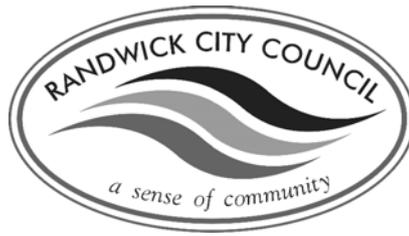


COMMUNITY SERVICES COMMITTEE

BUSINESS PAPER

TUESDAY 2 DECEMBER 2008

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25 November 2008

COMMUNITY SERVICES COMMITTEE

Notice is hereby given that a Community Services Committee of the Council of the City of Randwick will be held in the Council Chamber, Town Hall, 90 Avoca Street, Randwick, on Tuesday, 2 December 2008 at 6:30 p.m.

Committee Members: The Mayor, B Notley-Smith, Bowen, Matson, Matthews, Smith (Deputy Chairperson), Tracey, Woodsmith (Chairperson).

Quorum: Four (4) members.

NOTE: At the Extraordinary Meeting held on 28 September 2004, the Council resolved that the Community Services Committee be constituted as a committee with full delegation to determine matters on the agenda.

Apologies/Granting of Leave of Absences

Confirmation of the Minutes

Community Services Committee - 11 November 2008

Declarations of Pecuniary and Non-Pecuniary Interests

Address of Committee by Members of the Public

Urgent Business

Community Services Reports

Nil

Library Reports

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Closed Session

Nil

Notices of Rescission Motions

Nil

.....
Ray Brownlee
GENERAL MANAGER

Library Report No. L2/08



Subject: Library Collection Development Policy
Folder No: F2004/08387
Author: Barbara Todes, Manager Library Services

Introduction

The Collection Development Policy states how the library identifies, selects and manages resources required to meet the changing needs of the library's customers. It is reviewed annually and revised every three years. A revision may be prompted by any significant change in demographic composition in the LGA, information needs of customers and community demands. The Collection Development Policy has been revised and updated and requires Council approval.

Issues

The purpose of the Collection Development Policy is:

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

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

- Popular, contemporary material in a broad range of formats
- Material to support the educational requirements of primary and secondary students and those undertaking independent study
- Resources in languages that reflect Randwick's cultural diversity
- Sources of general information covering a wide variety of subjects
- Gateways to specialist information sources
- Information on the local area and Randwick City Council
- Resources to support councillors and staff of Randwick City Council.

The strategies to achieve these objectives are as follows:

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

Performance indicators include looking at circulation, reservation, membership statistics, analysing inter-library loan requests, customer suggestions for purchase, feedback from focus groups, website hits and State Library of NSW Public Library Branch Annual Statistical returns.

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Technological innovation is transforming the way in which libraries build their collections and provide access to information. Randwick City Library Service is developing collections that anticipate, and services that respond rapidly to customer demands. In addition to providing library resources in various formats for loan, the library is now providing digital content options, such as e-books and developing suites of electronic databases and websites that provide customers with a tailored response to information requests.

Relationship to City Plan

The relationship with the City Plan is as follows:

Outcome 5: Excellence in recreation and lifestyle opportunities.
Direction 5d: Library programmes, resources and facilities provide innovative and inspirational opportunities for education and leisure.

Financial Impact statement

There is no direct financial impact for this matter.

Conclusion

The revised and updated Collection Development Policy takes into account demographic and other trends and ensures that the current collection meets the needs of the Randwick City community. It covers all aspects of maintaining a targeted, well-used collection, which includes electronic resources. The current circulation figures, which show a marked increase in circulation over the past three years, are testimony to the success of the Collection Development Policy.

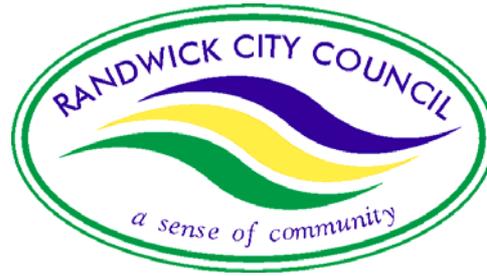
Recommendation

That the Randwick Library Service Collection Development Policy be adopted by Council.

