter-library loan.

JOINT FICTION RESERVE

The Joint Fiction Reserve was established to ensure that at least one copy of each fiction title is retained. Each public library is responsible for retaining one copy of stock when it is no longer receiving heavy use.

Ku-ring-gai Library is responsible for keeping fiction by authors whose last names begin with HEB to those that begin with HOU. This material is also made available through inter library loan.

KINETICA

Ku-ring-gai Library subscribes to Kinetica. Details of the Library's holdings of adult and junior non-fiction books are added to the Kinetica database. All items listed in the Kinetica database as held by Ku-ring-gai Library (except reference titles) are available for inter-library loan to any other Australian Library.

STATE LIBRARY OF NEW SOUTH WALES

The State Library of New South Wales acts as a back up reference service to all public libraries in New South Wales. It supports Ku-ring-gai Library in a variety of ways including Ilanet; Legal Information Access Centre (LIAC), the special needs section which supplies bulk loans for community languages; special workshops and staff training.

NEIGHBOURING PUBLIC LIBRARIES

Ku-ring-gai Local Government Area is bordered by four local government areas - **Hornsby, Ryde, Warringah and Willoughby** - all with established library services. Ku-ring-gai Library is a member of the Northern zone of the Metropolitan Public Libraries Association. **There is co-operation between all public libraries.**

DISTRIBUTED NATIONAL COLLECTION

The need for co-operative collection development has become more pressing in libraries as rising costs have reduced the possibility of purchasing all the items necessary to meet users' needs.

The Australian Libraries Summit in October 1988 resolved to accept the concept of a Distributed National Collection. This concept was defined by the Australian Council of Libraries and Information Services. *"The aggregation of all collections in Australia which are recorded in generally accessible databases and are accessible either in person or via inter-library document supply to users with bona fide reasons for access. The Distributed National Collection is comprehensive in relation to Australiana and selective in relation to the rest of the world as present and future needs of Australia require"* (ACLIS 1991).
As its contribution to the Distributed National Collection, Ku-ring-gai Library undertakes to add records of all material relating to the Ku-ring-gai area to the national bibliographic database.

7.   PLAN DIRECTIONS

Ku-ring-gai Library collects information and material to provide the public with wider access to information. The Ku-ring-gai Library's Collection is client-centred. The Collection Development Plan has been written to provide a framework for this to continue. At present, the Library's collection serves its clients well as evidenced by the quarterly Key Performance Indicators and community satisfaction surveys.   However, economic constraints such as rising paper costs, smaller print runs, lower subsidies and decreased purchasing power, may mean that the collection may be weakened in the future.

It is the role of staff and community together to raise this as an issue and to ensure the standards that have been set are protected and maintained.

8.   REVIEW AND REVISION

This Collection Development Plan has been written to reflect the present philosophy of the Ku-ring-gai Library as it attempts to meet the cultural, educational, information and recreational needs of the community it serves.

This will be a dynamic document as changes in the community, in the publishing and information industries, in political or economic conditions and/or public library philosophy is inevitable and will necessitate revision on a continual basis. Certain subject areas will be evaluated as necessitated by technological and industry changes and improvements.

A major review of the complete document is planned every five years. The responsibility for review and revision rests with the staff who were primarily responsible for this document - Manager Library Services, Information Services Librarian, the Youth & Children's Services Librarian and the Reader Services Librarian.

9. BIBLIOGRAPHY

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10.   APPENDICES

10.1

<u>UNESCO PUBLIC LIBRARY MANIFESTO</u>

Freedom, prosperity and the development of society and of individuals are fundamental human values. They will only be attained through the ability of well informed citizens to exercise their democratic rights and to play an active role in society. Constructive participation and the development of democracy depend upon satisfactory education as well as on free and unlimited access to knowledge, thought, culture and information.

The public library, the local gateway to knowledge, provides a basic condition for lifelong learning, independent decision making and cultural development of the individual and social groups.

This Manifesto proclaims UNESCO's belief in the public library as a living force for education, culture and information, and as an essential agent for the fostering of peace and spiritual welfare through the minds of men and women.

UNESCO therefore encourages national and local governments to support and actively engage in the development of public libraries.

The Public Library

The public library is the local centre of information, making all kinds of knowledge and information readily available to its users.

The services of the public library are provided on the basis of equality of access for all, regardless of age, race, sex, religion, nationality, language or social status. Specific services and materials must be provided for those users who cannot, for whatever reason, use the regular services and materials, for example, linguistic minorities, people with disabilities or people in hospital or prison.

