



Library Collections Policy

Date policy was adopted by Council:	23 February 2011
Resolution number:	35/11
Previous Policy review date:	June 2013
Next Policy review date:	November 2016
Reference number:	C13121274

1. OUTCOMES:

Provide the policy framework for the collections acquired and held by Queanbeyan City Library

2. POLICY:

To select and acquire a broad-ranging and balanced collection of resources to best meet the needs of the community as far as budget, space and availability of materials allow, and in accordance with the Library's overall aim of providing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.

3. DEFINITIONS

Nil

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Through adopting The NSW Library Act (1939, No 40), the Queanbeyan City Council agrees to provide free library services as outlined in the Act and its Regulations , and to adhere to the Public Library Services Guidelines and Policies as issued by the Library Council of New South Wales.

5. CONTENT:

As outlined under separate headings within the Policy.

6. PERFORMANCE INDICATOR

Performance Indicators for provision of Library Services are as outlined in the Council's Management Plan and are reported on each quarter.

Background to Library Collections

The Library provides a broad range of library services to the City Of Queanbeyan and to the surrounding Shire of Palerang, with a combined population of around 54,000 residents. There is a central library in Queanbeyan, branch libraries at Bungendore, Braidwood and deposit stations at Captains Flat.

(Delete table below)

The demographic profile for Queanbeyan based on the 2011 Census ~~table above~~ shows that:

- 7.0 % of Queanbeyan's population is under the age of 4 and 16.1% under the age of 10.
- 6.5% of Palerang's population is under the age of 4 and 13.1% under the age of 10.
- 29.8% of Queanbeyan 's population is aged under 20, and 28% of Palerang's population is under 20.
- 20% of Queanbeyan's population is over 55 years, compared to Palerang with 26.4 % over 55 years.
- 29.6% of Queanbeyan's population is in the 20-40 age bracket compared to 19% for Palerang.

The suburb of Jerrabomberra has grown to around 9,400 residents and there are a number of proposals for new towns at Googong and Tralee which will have both estimated populations of over 10,000 new residents each.

The City of Queanbeyan has a diverse population. There is an indigenous population of around 1150 people, 3 % of total population with 41% of Indigenous people aged under 17 years . 18.8% of Queanbeyan residents were born overseas and 14.3 % speak a language other than English at home, with concentrations of people from Greece, Macedonia, Croatia, Serbia , Italy, the Philippines, India, China and Germany.

Palerang has a less diverse population with 103 indigenous people (0.8% of population), and 4.1% speaking a language other than English at home, with concentrations of people from Italy, Croatia, Spain, France and Germany.

Stock breakdown

The Queanbeyan and Palerang Library Service has a total collection of around 80,000 items in a variety of collections and formats as detailed from page 7 onwards.

Aim of Collection Policy

The collection policy is a valuable management tool to enable the library to select and acquire a broad range of resources to best meet the needs of the community in accordance with the Library's overall aim of providing resources for information, education and recreation purposes and to promote reading, learning, individual development and cultural opportunities.

The policy provides clear guidelines for the selection of new and donated resources, and the formats in which they are selected, and also provides accountability to the Council and the community through the criteria used for developing the collection within the Library budgets.

Collection Principles

The Library's aim is to acquire and make available to the community a broad-ranging and balanced collection of resources. The collection aims to be as representative as possible, cover the principal fields of knowledge and be broad enough to answer any reasonable question by the public.

The following general conditions, concerning freedom of collection and access, apply in regard to all matters relating to selection and availability of library materials:

1. The Library has a role as an unbiased source of recorded knowledge and ideas. It must endeavour to provide free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues.
2. The Library should endeavour to provide a broad and balanced collection, as far as budget, space, and availability of materials allow.