Attachment/s:

1. Library Services Collection Development Policy

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Library Services Collection Development Policy

2008

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1. INTRODUCTION TO RANDWICK CITY LIBRARY SERVICES

1.1 Randwick City Council's vision

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

(Source: The Randwick City Plan, 2006)

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

Randwick City Library Service's mission

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

1.2 Aims

To provide our customers with:

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

(Source: The Randwick City Plan, 2006)

1.3 Community Profile (Selected Characteristics)

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

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

Age Distribution

Largest groups:

18-24 – 13.1%

25-34 – 18.7%

35-49 – 22%

50-59 – 11.3%

(Source: ABS Census 2006)

Students attending the University of New South Wales make up a large percentage of young people in the 20-29 year age groups. They may not

be long term residents and so the aging trend may not be significant in these groups.

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

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

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

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

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

Ethnicity

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

English Proficiency

Proficiency in Spoken English is high; with 89.9% of the Migrants from CALD stated they spoke English very well or well.

(Source: ABS Census 2006)

1.3.1 RCLS Customers

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

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

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

These customers make use of:

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

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

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

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

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

2. THE COLLECTION DEVELOPMENT POLICY

2.1 Definition

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

Documents informing the Policy include:

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

Documents the Policy informs:

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

2.2 Responsibility

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

2.3 Purpose of the Collection Development Policy

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

2.4 Revision

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

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

3. COLLECTION OVERVIEW

3.1 Collection Objectives

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

- Popular, contemporary material in a broad range of formats
- Material to support the educational requirements of primary and secondary students and those undertaking independent study
- Resources in languages that reflect Randwick's cultural diversity
- Sources of general information covering a wide variety of subjects
- Gateways to specialist information sources
- Information on the local area and Randwick City Council
- Resources to support councillors and staff of Randwick City Council

3.2 Strategies

To achieve these objectives the RCLS will:

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

3.3 Performance Indicators

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

- Circulation statistics
- Reservations statistics

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

3.4 Collection Building

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

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

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

Customers are able to:

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

3.5 Co-Operation

RCLS supports co-operation between libraries by participating in:

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

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

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

3.6 Collecting Levels

New South Wales Subject Strengths Scheme

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

emphasis on Australian content. Customer demand will determine which subjects receive more comprehensive coverage.

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

3.7 Evaluation

The evaluation of the RCLS collection will be based upon:

- Analysis of inter-library requests
- Analysis of purchase requests
- In-house use analysis
- Customer feedback forms
- Professionally recognised standards and staff expertise.

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

3.8 Scope

RCLS provides free lending of:

- Books
- Audio books
- Videos (including super text and subtitled) and DVDs
- Music compact discs
- Material in community languages
- Kits for learning English and other languages
- Bi-lingual picture books
- Magazines
- CD ROMs
- Computer games

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

Resources for in-house use include:

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

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- Playstation games

* Also available remotely through RCLS homepage

3.9 Selection Criteria

“A public library has a role as an unbiased source of information and ideas, including online content. It must accept responsibility for providing free access to materials and information presenting, as far as possible, all points of view on current and historical issues, including controversial issues”

(Source: Library Council of New South Wales
Access to Information in New South Wales Public Libraries Guideline 2006)

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

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

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

Electronic resources may have additional criteria such as licensing.

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

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

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

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

Donations

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

Selection tools used

- Trade and library magazines

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- Newspapers
- Suggestions from patrons and staff
- Standing orders
- Selections from visiting suppliers
- Publishers' catalogues
- Visits to bookshops
- Web sites
- Reviews in general and specialised magazines
- Advice from subject specialists

3.10 Maintenance

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

Withdrawal and discarding

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

Criteria for withdrawal and discarding

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

Exceptions

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

Discarded material may be

- Offered to public libraries
- Sold at RCLS's book sale
- Recycled

4. THE VARIOUS COLLECTIONS

4.1 Collections for Loan

4.1.1 General Information

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

- the information they require during the course of their daily lives
- a diversity of view points on a range of subjects that will promote critical thought

Scope: English language resources that provide information for recreational, business and vocational use, personal development and physical wellbeing at a general readership level.

Formats: Various formats will be considered including book, CD ROM, DVD, CD and digital.