All age groups must find material relevant to their needs. Collections and services have to include all types of appropriate media and modern technologies as well as traditional materials. High quality and relevance to local needs and conditions are fundamental. Materials must reflect current trends and the evolution of society, as well as the memory of human endeavour and imagination.

Collections and services should not be subject to any form of ideological, political or religious censorship, nor commercial pressures

Missions of the public library

The following key missions which relate to information, literacy, education and culture should be at the core of public library services:

1. Creating and strengthening reading habits in children from an early age;
2. Supporting both individual and self-conducted education as well as formal education at all levels;
3. Providing opportunities for personal, creative development;
4. Stimulating the imagination and creativity of children and young people;
5. Promoting awareness of cultural heritage, appreciation of the arts, scientific achievements and innovations;
6. Providing access to cultural expressions of all performing arts;
7. Fostering inter-cultural dialogue and favouring cultural diversity;
8. Supporting the oral tradition;
9. Ensuring access for citizens to all sorts of community information;
10. Providing adequate information services to local enterprises, associations and interest groups;
11. Facilitating the development of information and computer literacy skills;
12. Supporting and participating in literacy activities and programmes for all age groups, and initiating such activities if necessary.

Funding, legislation and networks

- The public library shall in principle be free of charge.

- The public library is the responsibility of local and national authorities. It must be supported by specific legislation and financed by national and local governments. It has to be an essential component of any long-term strategy for culture, information provision, literacy and education.

- To ensure nation-wide library co-operation and co-ordination, legislation and strategic plans must also define and promote a national library network based upon agreed standards of service.

- The public library network must be designed in relation to national, regional, research and special libraries as well as libraries in schools, colleges and universities.

Operation and management

- A clear Plan must be formulated, defining objectives, priorities and services in relation to local community needs. The public library has to be organised effectively and professional standards of operation must be maintained.

- Co-operation with relevant partners - for example, user groups and other professionals at local, regional, national as well as international levels - has to be ensured.

- Services have to be physically accessible to all members of the community. This requires well situated library buildings, good reading and study facilities, as well as relevant technologies and sufficient opening hours convenient to the users. It equally implies outreach activities for those unable to visit the library.

- The library services must be adapted to the different needs of communities in rural and urban areas.

- The librarian is an active intermediary between users and resources. Professional and continuing education of the librarian is indispensable to ensure adequate services.

- Outreach and user education programmes have to be provided to help users benefit from all the resources.

Implementing the manifesto

Decision makers at national and local levels and the library community at large, around the world, are hereby urged to implement the principles expressed in this Manifesto.

The Manifesto is prepared in co-operation with the International Federation of Library Associations.

Latest revision 1998.

AUSTRALIAN LIBRARY and INFORMATION ASSOCIATION 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:

1. 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.

2. 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.

3. 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.

4. Catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas.

5. Protecting the confidential relationships that exist between the library and information service and its clients.

6. 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.

7. 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.

Adopted October 2001

10.3

AUSTRALIAN LIBRARY and INFORMATION ASSOCIATION
CORE VALUES STATEMENT

A thriving culture, economy and democracy requires the free flow of information and ideas.

Fundamental to that free flow of information and ideas are Australia's library and information services. They are a legacy to each generation, conveying the knowledge of the past and the promise of the future.

Library and information services professionals therefore commit themselves to the following core values of their profession.

1.   Promotion of the free flow of information and ideas through open access to recorded knowledge, information and creative works.
       We assert that this access across time and across cultures is fundamental to a thriving culture, economy and democracy.

2.   Connection of people to ideas.
       We guide, inform and educate the seeker in defining and refining the search and foster intellectual freedom and all forms of communication.

3.   Commitment to literacy, information literacy and learning.
       We enable independent and formal lifelong learning by providing resources and expertise to meet the needs of learners and of the human spirit.

4.   Respect for the diversity and individuality of all people.
       We accept each request without bias and in confidence and strive to meet it with all our resources and expertise.

5.   Preservation of the human record.
       We seek to preserve the cultural memory, knowledge and evolved wisdom of humankind, to explain the past, illuminate the present and inform the future.

6.   Excellence in professional service to our communities.
       We strive for integrity, competence, personal growth and service to our profession and to our communities.

7.   Partnerships to advance these values.
       We advocate cooperation between all library and information services and with related agencies, for the private and public good.

Adopted 2002

10.4

LIBRARY COUNCIL OF NEW SOUTH WALES
FREEDOM OF COLLECTION AND ACCESS FOR
LOCAL GOVERNMENT LIBRARIES

COLLECTIONS

1. A local government library has a role as an unbiased source of recorded knowledge and ideas. 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.