Restrictions on Access to Library Resources

1. Materials that have not been subject to Federal or State prohibition should not be excluded from the library on moral, political, racial, religious, sexist, language, or other sensitive grounds alone. Nor should materials be included on these grounds alone, whatever pressure may be brought to bear by individuals or groups.
2. 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 or guardians.
3. The arrangement of the collections should facilitate access. Restricting access to certain titles or classes of materials, e.g. by holding them in special collections available on request, can be an indirect form of censorship. Library materials should only be held in closed access for the express purpose of protecting them from damage or theft.
4. Library staff should not exercise censorship in the selection of materials by rejecting, solely on the grounds mentioned in (2) and (3) above, material which is otherwise relevant to the community and meets the standards of the Library concerned.
5. Library staff must protect each user's right to privacy with respect to information sought or received and materials consulted, borrowed, or acquired.

1.1.1.1 Collection Responsibility

The development of the collection is the responsibility of the Library Manager and the professional librarian staff who possess expertise and knowledge of the resources held and required in the adult, children's and special collections. The community is encouraged to make suggestions and requests for new resources and these are always considered in the context of the collection policy.

Evaluating and Selecting

Library staff use a variety range of selection aids and processes. These include print and online catalogues, prepublication lists, review journals, staff and reader suggestions, bookseller visits and visits to local book stores. In making selections, staff consider such factors as accuracy and reliability of information, format, relevance, popular demand, literary value and significance, durability and value for money.

Discarding and Withdrawing

The following guidelines are used when making an evaluation of items to be withdrawn from the collection.

1. Titles that contain inaccurate, superseded or out-of-date information are removed from the collections.
2. Older editions of encyclopaedias, almanacs, directories and yearbooks are generally removed from the collections
3. An item not borrowed for 5 years is carefully appraised for removal
4. An item not borrowed for 5 years will usually be withdrawn.
5. Items which no longer meet the selection policies are usually withdrawn
6. Damaged and worn material which cannot be repaired are removed.

Local History, Australian classic literature and Australian biographies are generally not withdrawn, but retained for their historical value.

Sale of Withdrawn Items

Items withdrawn from the collections are made available for sale to the community on tables in the library. Items for withdrawal cannot be reserved for sale to specific patrons before they are placed for sale in the library. If items are not sold after one month they are given to local charities such as Lifeline to assist them with their fundraising efforts.

In some instances library material is passed on to other libraries that hold retrospective collections in the subject concerned.

Formats

The Library collects resources in the following major formats

- Books - hardcover and paperbacks
- Large Print - hardcover and paperbacks
- Audio books
- Newspapers
- Magazines and periodicals
- CDs and DVDs
- Toys
- e-Books - The Library provides access to a collection of over 10,000 eBook titles in a partnership with 10 other libraries in the South East Region of NSW.

Major Collections

The Library collections are divided into the following major sections to provide easy access and to guide clients to the resources they require.

- Adult Fiction
- Adult Non-Fiction
- Adult Quarto Non-Fiction
- Reference
- Children's Fiction
- Children's Non-Fiction
- Children's Picture Books

Special Collections

The Library holds the following Special Collections

- Large Print and Audio Books
- DVDs
- Music
- Periodicals and Newspapers
- Parenting, Carers and Bereavement resources
- Local History
- Legal Information and Drugs Information
- Young Adult
- Graphic Novels
- HSC Resources
- Community Languages
- Biographies
- Toys

Duplicate Copies

The Library does not generally purchase duplicate copies of resources except in the following instances

- Best sellers in fiction titles
- High interest or high demand titles or subjects
- Literary or Children's award winners
- Local History titles or publications
- Queanbeyan Council publications

Textbooks

Course-related educational textbooks or resources are not normally purchased unless they are the best available source of information on a subject of general interest to the community

Donations

The Library will accept donations of materials and resources which fall within the parameters of the collection development policy. The library cannot accept donations on long-term loans or where special conditions may apply to the items.

