



Shire of Mundaring Libraries Collection Development Guidelines

Guidelines Statement

In alignment with the *Shire of Mundaring Council Plan 2024–2034* and the *State and Local Government Agreement for the Provision of Public Library Services in Western Australia (2020)*, the Shire of Mundaring Libraries serve as vibrant and inclusive community hubs that empower all Western Australians.

We are committed to providing free, universal, and equitable access to a diverse and well-curated collection that reflects the interests and needs of our community. Our resources support recreation, business, culture, and lifelong learning for people of all ages and backgrounds.

The Shire of Mundaring Libraries collection development and management practices follow a life-cycle approach, ensuring that our collection remains well resourced, responsive, and relevant — both now and into the future.

Purpose and Scope

This document provides clear guidelines for the management of the Shire of Mundaring Libraries' collection. It outlines the principles and processes for acquiring, evaluating, and de-selecting materials in both physical and digital formats.

These guidelines aim to ensure that the libraries' resources remain relevant, diverse, and responsive to the evolving needs of the community.

Responsibilities

- **Shire Employees & External Selectors**
Collaborate to uphold the objectives outlined in the Collection Development Guidelines
- **Librarian – Acquisitions**
Responsible for implementing the Collection Development Guidelines
- **Librarian – Young People's Services**
Applies the Collection Development Guidelines specifically to children's and youth collections
- **Coordinator of Library Services & Manager Community, Culture & Visitor Experience**
Holds discretionary authority over amendments and additional consultations related to the Collection Development Guidelines.

Families and Parental Responsibilities

Shire of Mundaring Libraries is committed to providing access to a wide range of materials that support learning, literacy, and personal development for all age groups, including children.

While the libraries offer support, guidance and recommendations, they do not assume responsibility for supervising or restricting the reading and borrowing choices of minors. For further details, please refer to Section 7 of the Library Terms and Conditions:

Parents/Guardians are responsible for:

- a) items and any debts incurred on their child's card*
- b) monitoring their child's selection and use of library resources*
- c) supervision of their children in the library.*

We encourage families to engage in open conversations about reading choices and to explore materials that align with their interests and values within the libraries' diverse offerings.

Community Profile

The Shire of Mundaring encompasses three interconnected communities: the Foothills, Hills, and Rural communities. Spanning over 645 square kilometres, the Shire includes more than 30 townsites and localities, each offering a unique lifestyle to over 41,000 residents.

Acquisitions of Library Materials: Selection Criteria

Selectors consider the following criteria when choosing materials for the library collection:

- Relevance to current community interests and needs
- Popular interest and appeal
- Currency and accuracy of content
- Publication date
- Support for Diversity, Equity and Inclusivity (DEI)
- Contemporary significance
- Enduring value
- Readability and style
- Significance of subject matter, permanence or timeliness of subject
- Local interest (author or subject)
- Relationship and importance to the overall collection
- Circulation of similar materials
- Quality of presentation, appropriate to the content and audience
- Suitability of format
- Price and availability
- Professional, peer and popular reviews
- Reputation of the author, publisher or producer
- Budget considerations

Methods of Selection

Library materials are selected through the following methods:

- State Library of Western Australia funded stock
 - Materials are acquired through state-level funding and processes
- Shire of Mundaring funded stock
 - Materials are acquired through local government funding and processes
- Patron requests and suggestions
 - Materials are acquired based on community comment and input
- Donations that meet [Donation Guidelines](#)
 - Materials that align with the Collection Development Guidelines are included in library collection

Collection Evaluation and Assessment: De-selection of Materials

To maintain a relevant, diverse, and responsive collection, library materials are regularly evaluated and de-selected on the following criteria:

- Poor physical condition
- Superseded by a newer edition, more accurate source or updated information
- Insufficient use (including borrowing)
- Content is no longer appropriate
- Subject matter is no longer of current interest
- Unnecessary duplication
- Licencing restrictions
- Irrelevant to current community needs

De-selected materials are processed through a variety of sustainable and community-focused methods:

- Available for purchase through book sales at each library location
- Donated to charitable or community organisation
- Disposed of in accordance with local waste management and environmental guidelines

Non-traditional Physical Library Materials

In response to the evolving recreational, cultural, sustainable and lifelong learning needs of our community, Shire of Mundaring Libraries has introduced non-traditional library items into the collection. The library collection not only includes traditional items such as books, but also:

- eReader Kits
- Jigsaw Puzzles
- Home Energy Audit Kits
- Seed Library (in partnership with local community group *Mundaring Seed Savers*)

Selectors consider the following criteria when acquiring non-traditional materials for the library collection:

- Education and lifelong learning value
- Environment and sustainability relevance
- Supportive to health and wellbeing
- Accessibility and Inclusion
- Socio-economic benefit
- Reflective of local community interests

Seed Library additional parameters:

- Locally grown preferred
- Seeds are not documented within the Shire of Mundaring [Plants out of Place booklet](#)
- Seeds are not referenced in the [Weeds Australia](#) database (plant to be declared a weed in the State of Western Australia before being excluded from seed collection).