2. Libraries should endeavour to provide comprehensive and balanced collections, as far as budget, space and availability of materials allow.

3. Book and non-book materials that have been subject to Federal or State prohibition should not be excluded from a public library on moral, political, racial, religious, sexist, language, or other sensitive grounds alone. Nor should books be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.

4. Adult collections should not be limited because of the possibility that materials may fall into the hands of children. Monitoring the reading of children is the responsibility of their parents and guardians.

5. The arrangement of the collection should facilitate access. Restricting access to certain titles or classes of materials, eg by holding them in special collections available on request, can be an indirect form of censorship. No materials should be held in closed access except for the express purpose of protecting them from injury or theft.

LIBRARY USE

Everyone has the right to use a public library, whatever their age, sex, race, religion, national origin, disability, economic condition, individual lifestyle, or political or social views.

ROLE OF LIBRARIANS

Librarians should not exercise censorship in the selection of materials by rejecting, solely on the ground mentioned in 3. above, material which is otherwise relevant and which meets the standards of the library concerned.

The continuous review of library materials is necessary as a means of maintaining a current and useful collection. This procedure should not be used as a means of removing materials presumed to be controversial or disapproved of by sections of the community.

Last updated December 2000.

CONSPECTUS COLLECTION LEVEL INDICATORS

In the Conspectus system, developed originally in the United States of America, each subject area in a library is analysed for its breadth and scope in terms of standard descriptions of a collection. Against these standard descriptions, it is possible to assign collection levels as a means of indicating the overall strength and subject coverage of the collection.

Using the Conspectus methodology, the collection level indicators and descriptions used in this collection Plan document are as follows:

Level 0 : Out of Scope
The library does not collect in this subject area.

Level 1 : Minimal
Few selections are made beyond introductory or very basic material.

Level 2 : Basic Information
Collections at this level contain up-to-date materials which introduce and define a subject and indicate the variety of information available elsewhere. Such a collection may include dictionaries, encyclopaedias, appropriate bibliographic databases, standard and significant works, handbooks, manuals, films, sound recordings and a few popular or major serials.

A Conspectus level 2 collection can support general enquiries, school and some undergraduate instruction, and information at a popular level, but it is not sufficiently intensive to support advanced undergraduate courses.

Level 3 : Intermediate
Collections at this level contain a broad range of resources which adequately support undergraduate and most graduate instruction, sustained independent study, work-based interests or specialised enquiries. Such a collection imparts and maintains knowledge of a subject at less than research level intensity.

A Conspectus level 3 collection will include a wide range of basic works, fundamental reference works and bibliographical works, significant numbers of classic retrospective titles, complete collections of works of the more important authors, selections from the works of secondary writers, a selection of representative periodicals and access to the appropriate databases.

Level 4 : Research
Collections at this level will contain both current and retrospective resources and will retain historical materials. Such collections will provide materials in all appropriate formats and languages including original material and ephemera, all important reference works, a wide selection of specialised monographs, a very extensive collection of journals and immediate access to bibliographies, abstracting and indexing services in the field, materials containing research findings and non-bibliographic databases.

A Conspectus level 4 collection will support postgraduate and independent research and will include all the major published source materials required.

Level 5 : Comprehensive
Collections at this level will include, as far as is reasonably possible, all significant works of recorded knowledge (publications, manuscripts and other information sources) in all applicable languages, for a necessarily defined and limited field.
This level of collecting intensity will maintain a special collection; the aim, if not the achievement, will be the exhaustive coverage of a specific subject area or discipline.

20 November 2002

THE INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS (IFLA) INTERNET MANIFESTO

Unhindered access to information is essential to freedom, equality, global understanding and peace. Therefore, the International Federation of Library Associations (IFLA) asserts that:

Intellectual freedom is the right of every individual both to hold and express opinions and to seek and receive information; it is the basis of democracy; and it is at the core of library service.

Freedom of access to information, regardless of medium and frontiers, is a central responsibility of the library and information profession.

The provision of unhindered access to the Internet by libraries and information services supports communities and individuals to attain freedom, prosperity and development.

Barriers to the flow of information should be removed, especially those that promote inequality, poverty and despair.

Freedom of access to information, the Internet and libraries and information services.
Libraries and information services are vibrant institutions that connect people with global information resources and the ideas and creative works they seek. Libraries and information services make available the richness of human expression and cultural diversity in all media.

The global Internet enables individuals and communities throughout the world, whether in the smallest and most remote villages or the largest cities, to have equality of access to information for personal development, education, stimulation, cultural enrichment, economic activity and informed participation in democracy. All can present their interests, knowledge and culture for the world to visit.