Library Multicultural Services

The Library recognises the diverse and culturally rich mix of people who have chosen to live within its service area and in providing library services to the community the Library operates within the following principles:

1. The library has an important role in providing information and resources on the many cultures which make up the community and should reflect the multicultural nature of the Queanbeyan community in the collections and services provided for its client groups.
2. All members of the community should have access to library materials and services which will meet their needs, regardless of their language, cultural background or country of origin.
3. The library has an important role in providing a range of materials to assist residents to achieve competency in English whether as a first or second language.
4. The Library will provide access to materials and services in languages other than English whether this be for the purposes of language and culture maintenance or for language learning.

Specifically the Library aims to:

1. Provide and maintain library collections and services in the major community languages (as recorded in the Census data).
2. Provide collections in other high demand languages. Language materials in less demand by the community will be obtained as exchanges from the special languages collection of the State Library of NSW
3. Acquire materials to assist those learning English and those wishing to learn other languages, and provide information on 'Conversation Classes' for people with low levels of English literacy to assist them cope with day to day literacy requirements of our society.

The Library will Endeavour to employ a staff member, with appropriate language skills, to develop and promote the Library's non-English language services and to assist persons from non-English backgrounds to use the library. Encourage staff with relevant language skills to gain NAATI accreditation

1.1.1.2 The Collections

1.1.1.2.1 Reference Collection

Items in the Reference collection are for consultation and use in the library and not for loan.

Clientele	For the use of the general community
Scope	Provides information for use in the Library on a wide range of topics
Criteria	Provides information in an up-to-date, concise and clear fashion. The information provided should be current, accurate and reliable to avoid misleading the reader and should be suitable for use in Australia.
Formats	Books, Journals, Maps, Online Databases and Microfilm.

Newspapers

Clientele	For the use of the general community
Scope	Local and Major Capital City Dailies and newspapers in high demand community languages.
Criteria	As for Scope above
Formats	Daily/weekly newspapers.

Magazines

Clientele	Adult and Teenage readers.
Scope	Current affairs, business, recent advances in science and health, consumer information, do-it-yourself information, travel, women's issues and general recreational reading with an Australian focus.
Criteria	Items with material of current and popular interest, value for money, reader requests
Format	Magazines.

Local Studies

Clientele	Residents, visitors, historians, descendants of early families, researchers and students.
Scope	Any material relevant to the history and development of Queanbeyan and the surrounding district.
Criteria	As for Scope above
Format	All formats including books, publications, photos, maps and original source documents. Also databases of photographs and scanned documents.

1.1.1.2.2 Lending Collections

Items in the Lending collections are available for loan. The Lending collection is further broken down by either content or format of the material concerned into the following sections:

Non-Fiction

Clientele	Adult users, Young Adults and students who use resources for information, study, self-improvement, independent learning, research and the pursuit of hobbies and recreational interests. Studies show that men and boys tend to prefer non-fiction for recreational reading.
Scope	Popular and in-demand materials and general texts of interest and use to a broad cross-section of the community for information, study, learning research, expanding knowledge and recreational pursuits. Particular emphasis on Australian culture, life, history and society.
Criteria	The information provided should be current, accurate and reliable, unbiased, easy to use and access, durable, value for money and suitable for use in Australia. Course-related educational textbooks or resources are not normally purchased unless they are the best available source of information on a subject of general interest to the community
Format	Predominantly hardcover books.

Fiction (F)

Clientele	Adult community, students and teenagers
Scope	A broad range of recreational and leisure reading in popular fiction, contemporary literature and classics in the English language, aimed at recreational readers and for those reading for self-improvement.
Criteria	Quality popular fiction, best sellers, award winners, items requested by readers, classics, works by Australian and local authors.
Format	Hardback or paperback books

Westerns (W)

Clientele	Predominantly older men.
Scope	Traditional material of the genre.
Criteria	Standard Western works, donated or special discount deals except for large print format
Format	Hard cover, paperback books and large print books.

Large Print (LP)

Clientele	Principally members of the community with visual impairment
Scope	Popular fiction and non-fiction
Criteria	Quality popular fiction, best sellers, award winners, items requested by readers, special discount offers
Format	Large Print Type in hardcover or paperback.