Digital Resources

Digital resources provide the community with continuous access to library materials online. These resources include a wide range of formats, including but not limited to:

- eBooks
- eAudiobooks
- eMagazines
- ePress
- Film and music streaming
- Online learning databases

The State Library of Western Australia provides digital resources to public libraries through the Western Australia Public Libraries Digital Media Collection (WAPLDMC). These digital resources include:

- Ancestry Library Edition
- BorrowBox
- Busy Things Online
- Hoopla
- Kanopy
- Kanopy Kids
- Libby by OverDrive
- LOTE4Kids
- Overdrive Kids
- Story Box Library

Shire of Mundaring Libraries supplement these digital resources with additional databases and specific title licenses which meet the needs and interests of the local community. While

Shire of Mundaring Libraries holds a level of authority over these supplementary resources, ownership and control does not extend to the resources provided by the WAPLDMC.

All digital resources, whether provided by WAPLDMC or Shire Mundaring Libraries, comply with relevant legislative requirements. It is, however, the responsibility of individual users to make informed decisions about the content they access and engage with. For further guidance, please refer to the Families and Parental Responsibilities and Intellectual Freedom sections of these guidelines.

Intellectual Freedom

The Shire of Mundaring Library Service supports and adheres to the principles of intellectual freedom, as outlined in the State Library of Western Australia's (SLWA) *Intellectual Freedom Policy Statement*:

The State Library supports the right of all Western Australians to access information within the law regardless of age, gender, race, religion, disability, cultural identity, sexuality, language, socioeconomic status, political allegiance or social viewpoint.

The State Library is committed to the principles of equitable access, freedom of expression, freedom from censorship, privacy and Aboriginal self determination.

In addition, Shire of Mundaring Libraries refers to the Australian Library and Information Associations (ALIA) *Free Access to Information Statement* when addressing the concept of intellectual freedom.

In adhering to these guiding principles, Shire of Mundaring Libraries does not facilitate or endorse censorship of collection materials. While freedom from censorship is upheld, Shire of Mundaring Libraries remains compliant with all Commonwealth and State Legislation relevant to the distribution of published materials, including the *Classification (Publications, Films and Computer Games) Act 1995* and the *Copyright Act 1968*.

Reconsideration of Library Material

Shire of Mundaring Libraries value community feedback and recognise the importance of providing a transparent process for reconsidering library materials.

A request for the reconsideration of a library material may be submitted under the following conditions:

- Requester must be a current Shire of Mundaring library member
- The Reconsideration of Library Material form must be completed in full
- Once reviewed, an item cannot be reconsidered for 12 months, unless reclassification or significant new information occurs during this period
- The item is held within the Shire of Mundaring collection (not a digital resource supplied through the WAPLDMC)

Once a Reconsideration of Library Material form is received, a review process will follow these guiding principles:

- The library material will be suspended from further access until the review is completed
- A review committee will be formed, consisting of at least two Shire of Mundaring employees. This may include a Librarian, Coordinator of Library Services and/or the Manager Community, Culture & Visitor Experience
- The catalogue record and material information will be reviewed for accuracy
- An assessment will be conducted to determine if any legislation has been breached by including material within collection
- The committee will evaluate whether the Shire of Mundaring Collection Development Guidelines have been breached
- The committee will consider if the removal of material would underpin expression of intellectual freedom

Following the review of a reconsideration request, one or more of the following actions may result:

- No changes are applied, and item remains in collection
- The catalogue record and/or material information is updated
- The material is reclassified and moved into another library collection
- Access to the material is modified
- The material is retained in collection, but access is restricted
- The material is removed from library collection

Further action

If the requester is dissatisfied after the review process has been completed, the requester will be referred to the Shire of Mundaring [Compliments, complaints and suggestions guide](#)

Definitions

- **Library Material**

An item held within the Shire of Mundaring Libraries collection. Library materials are available in a range of formats, including but not limited to books, talking books, DVDs, magazines, jigsaws, library of things items, plant seeds and digital resources.

- **External Selectors**

Individuals employed by collection suppliers, who are endorsed by the State Library of Western Australia to select library materials on behalf of Shire of Mundaring Libraries.

- **De-selection**

The process of withdrawing a library material from the Shire of Mundaring Libraries' collection, catalogue or database.

Legislation

Censorship Act 1996

Classification (Publications, Films and Computer Games) Act 1995

Copyright Act 1968, Copyright Amendment Act 2006 and Copyright Amendment Act 2017

Library Board of Western Australia Act 1951.

Library Board (Registered Public Libraries) Regulations 1985.

Western Australian Classification Publications, Film and Computer Games Enforcement Act 1996.

Relevant Policies and Documents

Australian Library and Information Association (ALIA) [Free Access to Information Statement](#)

Australian Library and Information Association (ALIA) [ALIA On Online Content Regulation](#)

Shire of Mundaring [Council Plan 2024 to 2034](#)

Shire of Mundaring [Library Terms and Conditions](#)

[State and Local Government Agreement](#) for the Provision of Public Library Services in Western Australia, 2020

State Library of Western Australia [Intellectual Freedom Policy](#)