Libraries and information services provide essential gateways to the Internet. For some they offer convenience, guidance and assistance, while for others they are the only available access points. They provide a mechanism to overcome the barriers created by differences in resources, technology and training.

Principles of freedom of access to information via the Internet
Access to the Internet and all of its resources should be consistent with the United Nations Universal Declaration of Human Rights and especially Article 19:

> Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.

The global interconnectedness of the Internet provides a medium through which this right may be enjoyed by all. Consequently, access should neither be subject to any form of ideological, political or religious censorship, nor to economic barriers.

Libraries and information services also have a responsibility to serve all of the members of their communities, regardless of age, race, nationality, religion, culture, political affiliation, physical or other disabilities, gender or sexual orientation, or any other status.

Libraries and information services should support the right of users to seek information of their choice.

Libraries and information services should respect the privacy of their users and recognize that the resources they use should remain confidential.

Libraries and information services have a responsibility to facilitate and promote public access to quality information and communication. Users should be assisted with the necessary skills and a suitable environment in which to use their chosen information sources and services freely and confidently.

In addition to the many valuable resources available on the Internet, some are incorrect, misleading and may be offensive. Librarians should provide the information and resources for library users to learn to use the Internet and electronic information efficiently and effectively. They should proactively promote and facilitate responsible access to quality networked information for all their users, including children and young people.

In common with other core services, access to the Internet in libraries and information services should be without charge.

DEWEY DECIMAL CLASSIFICATION AND RELATIVE INDEX
Devised by Melvil Dewey   EDITION 21   Second Summary*

The Hundred Divisions

000	**Generalities**	**500**	**Natural sciences & mathematics**
010	Bibliography	510	Mathematics
020	Library & information sciences	520	Astronomy & allied sciences
030	General encyclopedic works	530	Physics
040		540	Chemistry & allied sciences
050	General serial publications	550	Earth sciences
060	General organisations & museology	560	Paleontology Paleozoology
070	News media, journalism, publishing	570	Life sciences Biology
080	General collections	580	Plants
090	Manuscripts & rare books	590	Animals
100	**Philosophy & psychology**	**600**	**Technology (Applied sciences)**
110	Metaphysics	610	Medical sciences Medicine
120	Epistemology, causation, humankind	620	Engineering & allied operations
130	Paranormal phenomena	630	Agriculture & related technologies
140	Specific philosophical schools	640	Home economics & family living
150	Psychology	650	Management & auxiliary services
160	Logic	660	Chemical engineering
170	Ethics (Moral philosophy)	670	Manufacturing
180	Ancient, medieval, Oriental philosophy	680	Manufacture for specific uses
190	Modern western philosophy	690	Buildings
200	**Religion**	**700**	**The arts Fine and decorative arts**
210	Philosophy & theory of religion	710	Civic & landscape art
220	Bible	720	Architecture
230	Christianity Christian theology	730	Plastic arts Sculpture
240	Christian moral & devotional theology	740	Drawing & decorative arts
250	Christian orders & local church	750	Painting & paintings
260	Social & ecclesiastical theology	760	Graphic arts Printmaking & prints
270	History of Christianity & Christian church	770	Photography & photographs
280	Christian denominations & sects	780	Music
290	Comparative religion & other religions	790	Recreational & performing arts
300	**Social sciences**	**800**	**Literature & rhetoric**
310	Collections of general statistics	810	American literature in English
320	Political science	820	English & Old English literatures
330	Economics	830	Literatures of Germanic languages
340	Law	840	Literatures of Romance languages
350	Public administration & military science	850	Italian, Romanian, Rhaeto-Romanic
360	Social problems & services; association	860	Spanish & Portuguese literatures
370	Education	870	Italic literatures Latin
380	Commerce, communications, transportation	880	Hellenic literatures Classical Greek
390	Customs, etiquette, folklore	890	Literatures of other languages
400	**Language**	**900**	**Geography & history**
410	Linguistics	910	Geography & travel
420	English & Old English	920	Biography, genealogy, insignia
430	Germanic languages German	930	History of ancient world to ca. 499
440	Romance languages French	940	General history of Europe
450	Italian, Romanian, Rhaeto-Romanic	950	General history of Asia Far East
460	Spanish & Portuguese languages	960	General history of Africa
470	Italic languages Latin	970	General history of North America
480	Hellenic languages Classical Greek	980	General history of South America
490	Other languages	990	General history of other areas

*Consult schedules for complete and exact headings