Audio Books (TCD, TBD)

Clientele	Principally members of the community with visual impairment and the frail aged.
Scope	Popular fiction and non-fiction.
Criteria	Quality popular fiction, best sellers, award winners, items requested by readers, special discount offers
Format	Standard CDs. Preferably 10 or less in each set.

Non-English Language

Clientele	Members of the community who speak and read in the major community languages.
Scope	Provide resources for the major non-English language communities. These collections consist of popular fiction, recorded music, CDs, DVDs, magazines and a small amount of popular non-fiction. Magazines are purchased from the country associated with the language group.
Criteria	Popular works, contemporary literature and classics in the language, some non-Fiction, special discounts and value for money. Materials in the major community Non-english languages.
Format	Books, DVDs, CDs, Newspapers and Magazines.

Literacy Collection

Clientele	For use by those having difficulty with English.
Scope	Reading levels 1, 2, 3 and 4.
Criteria	Quality materials suitable for Reading levels 1, 2, 3 and 4.
Format	Book, CD, DVD and Reading Kit.

Music (CD)

Clientele	Predominantly Adult users.
Scope	Works by major contemporary and past composers and performers from Australia and the major musical cultures along with examples of various musical styles.
Criteria	A broad representation of contemporary and classic works in popular music, Australian music, Jazz, Classical and Country.
Format	Compact Discs

DVDs

Clientele	All users.
Scope	Documentaries of an information or educational nature using the criteria for selection set down in the non-fiction sections of this policy. Popular and classic movies and performances, particularly Australian works, popular TV series or programmes (particularly Australian works), and patron requests. Popular and block-buster videos on special discount deals. DVDs with a popular appeal to children, particularly Australian works and Children's drama. Children's Stories and Performances studied by secondary students are also obtained.
Criteria	As for Scope above
Format	DVDs

Young Adult (YA)

Clientele	Youth aged between 13 to 19.
Scope	Fiction, non –fiction, magazines, CDs and DVDs.
Criteria	Popular fiction, music, magazines, current popular films and TV programmes, best sellers, award winners, items requested by readers, special discount offers, items recommended by Youth Centre staff. A selection of non-fiction works on topics such as careers, health, emotional and relationship issues, biographies, world issues, film and music
Format	All formats.

Graphic Novels (GN)

Clientele	Youth aged between 13 to 19.
Scope	Fiction and non –fiction Material catering for Youth reading needs.
Criteria	Popular graphic and comic-book style, and Manga books.
Format	Predominantly softcover and paperback books.

Junior Fiction (JF)

Clientele	Children aged from 7 to 14 years.
Scope	Material catering for the reading needs of children aged 7 - 14 years.
Criteria	Popular children's fiction authors, contemporary literature and classics, award winners, for both recreational reading and study, and for those improving their reading skills.
Format	Hardcover or paperback Books.

Junior Non-Fiction

Clientele	Primary and high school students and children who use resources for information, study and research. Also for self-improvement, individual learning, pursuit of hobbies and recreational interests.
Scope	Popular and in-demand materials and general texts of interest and use to a broad cross-section of the community for information, study, learning research and recreational pursuits. Particular emphasis on Australian culture, life, history and society.
Criteria	The information provided should be current, accurate and reliable, unbiased, easy to use and access, durable, value for money and suitable for use in Australia. Course-related educational textbooks or resources are not normally purchased unless they are the best available source of information on a subject of general interest to the community
Format	Predominantly hardcover books.

Higher School Certificate (HSC)

Clientele	Years 11 – 12 High School students.
Scope	Non Fiction.
Criteria	Study guides and resources for students in NSW studying for HSC.
Format	Hardcover or paperback Books.

Junior Easy (JE)

Clientele	Children to the age of 6 and others learning to read
Scope	Picture books and readers for pre-school children and others for reading and language development.
Criteria	Quality durable books with good illustrations and text aimed at reading level
Format	Book, Board Book and Flap Books.

