Wodonga Library

Collection guidelines

Introduction
Libraries provide free and open access to a wide variety of material, serving their community’s educational, cultural, and recreational needs. Public libraries enhance and impact the quality of life within their communities through providing access to ideas and information. Through this service, opportunities are provided to the general public for all ages and levels of interest.

Wodonga Library allows members to borrow a large range of books, DVDs, magazines, audio books and digital content. Access to information is also provided through in-library materials such as newspapers, public internet access, database subscriptions and reference collections.

The library also maintains a dedicated collection of local history material for use within the library, available for anyone wanting to research stories from our area’s past.

Our aim is to maintain a relevant collection that meets the needs of Wodonga Library users. We acknowledge the changing ways people access information and strive to keep material available in a variety of formats as to best serve the general public.

Library users
Wodonga Library recognises that demographic statistics are an invaluable planning tool in the delivery of a quality library service and that it is important to choose materials according to the profile of our diverse community.

There are 39,239 people in Wodonga according to the 2016 Census data, and over 95 per cent of people speak English at home. We have a median age of 35 years, which is slightly younger than the Australian median age of 37.

Currently there are 10,290 members of Wodonga Library. This includes 1492 members who are under the age of 16.

Wodonga migrants and refugee communities speak various languages, with the most common languages spoken being Nepali (many of the Bhutanese/Nepalese community), and Swahili (sometimes known as Kiswahili – spoken by many, but not all, of the African community), and Hindi (many of the Indian community).

There is an expected increase of refugees arriving to the region from Syria, Iraq and Iran, with the following languages; Arabic, Kurdish and Persian.

Selection criteria
A number of factors influence the library’s decision to purchase particular materials for the collection. Each item is chosen on its own merits. The following provides a general guideline for purchasing:

- Popular interest/demand;
- Currency of material;
- Appropriate format;
- Accurate content;
- Existing subject coverage in the collection;
- Cost of the item; and,
- Special local or historical significance.
Non-inclusion
Within the aim of producing a well-balanced and used collection, there are certain materials that are not purchased for the library. These include:

- Materials prohibited by law;
- Requested material that is out of date, in an unsuitable format, too expensive or of a highly specialised nature;
- Textbooks intended for study that do not have interest or value to the general community; and,
- Formats that are no longer current (for example VHS) or too fragile for general lending (for example self-published, ephemeral items with unsuitable binding).

Suggestions for purchase
Any Wodonga borrower may make a request for an item to be included in the library collection. All requests will be considered against the selection criteria. Requests can be made in person or through the library’s website.

Donations
Wodonga Library will periodically accept donations of books and DVDs in good condition from the public. Library staff will decide which items are kept, and generally, only items in excellent condition and of current interest will be added to the collection, subject to the selection criteria outlined above. Donated items that are duplicates or that do not meet the criteria will be sold at the library book sale as organised by the Friends of Wodonga Library. Proceeds from book sales support Wodonga Library services and activities.

Controversial material
Public libraries operate on a philosophy of free and open access to information for all. The library provides materials representing a range of views in diverse fields, including politics, social issues and religion. It is recognised that many materials are controversial and that a particular item may offend some members of the community. Wodonga Library supports the Freedom of Access to Information and Resources (FAIR) campaign led the Australian Library and Information Association (ALIA).

Materials prohibited by law are not included in the collection. Items such as DVDs are lent according to classifications allocated by the Australian Classification Board.

It is the responsibility of parents or guardians, not of library staff, to determine the suitability of materials used by their children. Selection of materials will not be inhibited by the possibility that inappropriate items may inadvertently come to the possession of children.

Collection maintenance
In order to maintain a relevant and dynamic collection, some items will be removed at the discretion of library staff to make room for new items. Materials that fall into the following categories will be considered for withdrawal:

- Superseded editions;
- Worn, damaged and/or badly marked items;
- Duplicates of seldom used titles;
- Outdated and/or inaccurate information; and,
- Items with low circulation.

Withdrawn items in suitable condition will go into the library book sale.

Replacement copies
The library will not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. Decisions to replace an item will be based on the demand for specific titles, number of copies on the shelf, number of copies available from other Swift libraries, subject content, and the availability of newer and better materials on the subject.
Collection profile

**Adult fiction**
The adult fiction collection comprises recreational reading material and a variety of literary styles. It includes works by popular authors, both Australian and international, award-winning titles and recognised classics. Multiple copies may be purchased if there is high demand for a title.