Exclusions:

Textbooks will not be selected unless they are the only source of information on a subject

Workbooks will not be purchased

Access: A number of subject areas are shelved separately for ease of access e.g.. biographies, literature and travel guides.

Future Directions: The separate subject areas will be monitored on their popularity.

4.1.1.1 Sustainability Collection

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

Scope: The collection includes English language resources that provide information on a variety of environmental topics for all age groups. Titles are sourced primarily from Council's sustainability recommended reading list. However, some non-listed titles are included based on reviews and personal recommendations. Books that are part of the collection have a specific symbol on their spines.

Formats:

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

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

4.1.2 Adult Fiction

The collection aims to provide customers with a range of exceptional recreational material to stimulate their imagination and enrich their experience.

Scope: The collection will contain as broad a range as possible of popular, contemporary and classic works in English including:

- Bestsellers
- A representative selection from fiction genres (science fiction/fantasy, westerns, romances, detective stories and mysteries)
- Winners of major international prizes
- Winners of and titles short-listed for Australian awards

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

Formats: Various formats will be considered including:

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

Future Directions:

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

4.1.3 Filmed Works

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

Scope:

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

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

Formats:

- DVD
- Digital

Future Directions:

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

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4.1.4 Recorded Music

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

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

Selection considerations: Emphasis on Australian artists

Formats:

- Compact discs
- Digital

Exclusions: CD singles

4.1.5 Children and Youth

It is important to provide a wide range of informational and recreational resources in response to the varied social and cognitive developmental needs of this broad age group. Children from ages 0 to 17 years progress from a dependent, "pre-language" baby through to an independent reader with critical thinking skills.

Population Served: According to 2006 Census, approximately 20586 (17.2%) of the RCC's population are children aged 0-17 years of age. The children and youth collection also serves parents, carers, teachers, student teachers, researchers in children's literature and supports school curriculum.

The LGA has 27 primary schools, 12 secondary schools, 4 special schools and 53 Day-Care and Preschools.

Target groups

- Babies under 2 years old and their parents
- Beginner readers: these include children who have just started learning to read, through to children who are able to read structured, graded chapter books
- Youth aged 12 to 17

Partnership opportunities

- Schools in the LGA
- Libraries of the Metropolitan Association: South East – Librarians' Working Group

Future directions

- Further develop the graphic novel format in the young adult fiction collection.

- Expand the young adult collection to include DVDs, CDs and computer games.
- Expand the Lapsit program and provide more support resources: board books, finger puppets, musical instruments and teaching resources.
- Replace the colour coded beginner and intermediate JF readers collection with a broad collection of popular Reader Series.
- Further develop a "First Facts" information picture book collection for preschoolers.

4.1.5.1 General Information

- Non-fiction materials range from picture books through to more complex material to support high school curricula.
- Non fiction material for children in year 9 and above will be purchased by the children's librarian out of the JNF budget, but interfiled in the adult non fiction collection.
- A small collection of educational CD ROMs are located in the computer games collection, with the CD ROM games. The educational CD ROM format collection will be housed at Bowen and Randwick Branch Libraries.
- A small collection of Young Adult non-fiction material will be maintained. This material will be solely of interest to the 12 to 17 year old age group.

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

Formats: All formats will be considered in the light of their ability to support and enrich the collection.

Exclusions: Textbooks will be selected only if they are a good source of information on a subject.

4.1.5.2 Fiction

Scope

- Works will be purchased for various reading levels and for a broad variety of interests. The collection includes a wide range of genres including humour, adventure, fantasy and mystery.
- The following are normally purchased:
 - Most Australian fiction
 - Award winning titles
 - Popular authors
 - Quality picture books
 - High interest/simple vocabulary "readers"
 - Quality "readers" series
 - Quality graphic novels for young adults

Formats

- Books
- Board books
- Books on compact disc
- Graphic Novels

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- Digital

4.1.5.3 Lapsit resources

The library's five Lapsit sessions require a "not for loan" resource collection, and a "for loan" collection of parent support books. Items will be purchased to sustain this program.