Easy Readers (ER)

Clientele	Beginner readers aged from 5 to 7 years.
Scope	Basic reading material to extend reading skills in early primary children. Remedial material to assist children and others with reading difficulties.
Criteria	Quality durable books with good illustrations and text aimed at reading level
Format	Hardcover and paperback Books

Junior Reading Kits (JRK)

Clientele	Beginner readers, children and others with reading difficulties.
Scope	Texts aimed at children aged from 5 to 14 years.
Criteria	Quality durable kits with Texts, illustrations and recordings that work well together to assist reading
Format	Books and CDs , Kit.

Junior Talking Books (JTCD)

Clientele	The visually impaired and children aged from 5 to 14 years.
Scope	Material catering for the needs of children aged 5 - 14 years.
Criteria	Quality popular fiction, classics, fiction, best sellers, award winners, items requested by readers, special discount offers
Format	CDs

Junior Music (JCD)

Clientele	Parents and children under 10 years of age.
Scope	Collections of stories, songs and rhymes suitable for children
Criteria	Popular contemporary and classic works suitable for Australian children, good quality and value for money
Format	CDs

Toys

Clientele	Principally for the use of younger children .
Scope	Educational toys designed to foster early developmental skills and assist language development.
Criteria	Non-toxic materials, well-constructed, safe, suitable for loan with a limited number of separate parts .
Format	As for Criteria above

Parenting (P)

Clientele	Parents
Scope	Child development, parenting skills, health, emotional and physical development, current issues for parents and children, learning skills, literacy, and parenting guides.
Criteria	Provides information in an up-to-date, concise and clear fashion. The information provided should be current, accurate and reliable to avoid misleading the reader and should be suitable for use in Australia.
Format	Books, Magazines, pamphlets, <i>DVDs and CDs</i>

1.1.1.3 Collecting Levels using Conspectus Methodology

All items purchased or donated are evaluated according to the collection policy to ascertain whether they should be included in the Library's collection. The Australian Conspectus provides a standardised methodology for describing the library's non-fiction collections in a more systematic and accountable way. It assists in identifying the strengths and weaknesses of the collections, and provides more objective information on establishing budget expenditure priorities. Where other criteria are also used this is mentioned where appropriate.

The standard Conspectus collection definitions are:

Level 0	Out of Scope - The library does not collect in this area.
Level 1	Minimal - A collection for which few selections are made beyond introductory/ very basic material.
Level 1.a	Minimal Level with Uneven Coverage - Few selections are made and there is uneven representation of a subject.
Level 1.b	Minimal Level with Even Coverage - Few selections are made, but key authors, some core works, or a spectrum of views are represented.
Level 2.	Basic Information - A collection of up-to-date materials which serves to introduce and define a subject to adults and children, and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, access to appropriate bibliographic databases, standard and significant works, handbooks, manuals, films, sound recordings and a few popular or major serials. A basic information collection can support general inquiries, school and some undergraduate instruction, and information at a popular level, but it is not sufficiently intensive to support advanced undergraduate courses.
Level 2.a	Basic Information Level: Introductory - The emphasis at this level is on providing resources that introduce and define a subject. A collection at this level includes: basic reference sources and explanatory works, such as textbooks; historical descriptions of the subject's development; general works devoted to major topics and figures in the field; and selective major periodicals. This level is sufficient to support clients attempting to locate general information about a subject or students enrolled in an introductory level course.
Level 2.b	Basic Information Level: Augmented - At this level, basic information about a subject is provided on a wider range of topics and with more depth. There is a broader selection of explanatory works, historical descriptions, reference tools and periodicals that serve to introduce and define a subject. This level is sufficient to support students in basic courses as well as supporting the basic information needs of the library's clients.
Level 3.	Intermediate - A collection containing a broad range of resources adequate to support undergraduate and most graduate instruction, sustained independent study, work-based interests or specialized inquiries that is, adequate to impart and maintain a knowledge of a subject in a systematic way at less than research intensity. It includes a wide range of basic works in appropriate formats, the fundamental reference sources and bibliographic works, a significant number of classic retrospective materials, complete collections of works of more important authors, selections from the works of secondary writers, a selection of representative journals and access to appropriate databases.

