COLLECTION MANAGEMENT POLICY

PURPOSE
The collection of St Andrew’s Cathedral School Library caters to the learning and recreational needs of students from Kindergarten to Year 12 including the Gawura Aboriginal campus and the school’s staff. This policy provides the framework for management and development of a well-balanced collection that:

- supports the teaching and learning needs within the school
- caters to the interests, needs and abilities of the students
- provides literature to foster a love of reading and
- supports the library as the stimulating intellectual hub of the school
- provides access to a growing variety of formats (traditional print, online and e-book)
- supports the growing number of languages taught and spoken within the school.

The investigation of ideas is a vital part of education and for this purpose some resources, which may be seen as controversial, will be included in the collection to provide several points of view on a subject.

PHILOSOPHY

- Students need access to a range of information sources in a variety of formats at various reading levels – items that are up-to-date, stimulating, attractive, balanced, inclusive and accessible
- Information resources, print and digital, presenting balanced opinions or several viewpoints on an issue are more conducive to critical thinking
- Staff professional needs must be catered for
- The collection requires continual updating and culling to remain a quality resource for the learning community of the school.

IMPLICATIONS

* A considered and strategic target of acquisitions needs to be developed annually. The collection comprises an organised set of resources in print, audio-visual and digital formats divided into smaller collections:

  **Physical Collections**
  - Reference - rapid access resources like encyclopedias, atlases and dictionaries
  - Non Fiction – print information resources to support the curriculum and recreational needs.
  - Junior Non Fiction for Stages 1 and 2 students
  - HSC and IB collections – senior textbooks and subject guides
  - Fiction – reading materials for literacy, curriculum and recreational needs; Junior Fiction for Early Stage 1 to Stage 2 access is marked with a yellow sticker; fiction for Stage 3 is marked with an owl sticker; age-restricted borrowing is indicated with a pink sticker.
  - Graphic novel collections for juniors and secondary students
  - Picture book collection
  - Journals/Magazines – hard copy journals, kept generally for no more than 2 years
  - Stack – a small collection mainly of historic interest
  - Closed reserve – short term changing collections to support specific tasks
- Clickview database and DVD collections to support the curriculum
- Foreign languages collection - to support ESL, IB and LOTE needs

**Digital collections**

- A range of full-text databases with centralized access on the library website
- An online encyclopaedia to support the K-12 curriculum within the school
- Fiction and Non-Fiction E-Book titles for recreational and curriculum use.
- Library website – digital resources to support curriculum needs.

* Selection criteria are used for all resources including donated material
* To aid in the selection process, the following tools and means will be used: online databases, trade and other journals, e-lists, bibliographies and reviews, suggestions by students and staff, standing orders, bestseller and prize-winning listings, visits from booksellers, visiting bookshops
* Library impact statements will be used with school faculties to facilitate acquisition of relevant resources and to improve support of the curriculum
* Responsibility for selection of materials ultimately rests with the Head of School although responsibility is delegated to the Head of Library Services
* Suggestions for resources by staff, students and parents are very welcome and will be considered in relation to the balance of the collection, gaps and weaknesses, new developments in curricula, and interests of students and staff
* Membership of other libraries will be facilitated particularly for senior students
* Inter-library loans will be arranged if need and funds justify it
* Weeding is a continual ongoing process based on clear criteria (see the SACS Weeding Policy and Deselection Criteria)
* Any item in the collection may be challenged by a member of the school community by handing a completed challenge form to the Leader of Learning (Information & Research services)
* The policy is due for revision every two years by the library team.

**SUPPORTING DOCUMENTS**

- Statement on Freedom of Access to Information
- Selection criteria
- Weeding policy and criteria
- Library Impact Statement
- Challenge forms: **Request for reconsideration of resource material**
- Format for analysis

**Other Appendices** which form part of this document and are attached are:

- Statement on Freedom to Read - ALIA
- The Australian School Library Bill of Rights
- Statement on Libraries and Multiculturalism
- The IFLA/UNESCO School Library Manifesto

**STATEMENT ON DONATIONS**

Gifts and donations will be accepted by the library as long as they meet the library’s selection criteria. The library reserves the right to dispose of resources if they are no longer considered suitable to be included in the collection. Money received by the library will be used for the acquisition of resources to supplement the collection. This policy will be reviewed every two years by the Library staff.

We do not accept DVDs from students or parents because:

Playing pirated DVDs puts you, your school, your principal and your educational body at risk of serious civil penalties which include payment of compensation to the copyright owner as well as criminal penalties. For this reason schools should not accept donations or loans of DVDs from students or parents. We recommend that schools source their own films to ensure that they are not pirated copies.