Purchasing also covers popular genres including mystery, thriller, romance, family saga, westerns, science fiction and fantasy.

**Adult non-fiction**
The adult non-fiction collection aims to provide both recreational and educational information. It aims to support individuals of all ages pursuing their interests or independent lifelong learning.

Material purchased changes, based on demand and current trends. Main subject areas for non-fiction include biographies, house and garden, arts (and literature), business, technology, war and military, health, sciences, sport, languages, travel and history.

**Young adult fiction**
This collection contains materials suitable for adolescents between the ages of approximately 10 and 17 years of age. We acknowledge that the readership of young adult material has grown in recent years and now consists of adult borrowers as well. Purchasing focuses on popular genres, popular authors, continuing existing series in the collection, award-winning titles and novels from the Victorian school curriculum.

**Graphic novels and manga**
Contains materials consisting of sequential graphic art and non-fiction titles focusing on its history and creation.

**Junior fiction**
The junior fiction collection includes materials suitable for children with a reading age from birth to approximately 12 years. The collection features material in a variety of formats to best cater to the intended audience. This includes board books, picture books, beginner readers, first chapter books, chapter books, book and CD kits, and novels aimed at a primary school aged audience. Purchasing is influenced by popular authors, popular topics, existing series, Premier’s Reading Challenge lists, award winners and developing literacy.

**Junior non-fiction**
This collection contains material considered suitable for the needs of young children through to secondary school age. It has a particular emphasis on popular interest areas and supporting school curriculum. Main subject areas include Australian history, space, dinosaurs, insects, animals, drawing, art, science and geography.

**Reference collection**
The library holds a small reference collection which is for use within the library. It comprises encyclopaedias, dictionaries, annual reports, maps, and current council minutes. The library’s reference collection is supplemented when appropriate by access to electronic information resources.

**Large print**
Wodonga Library provides a collection of large print books for community members who have difficulty reading ordinary print, although the collection is accessible to everyone. Community demand is affected by market and copyright factors, which determine availability of titles and topics, so that coverage is less comprehensive than for standard print collections.

The larger part of the collection consists of popular adult fiction of all types, supplemented by a smaller number of popular non-fiction titles.
**Wodonga Library**

**DVD collection**
Wodonga Library collects DVDs across a broad range of genres to cater to the needs of a diverse community. The collection includes art films, feature films, classics, book adaptations, documentaries, television series, musicals and animations. The collection also includes non-fiction titles on subjects of popular and cultural interest. The collection range extends across all age groups.

**Audio books**
The audio books collection contains recorded books on CD. The collection mirrors the adult fiction collection, and includes a small amount of non-fiction. Some junior fiction and young adult fiction titles may also be available in CD book form.

**Digital content**
Wodonga Library provides access to downloadable e-books and e-audiobooks through a subscription to Bolinda Digital and e-magazines through Zinio. Users can access titles through the library website and through the Borrow Box and Zinio apps on their own device.

**Magazines and newspapers**
Magazines and newspapers provide information on a wide range of topics. They are produced frequently and regularly, so are an excellent source of information on topics where currency is particularly important such as current affairs, business, sport and popular culture.

The magazine collection contains titles for adults, young adults and children. Magazines are available for loan. Newspapers are for use only in the library.

**Wodonga local history collection**
The Wodonga local history collection is made up of books, documents, maps, photographs and newspapers of cultural or historical significance to the local area. It is only available for use within the library. Access to Ancestry.com is available from the public computers in the library.

**Australiana collection**
The Australiana collection consists of out of print and rare books concerning Australia’s history and of cultural significance. Wodonga Library is currently not purchasing in this area, though items from the existing non-fiction collection or from donations may be added.

**Languages other than English (LOTE)**
Items in languages other than English can be ordered through the library catalogue from other Swift member libraries at no cost to the borrower.

The purchase of LOTE material may be considered on an as needs basis or upon request.

**References**
The Australian Library and Information Association (ALIA), Freedom of Access to Information and Resources (FAIR), fair.alia.org.au/about

Australian Classification Board, classification.gov.au/Guidelines/Pages/Guidelines.aspx