Scope:

- Items suitable for babies aged 0-18 months
- Up-to-date books on current literacy theories and methods for parents
- Quality resources which stand heavy usage from babies

Formats:

- Board books
- Finger puppets
- Musical instruments
- Resource books and CD aids

4.1.5.4 Computer Games

Population Served: primarily children aged 3-12 years. RCLS purchases computer games for loan. These games are housed in the computer games section of the library.

Scope:

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

Format: PC games

4.1.6 Higher School Certificate

Support for students studying for the Higher School Certificate (HSC) is a high priority, particularly in view of the large and steadily increasing number of secondary students enrolled in the City of Randwick High Schools compared to neighbouring LGA's.

TAFE offers preparatory and HSC courses at the Randwick campus for mature age students whose numbers are increasing.

The HSC collection has been developed to support the Student Resource Collection and to provide students with increased opportunities for home and group study by making key resources available for loan.

This collection will be managed by the Youth Officer under the guidance of the Children's and Youth Services Librarian.

Target Groups:

- Year 11 and 12 students
- TAFE students attempting the HSC

Scope: The collection provides loan and reference copies of support material in core and popular subject areas and includes:

- Curriculum support
- Infocus collection
- Sample examination answers
- Study guides to curriculum areas identified as being taught in local schools
- Syllabus/Board of Studies resources
- Electronic information gateway
- Criticisms of prescribed texts
- Sources of background and introductory information to popular subject areas
- Study guides
- Essay writing, grammar and exam preparation guides
- Prescribed film and television texts available on video and DVD
- Resources available in formats particularly suited to group study e.g.. audio and DVD

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

Partnership Opportunities:

Secondary schools in the City of Randwick
 Randwick College of TAFE
 Libraries of neighbouring Local Government Areas

Future Directions:

Consolidate the HSC Collection at Randwick Branch
 Expand the Collection at Bowen Library
 Investigate resource sharing with neighbouring LGA libraries.

4.1.7 Toy and Game

RCLS recognises that children learn, explore, create and imagine through play. The Toy and Game Collection provides a quality range of toys and games that promote the acquisition and development of language, social, physical and cognitive skills.

It is important that children are exposed to a variety of stimulating toys and games to reinforce and accelerate skills development. RCLS is committed to providing these opportunities.

The collection is also aimed at providing families and individuals who are financially disadvantaged with access to resources that they could otherwise not afford to purchase. In particular, there is recognition of the high cost to parents of purchasing quality toys and their relatively short-term viability.

A small membership charge is levied. This charge is waived for residents of Randwick with a Health Care Card or receiving government financial assistance.

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Target groups:

- Families that are financially disadvantaged
- Families with young children

Scope:

Premium quality toys and games that assist in the development of:

- Language skills
- Cognitive skills
- Social skills
- Gross and fine motor skills
- Sensory concepts
- Toys and games for:
 - Individual play
 - Group play

Formats: Emphasis on high quality and durability

Partnership Opportunities:

- Local health care professionals
- Community groups e.g.. playgroups

Future directions:

- Provide innovative community information and education programmes for target groups.
- Expand the collection to Randwick and Malabar Libraries.
- Involve members in the selection of toys and games for the collection.

4.1.2 Community Languages

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

Randwick City has a diverse community made up of people from many cultural backgrounds. Over one third of our residents were born overseas, coming from over 100 countries and speaking over 60 different languages.

The most widely spoken of these languages are represented in the Community Languages Collection. The needs of smaller community groups are met by resource sharing with other public libraries and the State Library of New South Wales.

Population served:

- Members of the community from non-English speaking backgrounds:
- established migrant communities, e.g.. Greek and Spanish
- newly arrived migrant groups, e.g.. Chinese, Indonesian, Russian

- Other members of the community interested in languages other than English

Target groups: The five major language groups of Randwick residents from CALD background:

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

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

Scope:

The library currently offers material in 7 languages: Chinese, French, Greek, Indonesian, Polish, Russian, and Spanish. The Library provides a selected French collection because a French school is in close proximity, though Randwick City does not have a large French speaking population locally.

The collection is for recreational and educational purposes and includes fiction, non-fiction and audio-visual materials for adults and children. Adult fiction forms the bulk of each language collection. It includes original works of the authors of the respective languages as well as translations of popular English language novels.