Level 4. Research - A collection containing both current and retrospective resources, with historical material retained. Such a collection supports postgraduate and independent research. It includes all important reference works, a wide selection of specialised monographs, an extensive collection of journals and immediate access to bibliographies, abstracting and indexing services in the field, material containing research finding and non-bibliographic databases.

Level 5. Comprehensive - A collection which includes, as far as is reasonably possible, all significant works of recorded knowledge for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection"; the aim, if not the achievement, is thoroughness.

The Queanbeyan Library collects at the following Conspectus levels:

000-099 Generalities

000-003	Unexplained phenomena and fallacies	Level 2.a
004-006	Computers	Level 2.a
010	Bibliography	Level 1.a
020	Librarianship-Clientele-Library Staff	Level 2.b
030	Encyclopedic Works	Level 1.b
050	General Serial and their Indexes	Level 1.b
060	General Organisations and Museology	Level 1.a
070	News Media, Journalism, Publishing	Level 1.b
080	General Collections	Level 0
090	Manuscripts and Rare Books	Level 0

100-199 Philosophy and Psychology - Major philosophical theories, popular psychology, paranormal and material on death and grieving.

100	Philosophy and Psychology	Level 2.a
110	Metaphysics	Level 1.b
120	Epistemology, Causation, Humankind	Level 1.b
130	Paranormal Phenomena	Level 2.a
140	Specific Philosophical Schools	Level 1.a
150	Psychology	Level 2.a
160	Logic	Level 1.b
170	Ethics (Moral Philosophy)	Level 2.a
180	Ancient, Medieval, Oriental Philosophy	Level 1.b
190	Modern Western Philosophy	Level 2.a

200-299 Religion - sacred works and information on all major beliefs and religious practices.

200	Religion	Level 2.a
210	Natural Theology	Level 1.a
220	Bible	Level 2.a
230	Christian Theology	Level 1.a
240	Christian Moral and Devotional Theology	Level 1.a
250	Christian Orders and Local Church	Level 1.a
260	Christian Social Theology	Level 1.a
270	Christian Church History	Level 1.b
280	Christian Denominations and Sects	Level 1.b
290	Other and Comparative Religions	Level 2.a

300-399 Social Science - Australian studies in politics, economics, conservation, law, education, sociology, communication and transport. The Customs and Folklore of the world.

300	Social Science	Level 2.a
310	Statistics	Level 1.a
319	Australian Statistics	Level 2.b
320	Political Science	Level 2.a
330	Economics	Level 2.a
340	Law	Level 2.b
350	Public Administration	Level 2.a
352	Local Government - Clientele - Councillors and Staff	Level 2.b
360	Social Services; Associations	Level 2.a
370	Education	Level 1.b
380	Commerce, Communications, transport	Level 2.a
390	Customs, Etiquette, Folklore	Level 2.a

400-499 Language - Dictionaries, material to assist those learning or improving their English and/or any other languages and basic information on the development of language and its study.

400	Language	Level 2.a
410	Linguistics	Level 1.b
420	English	Level 2.a
430	Germanic Languages	Level 2.a
440	French, Catalan	Level 2.a
450	Italian, Romanian	Level 2.a
460	Spanish, Portuguese	Level 2.a
470	Latin	Level 1.b
480	Greek	Level 1.b
490	Other European, Asian, Oceanic and Australian Aboriginal Languages are collected to a level of at least one dictionary and one learning kit. Most African and all American Native Languages are not collected.	Level 2.a

500-599 Science and Mathematics

500	Science and Mathematics	Level 2.a
510	Mathematics	Level 2.a
520	Astronomy	Level 2.a
530	Physics	Level 2.a
540	Chemistry	Level 2.a
550	Earth Sciences	Level 2.a
560	Paleontology, Paleozoology	Level 2.a
570	Life Sciences	Level 2.a
580	Botanical Sciences	Level 2.a
590	Zoological Sciences	Level 2.a