Based on customer demand Chinese, Indonesian, Russian and Spanish non-fiction collections cover a range of popular subjects including health, cooking, history, computing and so on. Non-fiction collections in French, Greek and Polish are limited to the most popular subjects and works of local authors in the respective languages.

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

Library provides story time sessions for children from 2 to 5 years old in the Chinese (Mandarin) and Russian languages. Some additional resources are purchased to support storytelling in those languages

Formats:

- Books
- Magazines
- Newspapers
- Videos
- CDs
- VCDs
- DVDs

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Partnership opportunities

- The State Library of New South Wales
- Public libraries holding multicultural collections

Future Directions

- The number of languages collected will be reviewed to provide a more effective service to the ethnic communities in the LGA.
- Magazines and newspapers in community languages will be given a higher priority as they provide current information of particular interest and sustain a sense of cultural identity.

4.1.3 English Literacy

The English Literacy Collection aims to assist all adult members of the community to achieve their desired competency in English by providing a wide range of learning material supporting language development.

Target groups:

- Members of the community from CALD backgrounds who learn English as a second language
- English speaking residents wanting to improve their language skills
- English language teachers from local educational institutions including TAFE, AMES, Institute of Languages

Scope:

The collection is primarily an educational resource, which provides a wide range of linguistic and general language materials with a particular emphasis on the learning process. The collection also offers resources for teaching English as a second language.

Randwick City Library provides English Conversation Classes for people from Cultural and Linguistically Diverse background. Additional resources have been purchased to assist tutors with their lesson planning.

Formats:

- Books
- Audio kits
- Videos
- Sound recordings
- CD ROMs

Partnership opportunities:

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

Future directions:

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

Establish networks with other educational institution providing language support to Randwick residents.

Develop, in partnership with the Children and Young Adult Librarian, a literacy collection targeting primary school children.

4.1.4 Community Information

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

Formats

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

Future directions:

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

4.2 Newspapers and Magazines (Serials)

The collection provides the community with access to up-to-date information, specialised knowledge and recreational and professional reading. Newspapers and magazines contain information, reports, analysis and criticism often unavailable in any other form.

Magazines also play an important role in improving literacy skills, encouraging reluctant readers and providing high-interest practice material for people wishing to improve their English language skills.

Retention policy:

- Weekly magazines are retained for six months.
- Monthly magazines are retained for two years.
- Newspapers are retained for three months.

Scope:

For loan:

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

- Latest issue of selected titles is put on display and not available for loan until the next issue arrives

In-house use:

- Daily and weekly newspapers
- Local newspapers
- Weekly current affairs magazines
- Local government and library science serials
- Widely indexed serials not available electronically

The Library also has access to a large number of specialised serials via NSW.net and the Internet.

Future Directions:

Subscribe to more electronic newspapers and magazines and make them available via RCLS's webpage.

4.3 Specialist Information

4.3.1 Reference (Print)

General Information

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

Much of the effectiveness of the reference collection depends on the skills and knowledge of the reference staff. The collection will be as lean and efficient as possible.

Population served: From school aged children to adults

Target Groups:

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

Scope:

Reference collection covers the entire range of the Dewey Decimal Classification System and is complementary to the lending collection. Reference materials cover all subjects range in various depths to meet the information needs from primary school level to beginning research level. The emphasis is on materials designed to be consulted for information rather than for consecutive reading.

Types of reference materials include:

- Almanacs
- Encyclopaedias
- Dictionaries

- Directories
- Atlases
- Handbooks
- Indexes
- Yearbooks
- Selected authoritative books on particular subjects
- Legal Information Access Centre (LIAC) collection
- Drug Info @ your Library collection

Formats:

- Books
- Serials that have been identified as material that is for use only in the library. Coverage includes Australian academic and specialist periodicals. These serials would meet research, study and projects needs.
- Choice of format is usually made on the basis of the most serviceable edition available, cost, the expected level of use and the ease of use

Exclusions:

Reference materials do not include:

- Resources that require the user to do extensive reading analysis or contemplation
- Most monographs
- Material older than 10 years – unless no other materials are available on the subject

Criteria for selection, updating and weeding:

- Current and anticipated needs and interests of the public
- Accuracy of content
- Age of the publication
- Thoroughness of coverage
- Adequacy in answering reference queries
- Importance of subject matter to the collection
- Evaluations in review media
- Ease of use
- Information duplicated in other reference materials
- New edition of a work is published
- Cost
- Physical condition
- Australian content

Future Directions:

- New reference material will be collected for each library. Selection will be based on the needs of the particular library. Where possible older editions of reference material will not be sent to branch libraries.
- Aim for a tight, current and easy-to-use reference collection.
- Subject gaps will be identified on a regular basis through analysis of collection.