600-699 Technology (Applied Sciences) - Inventions and information on the history and application of the applied sciences. Areas cover include: Health information, physical fitness, pregnancy, childbirth and medical history; Basic electronics; Trade and Technical manuals, in particular for popular model cars, bikes and boats; Small boat building; Prospecting; Small scale farming and livestock; Gardening; Domestic animals; Food, nutrition, cooking techniques, styles and ingredients used throughout the world; Child care; Sewing; Small business management, office administration, accounting techniques and advertising methodology; Manufacturing techniques and the use of chemicals and natural resources; Technical manuals and do-it-yourself information concerned with building and household function.

600	Technology	Level 2.a
610	Medical Sciences	Level 2.a
620	Engineering	Level 2.b
630	Agriculture and Domestic Animals	Level 2.a
640	Household Management and Life Skills	Level 2.a
650	Management, Accountancy and Advertising	Level 2.b
660	Manufacturing	Level 1.b
670	Manufacturing	Level 1.b
680	Manufacturing Specific Uses	Level 1.b
690	Building	Level 2.b

700-799 The Arts - Major art movements and artists, Australian arts and crafts, and art techniques.

700	The Arts	Level 2.a
710	Civic and Landscape Art	Level 2.a
720	Architecture	Level 2.a
730	Plastic Arts, Sculpture	Level 2.a
740	Drawing and Decorative Arts	Level 2.a
750	Painting and Paintings	Level 2.a
760	Graphic Arts, Printmaking and Prints	Level 2.a
770	Photography and Photographs	Level 2.a
780	Music - Information on composers and performance of world renown, musical styles and Australian music.	Level 2.a
790-792	Performing Arts - Information on the techniques and use of Film, television, theatre and ballet. History of the Australian performing arts.	Level 2.a
793-799	Sports and Recreation - Information on all major games And sports. Australian sporting stars and the history of Australian sports.	Level 2.a

800-899 Literature - The study of literature, major plays and poetry of the English-speaking world and in particular material by or about Australian Writers.

800	Literature and Rhetoric	Level 1.b
810	American Literature in English	Level 2.b
820	English Language Literature	Level 2.b
830	German Language Literature	Level 1.b
840	French Language Literature	Level 1.b
850	Italian Language Literature	Level 1.b
860	Spanish and Portuguese Literature	Level 1.b
870	Latin Literature	Level 1.b
880	Greek Literature	Level 1.b
890	Literatures of Other Languages	Level 1.b

900-999 Biography, Geography and History - Geographical and historical information on the countries of the world with emphasis on Australia and in particular NSW. and the A.C.T. War histories concerned with Australian involvement. Biographies for reasons of interest in the person concerned or the literary merit of the work itself. All works pertaining to the Queanbeyan district.

900	Geography and History	Level 2.a
910	Geography and Travel	Level 2.a
920	Biography	Level 2.a
929	Genealogy, Insignia	Level 2.a
930	History of the Ancient World	Level 2.a
940-999	General History	Level 2.a
994	Australia	Level 2.b
994.47	Queanbeyan and Region	Level 3

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PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference in TRIM: Procedure	Nil
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	Manager (Library and Cultural)
Committees (if any) consulted in the development of the Draft Policy:	Nil
Responsibility for Implementation:	Manager (Library and Cultural)
Responsibility for Review of Policy:	Manager (Library and Cultural)

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Strategic Priority No. 6
Delivery Program Title:	Provision of Library Services
Operational Plan:	Program No. 690-694 Library Services

Senior Authorising Officer	Position General Manager	Signature/Date  23 February 2011
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
New	4 April 1991	284	
Amended	15 April 1992	342	
Amended	2 May 2001	250	
Amended	26 November 2008	585	
Amended	23 February 2011	35	8

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
23 February 2011	Manager (Library and Cultural Services)	Peter Conlon
June 2013	Manager (Library and Cultural Services)	Peter Conlon