4.3.2 Electronic Resources

Access to resources rather than the ownership of resources is becoming more important for libraries – there is less reliance on using in-house

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collections to satisfy information needs, and more emphasis on using appropriate resources regardless of where they are located or the format they are in. Access to commercial databases through online subscription, consortia purchasing arrangements, and the potential electronic publishing of the library's own resources all will influence collection development.

Formats:

- E-books, newspapers, serials
- Web sites
- Online databases
- CD ROMs
- Digital

Exclusions:

Resources that target tertiary level audiences with narrow subject focus

Criteria for Selection:

See Reference (Print)

Future Directions:

- Cataloguing of web sites – implementation of a federated search tool e.g.. Webfeat
- Improved access to online resources
- Further development of the library's web site as an information resource
- Remote access to the online collection for users
- Education of users in accessing non-book resources
- Electronic publishing of selected library resources
- Emphasis on development of electronic resources at branch locations

4.3.3 Local Studies Collection

Aim and Scope:

The aim of the local studies service is to provide an accessible comprehensive local studies research collection for the study of all aspects of the City of Randwick, past and present. This is achieved by acquiring, accumulating, preserving, conserving and providing access to a range of locally significant documents. This includes, but is not limited to documents in the following areas:

- Social, economic, industrial, cultural and political history
- Indigenous heritage
- Natural and built environment and landscape

The Collection focus is the geographic area of the City of Randwick local government area. The collection is limited to these geographic borders.

The Collection facilitates publications about Randwick both past and present. The 150th anniversary history of Randwick due for publication 2009 is a notable example of this.

The Local Studies Collection falls under both the collection development policy and the Randwick City Council Records Retention and Disposal Policy.

Target Groups:

- Randwick City Council staff and Councillors
- Randwick and District historical Society and other local historical groups
- Primary secondary and tertiary groups
- Consultants and professional historians'
- Local and family historians
- Residents and workers of the City of Randwick
- General community

Future development:

- Documentation of the current history of the area for the benefit of future generations
- Electronic publishing of unique local resources to enable wider, federated access to material and conservation of original material e.g. Picture Australia
- Use of technologies for the preservation and promotion of materials e.g. digitisation of primary resources. Online access to aggregated resources to conserve originals e.g. Photograph database and the "Our Town Photographic Competition"
- Development of partnerships/projects with relevant local and state organisations, including the Randwick and District Historical Society, Heritage Council of NSW, State Library of NSW and other public libraries in eastern Sydney with shared local history interests.
- Promotion of resources for heritage themed annual events e.g. History Week and special local history events e.g. 150th anniversary of Randwick City
- Support the management of complementary heritage collections e.g. the Randwick and District Historical Society Collection through joint funding applications and collaborative partnerships
- Priority collection areas will include: Indigenous Heritage, 150th anniversary of local government in Randwick celebrations, social history, pictorial history, oral history program, ethnic communities resident in the LGA, environmental heritage, preservation of council archives (by microfilm and digitisation)

4.3.4 Family History Collection

Aim and Scope:

The aim of the family history collection is to provide access to a comprehensive research collection for the study of family history. The collection focus is on records from Australia. Records that include a Randwick component will be given highest priority, especially where these records will also be useful for the study of local history.

Overseas records will be purchased for the collection only where they are useful to a substantial proportion of researchers. Australian records with limited applicability may be purchased subject to budgetary constraints. The collection will aim to complement the collection of the Cape Banks

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Family History Group where possible rather than duplicating resources held in this local collection.

Target Groups:

- Randwick City Council staff and Councillors
- Randwick and District historical Society and other local historical groups
- Primary secondary and tertiary groups
- Local Historical Groups
- Consultants and professional historians'
- Local and family historians
- Residents and workers of the City of Randwick
- General community

Future development:

- Develop resources to encourage more people to become involved in family history research
- Web access to resources
- Births, Deaths and Marriages records from other countries based on expressed interests of users e.g. Ancestry.com
- Development of partnerships/projects with relevant local and state organisations, including the Cape Banks Family History group, State Records, Society of Australian Genealogists
- Support the use of the collection through seminars, database training and information evenings

For the individual policy pertaining to the local studies and family history collections please refer to the detailed Local Studies and Family History Library Policy.

4.3.5 Legal Information Access Centre

Target Groups:

- Members of the population with a legal information need
- Students

Scope

- Nominated resources to be purchased in accordance with the contract between this library and the State Library
- Resources recommended by State Library/LIAC
- Resources provided gratis by State Library/LIAC
- Online resources

Future Directions:

Future development is partially dependant on continued funding for the State Library's LIAC initiative. Recommended resources will continue to be purchased for all library locations

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5. Appendices

- Access to Information in New South Wales Public Libraries Guideline: http://www.sl.nsw.gov.au/services/public_libraries/docs/accesstoinformation2007.pdf
- ALIA *Statement on Free Access to Information*:
www.alia.org.au/policies/free.access.html
- Copyright: www.copyright.org.au
- UNESCO Public Library Manifesto www.ifla.org
- International Federation of Library Associations and Institutions (IFLA) *Statement on Libraries and Intellectual Freedom*:
<http://www.ifla.org/faife/policy/iflastat/iflastat.htm>
- IFLA *Multicultural Library Manifesto 2008*:
www.ifla.org/v11/s32/pub/multiculturalLibraryManifesto.pdf

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Library Report No. L3/08



Subject: Tram to Bondi Play
Folder No: F2004/08383
Author: Barbara Todes, Manager Library Services

Introduction

When children experience live theatre, it is not only entertaining, but helps develop a love of literature and performance.

In January 2008, Libby Hathorn approached Randwick City Library Service to assist in bringing her iconic children's book, *The Tram to Bondi Beach*, to life. The book, which was adapted into a play by Libby Hathorn and Andrew Johnstone, had never been staged by professional actors.

Invitations were sent to all 33 primary schools in the Randwick local government area. Twenty of these schools sent up to 600 children each to the free performances, held at the Town Hall in Randwick in November 2008.

Issues

1. Primary schools study transport and "Australian life then and now" as part of the syllabus. The play, which explores both these themes, helped bring history from the page to life.
2. Randwick City Council is developing a reputation for supporting and developing community theatre through ongoing initiatives such as The Actor's Forum and the Library's play readings such as *By the Water's Edge* and *The Marginal Farm*. This is the first time that free theatre has been extended to the younger members of the community.
3. The goodwill that was developed with primary schools is invaluable in developing long lasting relationships, particularly since school's interaction is vital for the success of Council's sesquicentenary in 2009.

The Tram To Bondi Beach

Over 3,600 primary school children from years K – 6 enjoyed free performances of the professionally staged play. Fifteen forty-five minute performances were staged at The Town Hall, which was a perfect venue for the play due to its own history.

Many of the children who attended the play had never experienced live theatre nor been to the Town Hall. They enthusiastically participated with over 200 children at each performance, engrossed by the subject matter, temporarily suspending their disbelief and immersing themselves in life in Sydney in the 1930s.

Relationship to City Plan

The relationship with the City Plan is as follows:

Outcome 5: Excellence in recreation and lifestyle opportunities.
Direction 5b: A range of cultural, sporting and leisure activities.

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Financial impact statement

The Tram to Bondi Beach was funded through existing Council resources.

Conclusion

The feedback from parents, teachers and children has been overwhelmingly positive. Many were grateful for the commitment to the arts shown by the Council. Over 3,600 children went home and discussed their experience with their parents. The Library's marketing and events supervisor has been stopped in the street by excited children and grateful parents commenting on how much they enjoyed themselves and how touched they are by the Council's commitment to the arts.

Recommendation

That the report be received and noted.

Attachment/s:

Nil

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